

Circle KD Trailriders-Rules and Regulations

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Introduction

The purpose of this Rules and Regulations Document (R & R) is to provide consistent guidelines and direction to all members. It will be used as a guide to resolve misunderstandings and disputes on issues covered herein. The R & R help provide a safe and equitable place to participate in equine activities. This R & R document is to be reviewed by the Officers and Directors prior to the first meeting of each year. At the February meeting, Officers and Directors have the authority to revise any of the R & R (excluding the Circle K-D by-Laws) if needed. This R & R document is to be made available at the clubhouse for members to have by the first play night. If no changes are made from the previous year the members are encouraged to use the previous years copy (in an effort to save K-D funds). All new members, and renewing members that do not have a current copy, will receive the R & R when they complete their membership registration form and become members.

Insurance Information

Insurance Company Name:

DIAMOND STATE INSURANCE COMPANY

A STOCK COMPANY

ADMINISTRATIVE OFFICES:

THREE BALA PLAZA EAST, SUITE 300

BALA CYNWYD, PA 19004

POLICY NUMBER: AEL 0094446

NATIONAL EQUINE ADJUSTING, INC.

TOLL-FREE (800) 783-9418

LOCAL NUMBER (502) 875-3561

Dues and Registration

1. Membership dues are subject to change.
2. All members must complete a membership form each year. After the directors are chosen for the year, the members will be assigned a director at the planning meeting. (A copy of the membership form is available via the website at www.circlekd.com or at the entry booth). Members might also be assigned playnights to work, rather than have specific directors.
3. Members may use the Circle K-D grounds at any time; however, they are encouraged to discuss the dates of their intended use with the President in order to avoid conflicts with other members or groups. If the President is notified well in advance, the grounds can be reserved.
4. One free family membership is given to the kitchen chairperson.

Membership Requirements

1. Non-Riding Members – are not required to work.
2. Single Memberships – A single membership is required to work 1 clean up, 2 play nights & 1 show. If a single member is unable to work, they may have a member of their family work for them.
3. Family Memberships – Each member in the family that rides and utilizes the grounds is encouraged to work. There are age requirements on some of the duties at Circle KD so for children 16 and under you can consult with the Director on something for them to do. The family as a group is required to work 1 clean up, 2 play nights & 1 show.
4. General Arena Use (such as Drill Team practices, etc) - each rider is required to join Circle KD and satisfy the working requirements.
5. To receive end of the year awards members are required to ride a minimum of 3 playnights and fulfill ALL of their work requirements.

In special cases the president of the club may determine work related substitutions.

Ground Rules

1. Kitchen

- Members may run a “tab” and pay the entire “tab” at the end of the play night or show. “Tabs” must be paid in full at the end of the play night or show. They cannot be carried forward to the next week.
- Guests cannot run a “tab”.

2. Main Arena Rules and Etiquette

- Only one horse at a time is allowed in the main arena during speed events.
- Horses enter the arena through the gate from the warm-up arena.
- Horses exit the arena through the gate on the east side of the arena except for speed events. During speed events, horses exit the gate to the warm-up arena.
- The proper way to pass in the arenas: You should always pass on the inside of the horse you are passing (towards the center of the arena). When riding in a class, there should be at least one horse length (6-8 feet) in between horses. When passing, you should begin to pass when you are 6 to 8 feet behind the horse ahead of you. While passing, allow 6 – 8 feet between your horse and the horse you are passing. Once you are at least 6 feet past the horse, you can move back to the rail. If the horse has a red ribbon in its tail, which indicates that the horse may kick, you should give even more room. A general rule is that the faster you are going the more room you should give.
- All contestants must be prepared and ready for their class when it is called. If a tack change is required, the contestant must notify the announcer or ring steward.
- No lunging in the main arena .

