



# Show Manager Handbook

The goal of this handbook is to help show managers with information needed to put on a show, promote the WSVRHA mission, and to define a set of guidelines that support consistency among WSVRHA, and their affiliate shows.



Revised 2/2022

# WSVRHA Show Manager Planning Summary

1. Identify Show Representatives
2. Complete and email Show Approval Form to WSVRHA Secretary
3. Reserve venue
4. If required, register show with appropriate agencies.
5. Arrange for overnight horses and campers.
6. Determine maximum number of riders for clinic and show
7. Hire approved judge(s)
8. Hire clinician(s)
9. Discuss clinic content with clinicians
10. Hire approved WS and/or AQHA secretary
11. Determine food service and schedule vendor if needed
12. Order awards
13. Order cattle
14. Set fees for clinic and show
15. Create entry form and flyer
16. Publish/Communicate entry form and show flier
17. Confirm show information on WSVRHA and affiliate website
18. Develop clinic and show day schedule; post and email to riders
19. Assemble clinic and show supplies
20. Print current year rules
21. Recruit volunteers/show help/announcer
22. Select Reining pattern (see WSVRHA web site for approved list)
23. Select Ranch Riding pattern from approved list (or create own)
24. Create trail pattern
25. Consult with approved secretary to define tasks
26. Confirm insurance coverage and prepare releases for rider signature
27. Post show tasks

## Addendums

Show Manager Checklist  
Show Approval Form  
Judge Agreement Form  
Approved Judges / Secretaries  
Cattle Guidelines  
WSVRHA Completed Show Report  
Sample Show Flyer & Schedule  
Sample Entry Form  
Sample Release & Pens/Camping Form  
Email guidelines



# Show Manager Planning Tasks

## **Prior to Show:**

- 1. Identify Show Representatives**
- 2. Complete and submit Show Approval Form to WS Secretary/AQHA**
- 3. Reserve Venue**
  - Arenas – One or two for show and clinic. Separate area should be available for warm up, does not need to be enclosed arena but should be reasonable footing. Consider arena footing needs for various classes.
  - Covered arena – in months where rain is possible or hot weather can be expected, a covered arena is preferred.
  - Trail course area – outside is preferred but can be in an arena.
  - Cattle holding areas with sufficient gates and alley. Typically, 3-4 pens are needed to separate cattle. Also, there should be holding pens next to arena for working cow classes. (See Addendum: Cattle Guidelines for additional information)
  - Plan for tractor and driver for preparing arenas.
  
  - Restrooms – At least 1 restroom with handwashing in or just outside of restroom per 20 people
  - Confirm PA system is available and working.
  - Confirm sufficient corrals and/or stalls and camping areas are available. (See Section 4 for more information)
- 4. If required, register show with your state.**
- 5. Make arrangements for overnight horses & campers.**
  - Order pens for horses, if needed.
  - Confirm if shavings are available for purchase or if contestants may bring their own.
  - Confirm dry camping is allowed.
  - Determine if RV hooks up are available.
  - Confirm stabling/RV costs.
  - Determine if releases for stabling/camping are needed.
  - Suggest nearby lodging. (motels, B&Bs etc.)
- 6. Determine details for clinic and show.**
  - Determine maximum number of participants for clinic and show.
  - Decide topics and skill levels to cover in clinic (can impact number of riders).
  - WSVRHA guidelines recommend one clinician per 10 riders.

- Hire extra clinicians and judges as needed; may need to arrange for additional/back up clinicians if large numbers of riders are expected.

## **7. Hire Judge(s)**

- See Addendum for Approved Judges List or check WSVRHA.org for updates
- Two judges are typically needed; rule of thumb is 1 judge per 20 riders.
- For large shows, an additional “part time” judge (total 3 judges) may be needed. This 3rd/part time judge may only judge one class or help with some divisions.
- Identify scribes for judges. In some cases, show managers pay scribes.
- Scribes are critical support persons for judges. It is helpful to discuss use of scribe/choice of scribe with judge in advance. Some judges fill out score sheets themselves for cutting. All other classes require a scribe.
- See Addendum or WSVRHA website for Judge Agreement document which covers payment/fees, travel cost guidelines, roles, and responsibilities. Have signed prior to show.
- Email judge(s) scoresheets and rules 1-2 weeks prior to show.

