

HJ Show Sponsorship Instructions

Thank you for sponsoring a HJ schooling show at the BI Saddle Club. The entire membership appreciates your help! Feel free to choose a theme and decorate the facility/jumps accordingly or not at all. Or promote your barn by designing a jump sporting your barn name and logo, or hanging your banner on the arena rail.

Our goal is to run a **well-organized** and **time-efficient** show in **positive supportive** environment. We want these events to be fun and educational, and to build up riders and horses, not tear them down. So how we communicate with participants and their families is key. Please communicate this to your volunteer staff.

Responsibilities of Sponsor:

1. Design courses for the show.
 - o There should be a minimum of three courses (hunter, equitation and jumper including jump-off (or speed or power and speed ok too) if necessary).
 - o Please provide three (3) copies of each course; one for the judge, one to be posted and one for the gate/jump crew.
 - o Please number all courses with the corresponding class number(s).
 - o Use Optimum Time for jumper courses under .75m to keep speed under control.
 - o For Walk/Trot Classes, use ½ the arena.
 - o For Cross Rail Classes, create a shortened course version w/ maximum of 5-7 fences to jump.
 - o Flat classes with more than 12 riders will be split and pinned separately.
 - o Please make courses efficient to help speed the day along.
 - o Sponsors should post the courses no later than 7:30 am on the day of the show. Earlier is just fine

2. Staff the show.
 - o In gate
 - o In gate board management, setting the Order Of Go - This person needs to be an adult who queues up the riders and keeps the classes moving quickly. Also enforces the show rules.
 - o Out gate with ribbons & prizes (or setup ribbons/prizes by office)
 - o Announcer in the judges booth

- o Jump Crew at in gate (2-4 people to set fences and clear manure from arena and staging area)
- o Show Steward (i.e. enforcing rules like proper attire, no smoking, keeping extra people from hanging with horse/rider around in staging area, etc.)
- o Volunteers need to arrive by 7:30 and stay through the end of the show and take down, which can be as late as 7pm if the show is not moving efficiently or strongly attended. Therefore you may want to break the day into two shifts.

3. Set up and take down

- o Set up course on the Friday before the schooling show.
- o Take down jumps, stall signs, and tidy up on show day, before you leave

Responsibilities of BISC

- Provide office staff, provide judges, drag and water arena before and after show, provide guidance with set up and take down and help volunteers where needed.

Thank you on behalf of the entire equestrian community for being a Sponsor!!