3. Warm-Up Arena Rules and Etiquette

- No running through the warm-up arena to get to a class.
- Everyone must go the same direction.
- The proper way to pass in the arenas: You should always pass on the inside of the horse you are passing (towards the center of the arena). There should be at least one horse length (6-8 feet) in between horses. When passing, you should begin to pass when you are 6 to 8 feet behind the horse ahead of you. While passing, allow 6 – 8 feet between your horse and the horse you are passing. Once you are at least 6 feet past the horse, you can move back to the rail. If the horse has a red ribbon in its tail, which indicates that the horse may kick, you should give even more room. A general rule is that the faster you are going the more room you should give.
- If you are walking you should be to the inside of the circle, if trotting in the middle of the circle and the cantering horses should have the rail.
- There should be no horses standing around in the middle of the warm-up arena. If you are done warming up and want to talk, please stand somewhere outside the warm-up arena away from pedestrians or stand along the south fence in the arena.
- Try to leave a horse length between horses and not crowd others.
- When you are waiting for your class, you can stand along the fence in between the warm-up and main arenas.
- If you need to stop your horse while warming up, look behind you to check for other horses that may be coming up from behind. Stopping suddenly can cause an accident.
- On play nights or show days no lunging in the warm-up arena when other horses are present.
- No person without a horse should be in the warm-up arena. If you are in the arena, you should be on your horse, not walking them around in the arena.
- If you want to lead your horse to warm up or cool down, do so outside of the arenas.

4. Traffic Control

Horses

- No trotting/loping on the east side of the building by the parking and pedestrian areas.
- No horses are allowed beyond the building in the spectator area.
- All riders need to be courteous to others.
- The pedestrian area is off limits to horses. This area is the area directly in front of the two large doors by the building, near the picnic tables, and the area from the main arena entrance to the picnic table area.
- The area by the trailers has a speed limit of WALK! Trotting and cantering is limited to the arenas. Racing is not allowed anywhere on the grounds, except during speed events inside the arena.

Vehicles

- All motorized vehicles are to keep the speed below 10 mph on the property.
- Keep vehicles on the driveway and parking areas; which include the area around the drive, between the arena and highway, and between the pedestrian areas and warm up arena entrance.
- Motorcycle guests are allowed on the Circle K-D grounds as long as they are respectful to the horses. They cannot park near the arena. They are not allowed on the arena side of the driveway. They must pull away from horse trailers before they start their motorcycles so that horses do not get excited and out of control. Motorcycles cannot sit idling while on the property.

5. Building Rules

- No horses are allowed in the building.
- No horses are allowed by the entrances on either side of the building.
- No dogs allowed in the building.

- The Equine Activity Liability Act must always be posted in and on the outside of the building.

6. Grounds Maintenance

- Each participant is responsible for cleaning up after his/her self.
- Circle K-D members are encouraged to volunteer their services to help maintain the grounds and arenas such as mowing, weed eating, and dragging the arena. If numerous members volunteer, we can keep the cost of membership reduced. If a member volunteers for these activities and plans to assume these responsibilities for 4 or more times in a season, that member may request to be reimbursed for his/her expenses up to \$100.00. The member must make this request at the beginning of the year to one of the club officers or directors. If we do not have enough members to volunteer for these activities, we will need to hire someone to complete the work, which may affect the membership dues.
- As a courtesy to the person that mows our grass please clean up your own horse manure.

7. Other Ground Rules

- The gate person(s) must be 16 years of age or older.
- No standing, sitting or hanging on any arena fencing or gates.
- Dogs must be kept on a leash and are not allowed in the building or arena.
- No alcohol allowed on the grounds.
- If an individual or individuals are found to be disruptive or discourteous it is at the discretion of the Director, Officer or Show Chairperson to request that individual refrain or depart.
- Lunging is allowed on the west side of the property, space permitting.

Safety

1. Attire

- Boots or riding shoes with heels are required for all riders on the grounds.
- Stirrups must fit the rider.
- All riders under the age of 18 in Hunter Hack or Jumping Classes are required to wear a helmet.
- Helmets are recommended for all ages in all classes.

2. Age Restrictions

- Rider ages are as of January 1st of the current year.
- All riders age 5 and under:
 - a. Will not be allowed in horsemanship or pleasure classes.
 - b. Must be led by a parent/guardian person (age 16 or over) on foot, if they wish to participate in Speed, Fun Classes, Lead Line, or Walk-Trot classes.

