

Onsite Show Manager

Mission: To organize, promote and ensure the smooth operation of the MN Pinto horse shows. And be the liaison between our exhibitors/staff and the facility at the shows.

Run the show according to PTHA rules, pages 56-57 in Rulebook.

Act in a professional and friendly manner at all times.

Greet judges at the horse show to get them "settled in" for the day.

Duties include but are not limited to:

Make decisions to cancel, combine, and split classes as entries warrant.

Be immediately available (via two way radio) for show staff personnel to reach you during the duration of the show (7am – close of show). Must be immediately available for critical decision making that can be necessary on the spot.

Responsible for clarification of rule book questions as requested by judges or ring steward.

Contact the facility to organize the availability of obstacles/equipment needed for show patterns/courses. Or, confirm that all obstacles/equipment will be brought to the show.

Coordinate 4-5 volunteers as a Trail Set-Up/Take Down Committee for set up and take down of all patterns/courses at the regular shows. Course designers are not responsible for course set up, but will supply the exact measurements for course set up.

Assist the ring steward in making sure patterns are posted and set up is in accordance with the pattern book.

Help ring steward prepare staging areas according to predetermined specifications per facility and ask Announcer to make an announcement regarding these areas to exhibitors.

Determine length of breaks, if changes warrant.

Deal with Judges and any issues or complaints by exhibitors.

Assist Show Representative in handling any Official Show Protests as outlined in the PTHA Rule Book.

Attire: Long sleeve shirt, long pants and close toed shoes.

Summary report to the Board of Directors and at annual banquet reporting:

Number of horses/exhibitors

Financial

Over all opinion of show