## **8. Hire Clinician(s)**

- WSVRHA guidelines are 10 riders per clinician.
- If the clinic will be available to all riders until all slots are filled, please be prepared to hire more clinicians to meet the 10 riders per clinician guideline. WSVRHA judges as well as local clinicians are acceptable and encouraged.
- Insurance certificate will be required for clinicians.

## **9. Develop clinic content with clinicians.**

- Decide what topics will be covered before creating show flier for clear communication to riders.
- Content can be focused on rider levels, skills, or combination of topics.
- Clarity in communication assures clear rider expectations. Discuss clinic schedule and number of riders expected.
- Determine clinic format, e.g., all day Friday, Friday afternoon & Saturday morning, all day Saturday, or other combinations of days/times.

## **10. Hire Show Secretary**

See website and/or Handbook Addendum for current listing of WSVRHA trained and approved secretaries

## **11. Determine food service and schedule vendor if needed.**

## **12. Awards**

- WSVRHA currently has no mandatory guidelines for awards. The general guideline is awards/prizes to first and second in each All-Around division. Small awards to Awards should be in-line with overall entry fees and WS dedication to excellence.
- It is optional, and the Show Manager can decide whether to collect fees and give

awards for Junior Horse and Select Rider Divisions.

**13. Order cattle**

- See addendum for Cattle Guidelines.
- Ensure that feed, water, and cattle care is planned for and provided.

**14. Set fees for clinic and show.**

- All-around base show entry fees are encouraged. Additional fees for clinic, food, state mandated drug fees, and fees payable to WS and affiliate may also be charged.
- Extra/different fees for Select, Youth, Jr Horse and camping may be listed separately.
- Jackpot – optional, see rulebook for guidelines.

**15. Create entry form and flier (see Addendum for sample)**

Include:

- Month/Days/Year.
- Start times
- Venue name and directions
- Judge names
- Show Representative
- All fees
- Pre-registration required
- Registration deadline
- Clinic topics
- Overnight accommodations information
- Payment information
- Check-in times
- Any additional fees related to show (haul in, day use, clinic auditor fees) to ensure all riders/show entries understand 100% of expenses during sign-up cycle.
- Membership requirements:
  - √Shows—Riders and Owners are required to be current members of a WSVRHA affiliate and WSVRHA.
  - √Clinics: New Participants are invited to ride in one clinic before coming a WSVRHA member. However, it is required for them to join affiliate before riding in clinic.
- Note if cattle fee for late scratch may apply

**16. Publish/Communicate flier and entry form.**

- WSVRHA and affiliates require publication on FaceBook, affiliate websites, and email to members, must be done simultaneously. This ensures all riders have equal opportunity to register for show.

**17. Communicate show and entry information regularly.**

- Communicate several months in advance.
  - Provide updates leading up to event and week of event.
- 18. Confirm show information on affiliate and WSVRHA website.**
- 19. Create schedule for clinic and show day.**
- Communicate to contestants via email and/or Facebook.
  - Conspicuously post in multiple locations (show office, arenas, etc.) on clinic and show days
- 20. Assemble supplies for clinic and show (Show Secretary may provide his/her own)**
- Fence markers for cow horse/reining classes
  - Arena fence banners and flags
  - Stopwatch for cattle classes
  - Trail obstacles
  - Cones for Ranch Riding
  - Clipboards
  - Sharpened pencils or mechanical pencils
  - Rule books (wsvrha.com)
  - Posting materials (thumb tacks, stapler, etc.)
  - Printer/Copier
  - Extra paper
- 21. Recruit Volunteers/Help/Announcer**
- Recruit help for handling cattle (both on horseback and on foot), gates, driving tractor, running score sheet, scribing for judges, etc.
  - Give instructions to announcer about what info to announce/schedule. Consider honoring volunteers in some way during show or at awards ceremony.
- 22. Consult with Approved Secretary, prior to show, to define his/her tasks.**
- 23. Select patterns for Reining**
- See rulebook/WSVRHA website for patterns.
  - Discuss with judge which patterns to use. Consider size and shape of arena. Complete one week prior to show.
  - It is optional to post patterns before show on affiliate website, Facebook, or email contestants. This is recommended but not required.
  - Note that Walk/Trot Division patterns are different. See WSVRHA website for W/T patterns
  - Patterns must be posted no later than one hour prior to the start of the show.

**24. Select or create patterns for Ranch Riding**

- See rulebook/WSVRHA website for patterns or create a pattern unique to show.
- Discuss with judge which patterns to use. Consider size and shape of arena. Complete one week prior to show.
- It is optional to post patterns before show on affiliate website, Facebook, or email contestants. This is recommended but not required.
- Note that Walk/Trot Division patterns are different. See WSVRHA website for W/T patterns or create.
- Patterns must be posted no later than one hour prior to the start of the show.