3. Other

- When any member at any event hears an approaching train, this member must notify the announcer. The announcer will inform the riders of the approaching train. As the train nears the grounds, the announcer will stop the current class and all members will keep their horses in control as the train rolls past the grounds. For safety reasons, riders are encouraged to dismount and control their horses from the ground.
- The show committee chairperson, judge, club officer or director may remove a rider or horse from the class at any time if they feel it is unsafe.
- Children cannot be left unattended. Participants under the age of 18 are required to have a parent or legal guardian present at all activities. In the event that the parent or legal guardian is unavailable, the parent or legal guardian must have designated another adult (age 18 or older) responsible to make decisions on behalf of that minor participant. The person designated by the parent or legal guardian of the minor must be listed as such on the membership form of the minor/family. This is required in the event of an emergency.
- Circle K-D or its members are not responsible for any accident, injury or loss of or damage to property concerning person or horse under the Equine Activity Liability Act. Circle K-D is not responsible for accidents or theft to people or vehicles.
- Riders ride at their own risk.
- All Circle K-D rules must be provided and followed.

Emergency Procedures

1. Determination on Calling an Ambulance

- If a rider under the age of 18 is down, conscious, and may require an ambulance, the parent or legal guardian must determine whether or not an ambulance is to be called.
- If a rider age 18 or older is down, conscious, and may require an ambulance, the rider must determine whether or not an ambulance is called.
- If a rider of any age is down and unconscious, an ambulance will be called immediately.

2. Procedure for Calling an Ambulance

- The current Play Night Director or Show Chairperson will work with the person qualified to determine whether an ambulance is called. If it is determined by the above referenced person and the Show Chairperson or Play Night Director that an ambulance is needed, the Play Night Director or Show Chairperson will notify the Kitchen Supervisor who will then make the call to 911.
- The Play Night Director or Show Chairperson will make sure that the rider is not moved and covered with a

blanket.

- The Play Night Director or Show Chairperson will inform the Kitchen Supervisor on the age of the rider, state of consciousness and rider's condition. This information will be relayed by the Kitchen Supervisor to the emergency support services via the clubhouse telephone.
- Cellular phones should not be used to call for emergency services.
- The Kitchen Supervisor will request an ambulance and also request that they do not turn on their sirens in order to keep horses in control.

3. Other

- For an accident in the warm-up arena, the announcer will request that all riders in the warm-up arena exit to the main arena. For an accident in the main arena, the announcer will request that all riders in the main arena exit to the warmup arena. Riders and horses should remain in the designated arena until after the emergency services have left the grounds.
- The Play Night Director or Show Chairperson has the authority to cancel or combine specific classes if emergency services are called.
- The announcer will keep all riders and spectators informed of the situation. All riders and spectators (with the exception of parents or guardians of an injured minor) must stay away from the person requiring medical attention.

Equine

1. Negative Coggins

- All horses on the Circle K-D grounds MUST be accompanied by a current negative test for Equine Infectious Anemia/E.I.A. (Coggins/ELISA), which has been conducted within one year. Members must show the current Coggins at the beginning of the year at the entry booth. Owner's names and horse names are recorded when a negative Coggins is presented at the entry booth. A copy of the Coggins is not kept on the grounds. The Secretary keeps the list indicating all horse owners who have presented their horse's Coggins in the current year. It is the horse owner's responsibility to have this document available if needed/required.

2. Out of Control Horses

- Any bucking, rearing, disruptive, or otherwise out of control horse may be disqualified from classes and/or may be asked to leave the grounds by a joint decision of 2 officers, directors, or chairpersons.

3. Lame Horses

- If a horse is found to be painfully lame it is at the discretion of the Director, Officer or Show Chairperson to request that the horse be excused from class.

4. Stallions

- No Stallions allowed on the grounds.

