

AMHA SHOW STEWARD DUTIES

- **IMPORTANT** – A Show Steward isn't Show Management and reports to the Show Manager.
- Steward represents AMHA and should point out in a diplomatic manner any instance where AMHA rules are not enforced.
- Stewards do not dictate to judges or management, but report to the appropriate officials any rule violations that could invalidate a class or cause an exhibitor to be ineligible to show.
- Stewards should be available to judges, management and exhibitors to clarify rule application and investigate any situations where the rules are broken.
- The Steward should report to management any misrepresentation of an entry regardless of whether a protest has been filed.
- Stewards shall supervise “time outs” if an official timer is not available. Stewards may also assist in timing liberty, versatility, etc. List time allowances for two minute gate, tack time outs, etc.
- Verify posting of patterns.
- Verify availability of emergency numbers.
- Schedule routine inspections and walk thrus of stable and trailer areas.
- Inspect courses to see that they comply with the rules.
- Walk the courses with the judges and exhibitors.
- Inspect show ring for any unsafe conditions.
- Arrange any meetings between exhibitors and judges.
- Report any instances of abuse or unsportsmanslike conduct.
- Make sure all horses are measured.
- Make sure all showmanship exhibitors have appropriate attire.
- Make sure youth have headers in appropriate classes.
- Make sure all headers are “of age.”
- When measuring, make sure all papers are current. All gelding papers say “gelding.”
- When measuring, check horse on papers to make sure they are the same horse.
- Note any necessary color corrections.
- Make sure sex is right. Exhibitors have even been known to show up with foals registered in the wrong gender.
- When measuring, make sure all horses are set and presented correctly.
- Inspect measuring surface before measuring and clean/sweep during measuring.
- Check for appropriate attire in all classes.
- Check for appropriate attire & tack for all horses. Proper bits.
- Specifically check all classes that are run differently than in AMHR.
- Work with Show Management to form a protest committee.
- Adjudicate all protests.
- When investigating a protest, it is preferable to get all complaints/rebuttals in writing or have ability to tape record conversations on the topic. Make sure you get full names and phone numbers on anyone offering information.

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- In order to take action on a protest, you must have a completed form and the appropriate fees.
- Be aware of the measurements of the arena and figure out how many horses can go in a driving class before it has to be split.
- Make sure you know the rules for combining classes.
- Check for unattended horses, especially tied harnessed/hitched horses.
- No classes enter the ring after midnight.
- No youth 12 & under may show stallions with the exception of weanling and yearling colts.
- Versatility – 3 fences, time, line-up, etc
- Watch for cross entering of classes.
- Overchecks/sidechecks required in driving.
- Hunters and jumpers must be 3; halter obstacle must be 2; liberty must be 1.
- Make sure proper arena protocol is followed. No class enters before the previous one is pinned. Judges are using proper halter pattern. Proper calls in driving. Adequate distance between horses in halter classes to ensure safety. Make sure all drivers have whips. Make sure no whips in jumping & hunter. Make sure management understand proper pinning of jumper, proper number of faults are announced, etc. Check on braids if present to make sure they are allowed. No illegal bits, etc.
- Check to see that the AMHA rules regarding measuring are being upheld. GR-020
- Need stopwatch, measuring tape, whistle, measuring stick, forms, paper, clipboards, pens/pencils, briefcase, etc.
- Keep a copy of your report in case it gets lost in the mail.
- Send your report to AMHA via priority mail or special delivery with return receipt requested.
- At World Show, escort horses to drug testing.
- **IMPORTANT** -- While the Show Steward does evaluate and critique Show Management and the operation of the show (and report such to AMHA later), Show Stewards need to recognize they are there to assist and support Show Management at all times in order to cause the show to function smoothly and by the established and current AMHA Show Rules.

Revised 2/23