



# RHAA SHOW SECRETARY SUPPORT MANUAL

This manual is designed to support Show Secretaries in planning and delivering a successful RHAA-approved show. It follows a logical order from initial planning through to show delivery, with clear dot points and practical guidance.

## 1. BOOK VENUE

Confirm venue availability for required dates (including bump-in and bump-out). Secure and confirm all costs, including arenas, yards, cattle facilities, stabling, power and amenities.

Obtain and file:

- Venue hire agreement / contract
- Insurance certificates
- Safety Management Plan / Risk Assessment (as required by venue)
- Ensure venue facilities meet RHAA and animal welfare requirements.

## 2. APPLY FOR SHOW APPROVAL

Finalise the full show program (classes, divisions, dates, judges, cattle events).

- Submit the show approval application to the RHAA.
- Judges must be advised to the RHAA a minimum of 21 days prior to the show.
- Approval must be received before proceeding with any advertising or promotion.

## 3. BOOK JUDGE (AFTER APPROVAL)

Once show approval is confirmed:

- Source judge from our approved judges listing on the show applications link.
- Issue a Judge Contract.
- Provide the judge with:
  - List of available trail gear
  - Due date for receipt of patterns
  - Confirmation of which patterns are required



**Important:**

*Supplying patterns is the judge's responsibility, not the Show Secretary's.*

*Once the signed contract is received:*

*Advise the judge's name to Jo Ham – [shows@rhaa.com.au](mailto:shows@rhaa.com.au), if not already provided.*

**Proceed with booking:**

- Judge flights or travel arrangements
- Judge accommodation

**4. SHOW MANAGER & STEWARD (SCRIBE)**

Appoint these positions early.

Most clubs:

Pay stewards / scribes approx. \$100 per day

Provide accommodation

**Recommendations:**

- Use an experienced steward/scribe wherever possible
- Inexperienced scribes add pressure to both the program and the judge
- If using a less experienced scribe:
- Provide score sheets from previous shows
- Explain the scoring and paperwork process in advance

**5. SHOW SECRETARY RESPONSIBILITIES**

Ensure the approved program is:

Advertised as approved. (including dates & program)

Available with entries

If any amendments are made to the approved program, they must be provided & approved by Jo Ham

**6. RIBBONS & IN-GATE MANAGEMENT**

Organise:

Volunteers or paid, responsible non-competitors



- People with a basic understanding of gear requirements
- Ensure in-gate staff understand:
- Class order
- Gear compliance
- Efficient flow of competitors

## **7. PATTERNS**

Post patterns ideally a minimum of two (2) weeks prior to the show.

This allows competitors to:

Review patterns

Direct any questions to the judge prior to show day, remember competitors are NOT to make any contact with judge, pre or 7 days post show.

## **8. CATERING**

Book a caterer OR clearly advise competitors:

- What food is available onsite
- If competitors need to bring their own food

## **9. CATTLE EVENTS**

Book and Organise:

- Cattle supply
- Timer clock for cutting / boxing
- Numbers and glue for roping
- Experienced yardsmen
- Turn backs / herd help
- Feed for Cattle

Organise appropriate cattle feed for the duration of the show

## **10. RIBBONS, HIGH POINTS & PRIZES**

Order ribbons early

Ensure sufficient ribbons for the entire show



For larger or feature shows, organise any:

- High Point Buckles
- High Point Prizes

## **11. ENTRIES**

Open entries a minimum of 21 days prior to the show.  
Close entries 5 days or more prior to the show for ease of management.

Implement:

- A late entry fee to manage inconvenience
- A late cancellation penalty
- Require a vet or doctor's certificate
- Note: late cancellations can have significant financial implications for the club

## **12. AFTER ENTRIES HAVE CLOSED**

Administration

Check:

- RHAA Horse Registry
- Member Summary for points
- Note required details in results
- Numbers
- Print and laminate competitor numbers
- Class Management
- Prepare class draws

Email or post;

- Draws
- Welcome email to competitors with any house keeping or ground requirements.

## **13. ADVERTISING & PATTERNS**

Advertise patterns:



On the clubs website

On Facebook

Email to all entrants

Ranch Riding, Pleasure and Reining patterns are available from the RHAA website

#### **14. SCORE SHEETS – PREPARATION IS KEY**

Once draws are finalised:

- Pre-fill ALL score sheets for the entire show
- Ensure Trail score sheets are fully pre-filled

This will:

- Save valuable time during the show
- Reduce errors and pressure on show day

#### **15. RIDER REPRESENTATIVE**

Appoint an experienced competitor as riders representative, provide them with the RR template from our show organisers packet and ensure it is provided with results. Results MUST be received within 30 days of the show, or the following fines will apply;

- a) results received after 30 days \$200 fine.
- b) after 60 days \$400 fine.

**Finally**, we encourage all show secretaries to use the excel results template which will assist with providing details required to both the RHAA, PHAA, AQHA and is acceptable by all three. Please reach out if you would like a zoom meeting for instruction on how to use. It's super easy and save hours and hours of manual work load to secretaries.

Have fun and enjoy your Ranch Show!

A well-prepared Show Secretary is key to a smooth, professional and enjoyable event for judges, competitors and volunteers alike. Don't forget, we are here to support you and encourage any questions prior to your show;

**Programs & Approvals:** Jo Ham [shows@rhaa.com.au](mailto:shows@rhaa.com.au)

**Rule enquiries:** [judges@rhaa.com.au](mailto:judges@rhaa.com.au)

**EOY points:** Jess McKee [clubs@rhaa.com.au](mailto:clubs@rhaa.com.au)

Other queries to Penny Webb [secretary@rhaa.com.au](mailto:secretary@rhaa.com.au)