Raffle

1. The Play Night Director or Show Chairperson must assign a member(s) to sell raffle tickets. The person assigned must be 18yrs. old and over.
2. The cost of raffle tickets is 1 ticket for \$1.00 or 6 tickets for \$5.00.
3. The winning ticket is drawn and announced before the speed classes get started.
4. Winner must be present to win.
5. The Play Night Director or Show Chairperson gives 50% of the money to the Treasurer which is identified as 50/50 raffle funds.

Play Night Rules

- Entry Fees: There are no entry fees for Circle K-D members at Play Nights.

• Temporary Member Rules

1. Temporary Members may ride for a fee up to two Play Nights. The money paid during these play nights is not applied to the membership dues if the temporary member decides to join.
2. Temporary members must be provided a list of Circle K-D rules and regulations at the entry booth.
3. Temporary members who ride in play night classes must complete a temporary membership form with their name and address, which states that they understand the Illinois Equine Activity Liability Act and all Circle K-D rules and regulations.
4. If the play night is cancelled or specific classes are combined due to unsuitable weather conditions or calling emergency services before the guest has had time to participate in an event, the fees will be refunded, for all other situations the fees are not refundable.

Entry Booth Guidelines

1. The Play Night Director assigned to the play night will ensure at least one adult over the age of 18 works the entry booth. Sometimes, more than one person is needed.
2. The entry booth personnel should arrive at least 30 minutes prior to the start time.
3. When members arrive, they are encouraged to sign up for classes and obtain a number. The entry booth personnel monitor the class entries and answer questions. Novice riders should be encouraged to sign up for novice classes.

4. Entry booth personnel greet temporary members and provide them with a temporary membership form to complete. This form requests their name and address and states that they understand the Illinois Equine Activity Liability Act and Circle K-D rules and regulations. The entry booth personnel must advise all temporary members to review and familiarize themselves with the posted Circle K-D rules and regulations. Entry booth personnel will also collect temporary membership fees.
5. Entry booth personnel will provide new members a membership form to complete. Entry booth personnel will provide the new members a Circle K-D rules and regulations booklet.
6. The entry booth personnel will collect the new member fees and forms.
7. After collecting completed membership forms, the entry booth personnel will ensure that the club Treasurer receives the new member information. The Secretary will assign the new member to a director and/or play night (may not be done at that Play Night).
8. The Play Night Director will collect the funds from the entry booth and provide these to the Treasurer with an explanation of what they are for. They will also provide the new membership forms to the Treasurer. The secretary will add the new member so the membership list indicating the director and/or play night assigned to is updated.
9. The entry booth personnel must check the Coggins papers for all new horses on the grounds. All member riders must show the current Coggins at the beginning of the year at the entry booth. Member's names and horse names are recorded when a negative Coggins is presented at the entry booth. The Secretary keeps the list of all member horse owners who have shown their horse's Coggins in the current year.
10. Members and temporary members must wear a number and must be signed up for the class or they will be excused from the arena.

Refunds, Cancellations and Bad Weather Procedures

1. If the play night is cancelled or specific classes are combined due to unsuitable weather conditions or calling emergency services before the temporary member has had time to participate in an event, fees will be refunded. For all other situations fees are NOT refundable.
2. The Play Night Director has the authority to cancel the rest of the play night or combine specific classes if emergency services are called.
3. If any member questions the condition of the grounds or the weather and is planning to attend a play night, he/she should call the Circle K-D grounds at (815) 784-5019 before departing from home, but not before 4:00 pm. He/she will hear a current recording indicating whether or not the play night will take place.

Rider Age Rules

1. Junior Junior Age 12 years and under
2. Junior Age 13-19 years
3. Senior Age 20 and over
4. Rider ages are as of January 1st of the current year.

Attire

1. Casual attire is worn.
2. Boots or shoes with heels are required.
3. Cannot ride on the grounds without proper attire.

Speed Classes (For safety reasons we HIGHLY RECOMMEND western tack for speed events.)

