

# Ring Steward

**Mission: Relay judge's instructions to the exhibitors (via announcer), direct the activity in the arena, insure a safe arena environment and keep the show running in a smooth timely manner.**

Obtain a current rulebook from PTHA and make yourself familiar with all rules pertaining to shows and classes.

Greet judges at the horse show to get them "settled in" for the day. Judges arrive 30 minutes before the show begins.

Obtain judges pattern selections for classes that require a pattern be performed. Post **ALL** patterns for the weekend on the first day of the show. Pay particular attention to the classes with patterns on day one and the rules for how much time must be provided for exhibitors to review patterns prior to class. Get these patterns out first.

Notify announcer when patterns have been posted and remind them to make that announcement. If any patterns have been changed from the original pattern book, ask the announcer to go over the changes IMMEDIATELY and BEFORE each pattern class starts.

Often instructions from Show Management may come from over the headset. The Show Manager has the final say in any issue related to the running of the show. The Judges are there to judge the class only, not to control the show. Before you enter the arena, know who the Show Manager is for every show.

Act in a professional and friendly manner at all times.

Keep track of the final number of exhibitors expected in each class (from the paddock master/announcer/show office). Relay to the paddock master, announcer and judges when a class is complete and judging has begun.

Assist the paddock master with the exit gate.

Assist exhibitors with any problems.

Inform exhibitors of any special instructions from the Judges. (Enter at a trot, line up on the back wall, etc.)

Keep the show moving at the pace the Show Manager requests.

Set up the patterns in a timely manner and set up staging area.

Collect cards from the Judges after each class and turn in to the Announcer.

## Judges Cards

- There is one card for each Judge for each class listed on the showbill. (Blank cards are provided if a pre-printed card is damaged, lost or if a class is split and additional cards are needed).
- Prepare judges' cards prior to the start of each show.
- The cards are color-coded by Judge.
- Each card must be completed and signed by each Judge. It should be legible, and indicate placing's through 7<sup>th</sup> place. Verify that it is the correct card for the class.
- Each Judge should indicate on their card, the number of exhibitors in the class.
- If a class is cancelled, the judge is to indicate "cancelled" on the card, sign it, and turn it in.
- **ALL CARDS FOR ALL CLASSES MUST BE TURNED IN!**
- If an error is found on a judge's card, contact the judge to get the issue resolved at the next break. Corrections on judges' cards should be initialed by the judge. No one other than the judge may write on the judge's card.
- If a class is combined with another, use the card from the highest numbered class. Have the Judges mark on the card, which class was combined.

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

## Note:

- Report for your shift 45 minutes prior to show time. Return from breaks 5 minutes before the show resumes. Check in with the office and announcer for any class updates (classes being combined, canceled, number of exhibitors in classes, etc.)
- You will be provided a headset and a clipboard with a listing of the classes. You can pick this up in the show office.
- Keep a record of how many exhibitors show in each class, and which classes were combined. Assist the show office with discrepancies as needed.
- Turn in the clipboard, and headset at the end of your shift.