**25. Create Trail pattern**

- Create trail pattern, taking advantage of areas outside of arena when and where possible. See rulebook for specific information.
- Communicate pattern and location to secretary before show.
- Patterns must be posted no later than one hour prior to the start of the show.

**26. Confirm insurance coverage & prepare releases for riders to sign**

- Prepare rider releases for venue. Membership forms for WSVRHA and affiliates each have liability release, coordinate with show secretary to ensure all forms are signed.

**After Show:**

**27. Payment of fees WSVRHA and Affiliate**

- When show is complete, submit fees collected from riders to WSVRHA and affiliate.
- Use WSVRHA Completed Show Report Form (see Addendum).



# Show Manager Checklist

Completed	Item #	Description
_____	1	Identify Show Representative
_____	2	Complete and email Show Approval Form
_____	3	Reserve venue
_____	4	If required, register show with appropriate agencies
_____	5	Arrange for overnight horses and campers
_____	6	Determine maximum number of riders for clinic and show
_____	7	Hire approved judge(s)
_____	8	Hire clinician(s)
_____	9	Discuss clinic content with clinicians
_____	10	Hire approved secretary
_____	11	Determine food service and schedule vendor if needed
_____	12	Order awards
_____	13	Order cattle
_____	14	Set fees for clinic and show
_____	15	Create entry form and flyer
_____	16	Publish/Communicate entry form and show flier
_____	17	Confirm show information on WSVRHA and affiliate website
_____	18	Develop clinic and show day schedule; post and email to riders
_____	19	Assemble clinic and show supplies
_____	20	Print current year rules
_____	21	Recruit volunteers/show help/announcer
_____	22	Select Reining pattern (see WSVRHA web site for approved list)
_____	23	Select Ranch Riding pattern from approved list (or create own)
_____	24	Create trail pattern
_____	25	Consult with approved secretary to define tasks
_____	26	Confirm insurance coverage and prepare releases for rider signature
_____	27	Post show tasks





# Show Approval Form

**Show Name:** \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_ RainDate:(If Needed) \_\_\_\_\_

Location: \_\_\_\_\_

---

Affiliate name: \_\_\_\_\_

## Organization or Individual Responsible

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Show Manager

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Show Secretary

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## WSVRHA Show Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Judges and Clinicians**

Judge 1: \_\_\_\_\_

Judge 2: \_\_\_\_\_

Judge 3 : \_\_\_\_\_

- Are judges on current WSVRHA approved judges list? (yes/no) If no, have you contacted Mike Lund, Director of Judges, to send them a test to complete prior to show? ( yes/no)

Clinician 1: \_\_\_\_\_

Clinician 2: \_\_\_\_\_

Clinician 3: \_\_\_\_\_

Are there any other associations or clubs offering classes at this show? If yes, please name Association: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

- Please attach proposed class list

Are overnight accommodations available on site? Please circle:

Stalls ( Yes / No )

RV Hookups ( Yes / No )

Dry Camping ( Yes / No )

Will food vendors be on site? ( Yes / No )

**Please submit this complete form to:**

Amy Finley

[Amyfinley12@yahoo.com](mailto:Amyfinley12@yahoo.com)

Or

2025 W Reservation Loop Rd

Camp Verde, AZ 86322

*(You may expect a reply within 7 days)*

---

*Office use only*

*Show Approved ( Yes / No )*

*By: \_\_\_\_\_ Date: \_\_\_\_\_*



# Judge Agreement

Show Name: \_\_\_\_\_

Show Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Judge Name: \_\_\_\_\_ TIN or SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Judging Fee: Short Day	\$ _____
Judging Fee: Standard Day	\$ _____
Mileage – if applicable	\$ _____
Airfare – if applicable	\$ _____
Rental Car – if applicable	\$ _____

Lodging will be arranged for the dates of \_\_\_\_\_

Meals will be provided for you on the show grounds the day of the show OR \$\_\_\_\_\_ per diem x \_\_\_\_\_ days will be provided.