1. Time's announced are final.
2. You may ride only one horse in the speed events.

Class Placing and Points Accumulations

1. Classes are placed in first through sixth place.
2. Points are only recorded for Circle K-D members.
3. At the end of each play night, the director in charge of the play night is responsible for providing the placing sheets to the Points Chairperson, who records the points each week.
4. Awards are provided based on accumulated points in each class category and age group at the year-end banquet.

Gaited Horses

1. Gaited horses have a different step and when entered in classes, are to be judged according to their gait. They are not to be penalized for such things as a running walk or the way they carry their head, etc.

Practice Entries

1. Members and temporary members may enter classes strictly for the purpose of practice and trial. This will give members and temporary members a chance to test their horse for its ability to perform in the arena with others. The only rule changes for this are:
 - a. No points will be accumulated.
 - b. This rider may enter other classes.
 - c. This horse and rider must be marked as an audit only on the sign up sheet and it is to be announced as such at the beginning of the class. Temporary members still have to pay temporary membership fees.
 - d. Only one horse may be ridden in a class.

Other Rules

1. Class sizes of 20 or more will be split. The winners of the two classes will compete for final placing. A class size of 5 or less may utilize half of the arena.
- 2.

Director's Play Night Responsibilities

Each Director must contact their assigned members to assist with play nights. The director must assign the following duties prior to his/her play night and should not assume any of these duties him/herself:

Preparation

1. Assign at least one adult over the age of 18 to manage the entry booth.
2. Obtain an announcer.
3. Assign 2-4 people to work the gate(s). Horses enter the main arena through the gate connecting to the warm-up arena. Horses exit the arena through the gate on the east side of the arena. This requires at least 2-gate people age 16 or older. Some may prefer to run the gates for half the night and thus, you would need 4 people.
4. Obtain a judge.
5. Assign a Ringmaster. The Ringmaster works with the judge and sets up needed equipment.
6. Obtain kitchen help. There must be at least 2-3 adults.
7. Assign someone to sell raffle tickets for the 50/50 raffle.
8. Assign someone to help clean up and close up the building. This person must make sure the bathrooms are clean and that all necessary supplies (toilet paper, paper towels, soap, etc) are on hand. (If these are not on hand, please notify the kitchen chairperson.) This person should also sweep out the building (mop if muddy) and take out the trash. The trash should be burnt, but do not leave the grounds if the fire is still burning. Make sure it is safe to leave.
9. The Play Night Director is responsible for making sure contestant numbers, pins, class sign up sheets, and copies of R & R are available in the entry booth.

Playnight Classes

1. Classes are typically run in the following order:
 - a. Hunter Hack
 - b. Lead Line
 - c. Walk, Trot
 - d. Green Horse
 - e. Novice Horsemanship
 - f. Jr. Jr. Pleasure
 - g. Jr. Pleasure
 - h. Sr. Pleasure
 - i. Jr. Jr. Horsemanship
 - j. Jr. Horsemanship
 - k. Sr. Horsemanship
 - l. Jr. Jr. Speed
 - m. Jr. Speed
 - n. Sr. Speed
 - o. Jr. Jr. Speed
 - p. Jr. Speed
 - q. Sr. Speed
 - r. Fun Class
2. The current Play Night Director chooses 2 speed classes.
3. The current Play Night Director chooses 1 fun class.
4. The Hunter Hack class is only offered on the second and fourth play nights of the month.

Canceling Play Nights

1. The Director of the current Play Night is responsible for making sure the grounds are safe and suitable. If they are unable to check the grounds personally, they must contact another member to make this evaluation for them.
2. The Director of the current Play Night determines if weather conditions and ground conditions are suitable to conduct play night.
3. If the grounds are too wet or otherwise unsuitable or if the weather is undesirable, the Play Night Director can cancel the play night.
4. Due to members coming from various locations, the message on the answering machine in the building must be updated each week. The current Play Night Director must leave a message on the answering machine before 4:00 pm on that play night. It should clearly indicate whether play night will be held or whether it is cancelled. If it is cancelled, it should state the reason.
5. If the play night is cancelled, the Director must call all of his/her assigned workers to let them know that play night is cancelled.

6. If the weather becomes unsuitable after the play night is in progress, it is the Director's responsibility to determine when to cancel the remainder of the play night. In case of near lightning, play night should be immediately cancelled.

Start Time

1. The Play Night Director should arrive at least 30 minutes prior to Play Night start time.

Opening Up

1. The Play Night Director will unlock the building. He/she will turn on the lights.

2. The Play Night Director will turn on the water on the east wall.

3. The Play Night Director will check messages on the answering machine (this could be done after setting play night message).

4. When needed, the Play Night Director will turn on the arena lights which are located on the west side of the arena. (Do

not turn off main switch, only turn on or off the three labeled switches for the arena)

Closing Up

1. The Director or his/her assigned person must clean up. This person must make sure the bathrooms are clean and that all necessary supplies (toilet paper, paper towels, soap, etc) are on hand. If supplies are not on hand the Kitchen Chairperson should be advised.

2. This person should also sweep out the building (mop if muddy) and take out the trash. The trash should be burnt, but do not start a fire and then leave. Make sure it is safe to leave.

3. It is the Director's responsibility to shut off the lights, close the announcer's booth and close any other open windows in the building. The Director must also shut off the water and turn off bathroom lights at the breaker. The Director must shut the arena gates and turn off the arena lights. Lastly, the Director must lock the building.

Funds and Forms Collected

1. The Play Night Director will ensure the funds from the entry booth are provided to the Treasurer with an explanation of what they were collected for.

2. The Play Night Director will ensure that the new membership forms are turned in to the Treasurer.

3. The Play Night Director will ensure the list of temporary members and members who have shown their horse's Coggins at the entry booth are provided to the Secretary.

4. The Play Night Director will ensure the funds from the 50/50 raffle are provided to the Treasurer.

5. The Play Night Director is responsible for providing the placing sheets to the Points Chairperson, who records the points each week.

Emergency Procedures

1. The current Play Night Director will work with the person qualified to determine whether an ambulance is called. If one is needed, the Play Night Director will notify the Kitchen Supervisor who will then make the call to 911.

2. The Play Night Director will make sure that the rider is not moved and obtain a blanket to cover the rider.

3. The Play Night Director will inform the Kitchen Supervisor of the age of the rider, state of consciousness and rider's condition. This information will be relayed by the Kitchen Supervisor to the emergency support services via clubhouse telephone.

4. The Play Night Director has the authority to cancel or combine specific classes if emergency services are called.

Shows

Entry Fees

1. A deposit is required to ride all day. You may leave a signed blank check or cash as a deposit. If a contestant cancels out of a class, he/she must do so before the class begins. To cancel out of a class, the contestant must notify the entry booth staff before the class begins. No refunds for cancelled classes. Contestants can add classes if done prior to the class being called.

Entry Booth Guidelines

1. The Show Chairperson will assign at least one adult over the age of 18 to staff the entry booth for the entire show. Usually, more than one person is needed.

2. The entry booth personnel should arrive early, at least one hour prior to the start of the show.

3. When show participants arrive, they are encouraged to sign up for classes and obtain a number. The entry booth personnel monitor the class sign up and answer questions. Novice riders should be encouraged to sign up for novice classes.

4. The entry booth personnel must advise all guests to review and familiarize themselves with the posted Circle K-D rules and regulations.

5. Entry booth personnel collect show fees.

6. The Show Chairperson will collect the funds from the entry booth and provide these to the Treasurer with an explanation of what they are for.

7. The entry booth personnel must check the Coggins papers for all new horses on the grounds. All riders must show their horse's current Coggins papers. The (members) owner's names and horse names are recorded when a negative Coggins is presented at the entry booth. A copy of the Coggins is not kept on the grounds. This is the horse owner's responsibility. If the horse is coming from out of state they must have a current health certificate.

Refunds, Cancellations, Rain Dates and Bad Weather Conditions

1. No refunds for canceling out of specific classes if you paid to “ride all day”.
2. If a contestant is injured before 50% of the show classes are completed, the rider may be eligible for a refund if they paid to “ride all day”.
3. If the weather becomes unsuitable after the show is in progress, it is the Show Chairperson’s responsibility to determine when to cancel the remainder of the show. In case of near lightning, the show will be immediately cancelled.
4. If the show is cancelled before 50% of the classes are completed, the show guests may receive a partial refund of their fees. If 50% or more of the classes have been completed, the fees will not be refunded.
5. If refunds are required due to show cancellation or contestant injury, they will be calculated and mailed to the participants by the Treasurer.
6. The Show Chairperson has the authority to cancel or combine specific classes if emergency services are called.
7. If any show participant questions the condition of the grounds or weather and is planning to attend a show, he/she should call the Circle K-D grounds at (815) 784-5019 before departing from home. He/she will hear a current recording indicating whether or not the show will take place.

Other Show Rules

1. The Show Chairperson has final decision on any changes or disputes.
2. The shows are designed to be fun, reasonably priced and to teach or school the horse and/or rider.
3. Class sizes of 20 or more will be split. The winners of the two classes will compete for final placing.

Age Rules

1. Junior is age 13 and under.
2. Senior is age 14 and over.
3. Ages are as of January 1st of the current year.

Speed Classes

1. Each contestant may pay for and enter the speed classes with as many horses as they desire. Each horse/event combination is considered an entry and must be paid as such at the entry booth.

Show Chairperson’s Responsibilities**Planning the Show**

1. Recruit a staff to assist in the planning and administering of the show.
2. The Show Chairperson is responsible for creating and getting approval on the show bill, with the help of their staff. The show bill must contain date, time, classes, Coggins Required, Equine Liability Act, and that all Circle K-D rules and regulations must be followed. The show bills are to be presented at the monthly meeting for approval. Show bills require a majority vote by the Directors and members for approval. Show bills should be approved in early March for distribution in April. Once approved the chairperson is to have the show bills copied for distribution. Show bills are to be posted at tack shops, feed shops, stables and pet stores. Show bills must be posted on the K-D web site. The show bill is to be run in the K-D newsletter, 60 days prior to the date of the event. Articles and/or show bills should be placed in the local newspapers and other horse related web sites.
3. Determine the number of ribbons and trophies needed. Order trophies and ribbons far enough in advance of the show to get good pricing and to get the ribbons delivered without a time problem. This should be done in April/May time frame.
4. Obtain show sponsors to assist with funding the show. This task must be done during February and March in order to have sponsors shown on the show bills. Signs thanking our show sponsors are to be made and displayed at the grounds during the show. In addition supply the announcer with written scripts thanking our sponsors. Following the show mail thank you notes to these sponsors.
5. Assign at least two adults over the age of 18 to staff the entry booth.
6. Obtain a judge. It is at the discretion of the chairperson as to whom to use. The amount charged needs to be approved by the board.
7. Obtain an announcer.
8. Assign 2 – 4 people to work the gate(s). Horses enter the main arena through the gate connecting to the warm-up arena. Horses exit the arena through the gate on the east side of the arena. This requires at least 2-gate people age 16 or older. Some may prefer to run the gates for half the show and thus, you would need 4 people.
9. Assign a Ringmaster. The Ringmaster works with the judge and sets up needed equipment. A ring crew may be needed to help with equipment set up.
10. Obtain kitchen help for shifts throughout the day. Get at least 2 – 3 adults.
11. Assign someone to sell raffle tickets. Must be at least 18 yrs. of age.
12. Assign someone to hand out trophies and ribbons for shifts throughout the day.
13. Assign someone to help clean up and close up the building. This person must make sure the bathrooms are clean and that all necessary supplies (toilet paper, paper towels, soap, etc) are on hand. Advise the Kitchen chairperson if supplies are low. This person should also sweep out the building (mop if muddy) and take out the trash. The trash should be burnt, but do not start a fire and then leave. Make sure it is safe to leave.

14. Work with the Kitchen Supervisor in planning the food menu, prices and ordering food. The Show Chairperson is responsible for getting kitchen workers. The Show Chairperson must request baked goods from the membership for the kitchen to sell.

15. Do advertising (assist from Publicity Chairperson). Articles and/or show bills should be placed in local newspapers and all horse-related web sites. Show bills must be included on the K-D website. Show bills to be posted at tack shops, feed stores, stables and pet stores. The show bill must be included in the K-D newsletter.

Duties During the Show

1. Create the necessary forms (High Point worksheet) to keep track of high point awards. If there are any classes with a payback, the Show Chairperson must create the pay back sheets.

2. Make sure all guest forms, entry cards, contestant numbers, pins, calculator, registration forms, and R & R are available in the entry booth. The Show Chairperson must make a money change box and obtain the money to make change.

3. Watch, supervise and react to issues as they arise.

Canceling the Show

1. The Show Chairperson is responsible for making sure the grounds are safe and suitable. If they are unable to check the grounds personally, they must contact another member to make this evaluation for them.

2. The Show Chairperson determines if weather conditions and ground conditions are suitable to conduct a show. If the grounds are too wet or otherwise unsuitable or if the weather is undesirable, the Show Chairperson can cancel the show.

3. Due to guests coming from various locations, the message on the answering machine in the building must be updated for the show. The current Show Chairperson must leave a message on the answering machine before 6:30 am on the day of the show. It should clearly indicate whether the show will be held or whether it is cancelled. If it is cancelled, it should state the reason. If there is a rain date scheduled the message should also invite the callers to attend on that date.

4. If the show is cancelled, the Show Chairperson must call the show workers to let them know that it is cancelled.

5. If the weather becomes unsuitable after the show is in progress, it is the Show Chairperson's responsibility to determine when to cancel the remainder of the show. In case of near lightning, the show should be immediately cancelled.

Start Time

1. The Show Chairperson should arrive no later than one hour prior on the day of the show.

Opening Up

1. The Show Chairperson will unlock the building. He/she will turn on the lights (do not turn off any breakers).

2. The Show Chairperson will turn on the water on the east wall.

3. The Show Chairperson will check messages on the answering machine.

Closing Up

1. The Show Chairperson or his/her assigned person must clean up. This person must make sure the bathrooms are clean and that all necessary supplies (toilet paper, paper towels, soap, etc) are on hand. They must advise the Kitchen Chairperson if supplies are needed. This person should also sweep out the building (mop if muddy) and take out the trash. The trash should be burnt, but do not start a fire and then leave. Make sure it is safe to leave.

2. It is the Show Chairperson's responsibility to see that the lights are shut off, the water is turned off, the announcer's booth is closed up, and all other windows in the building are closed. The arena gates must be shut, the arena lights turned off and the building is locked. The outer gates must also be latched.

Funds and Forms Collected

1. The Show Chairperson will collect the funds from the entry booth and provide these to the Treasurer with an explanation of what they were collected for.

2. The Show Chairperson will provide the new membership forms to the Treasurer.

3. The Show Chairperson will provide a list of those guests and members who have shown their horse's Coggins at the entry booth to the Secretary.

4. The Show Chairperson will collect the funds from the 50/50 raffle and provide these to the Treasurer.

5. The Show Chairperson is responsible for collecting the placing sheets. These should be summarized and provided to the points chair person for recording points and to supply to local papers as an announcement of the show winners for publicity.

Emergency Procedures

1. The Show Chairperson will work with the person qualified to determine whether an ambulance is called. If one is needed, the Play Night Director will notify the Kitchen Supervisor who will then make the call to 911.

2. The Show Chairperson will make sure that the rider is not moved and obtain a blanket to cover the rider.

3. The Show Chairperson will inform the Kitchen Supervisor of the age of the rider, state of consciousness and rider's condition. The Kitchen Supervisor will relay this information to the emergency support services via clubhouse telephone.

4. The Show Chairperson has the authority to cancel or combine specific classes if emergency services are called.

The Show Chairperson must assign the positions; gates, entry booth, kitchen, ring master, announcer, set up, clean up,

trophies/ribbons prior to the show. Enough people should be assigned so that there are shifts to relieve workers.
Revised 2/16