Your signature constitutes a contract between you and \_\_\_\_\_

agreeing to the terms of this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send a signed copy of this contract to:

Show Manager: \_\_\_\_\_

Address: \_\_\_\_\_



# Cattle Guidelines

WSVRHA would like to standardize and promote the quality of cattle & handling for our shows and in cattle fees reflecting the balance between fresh and used cows. These guidelines are intended to help show managers use cattle efficiently and allow clinic riders and show contestants the best possible cattle work. We hope this encourages and helps show managers, not discourages, or restricts. The WSVRHA finals have separate requirements.

- Show management should begin the show with cattle handling guidelines in place, and those guidelines are to be conveyed to the clinician. The clinician has a responsibility to handle the cattle using these guidelines, communicating with the management throughout.
- When possible, cattle should arrive the afternoon before they will be used.

## **Clinic Cattle**

- o Quantity of cattle to order –1 cow per clinic rider is a good guideline, although adding 5 extra cows helps if any become unworkable.
- o Unworkable is defined as: bad eye, lame, unreasonably wild (e.g., jumping fences, charging riders), or won't move. This cow would then be removed from use for the remainder of the show and kept in separate pen.
- o Cattle used in cutting clinic (re-works) may be re-used for walk-trot, novice, and youth for show cutting. However poor working cattle from the clinic should be culled from the show herd (the 5 extra head should cover this).
- o If cows are used for a clinic covering “down the fence” or intensively worked in boxing/driving exercises they should not be used for the show and should be kept with culled cattle.

## **Show Cattle**

- o WSVRHA guideline is to order 2<sup>&</sup> fresh cattle per cutting entrant (If clinic did not use cattle, then 5 extras would be ordered for show only.)
- o In cases with pre-show clinics, this count may be reduced to adjust for re worked cutting cows from the clinic for the number of Walk/Trot, novice and youth contestants
- o The cutting class should be offered early in the day, and cattle that have been used in the cutting can be reused for the cow horse classes.

### **Cattle Considerations for Venue / Arena Layout**

- There should be sufficient # of pens to separate the various herds (culls, reworks, fresh), suggest a minimum of 3-4 pens are needed. Consider pens when deciding venue.
- Access to arena gate for working cow horse classes – A pen or alley for holding single cow at arena gate is critical to classes running smoothly & in a timely manner. Also, this area should be located right next to area where other cattle are held so “single” cow doesn’t get worried/anxious before being worked in arena.

### **Care of cattle**

- Hay should be fed twice daily at the rate of 1 bale/5 head per day, and free choice water available.
- Management should try to hold the cutting classes first and allow cattle to rest before the cow working classes begin. Weather conditions (e.g., heat) should factor in to show schedule.

### **Cattle Haul Out**

- If cattle need to be hauled out before the show is completed, management may need to stop competition until cow trucks are loaded if it will disrupt a rider's run.



## Completed Show Report

(Due within 10 days of show completion)

Name of Show: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Affiliate: \_\_\_\_\_

Is this show AQHA approved? \_\_\_\_\_

Show Manager Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Show Secretary Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Judge (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Include:

1. **How many New/Renew WS members?** \_\_\_\_\_ @ \$50 = \$ \_\_\_\_\_

(HSW/Financial/accumulation of fee type/mem for report)

\*\* Please send a copy of each membership\*\*

2. **How many new horses?** \_\_\_\_\_

\*\* Please send copy of completed horse ID paperwork for each new horse\*\*

3. **WS Office fees due** \_\_\_\_\_ @ \$20 = \$ \_\_\_\_\_

( HSW/Financial/Accumulation of fee Type/WSOFF)

4. **Show results from Horse Show for Windows for ALL classes and sub classes**

Mail to:

Make Checks Payable to : WSVRHA

Amy Finley  
2025 W Reservation Loop Rd  
Camp Verde, Az 86322  
940-445-5861

# Carmel Valley GSVRHA Clinic & Show

## CLINICS

Friday, August 9<sup>th</sup>  
Saturday, August 10<sup>th</sup>

## SHOW

Saturday, August 10<sup>th</sup>  
Sunday, August 11<sup>th</sup>



CARMEL VALLEY RANCH TRAIL & SADDLE CLUB  
85 E. GARZA'S ROAD, CARMEL VALLEY CA 93924

**Friday, August 9<sup>th</sup> Clinic 9pm.**

Trail & Rope-Handling Clinic with  
*Chris Bugenig* and *Clifford*

**Saturday, August 10<sup>th</sup> Clinic 9am-12pm:**

Clinicians *John E.* (Cutting) &  
*Kathy Torres* (Cow work & Roping)

**Saturday, August 10<sup>th</sup> Show 2pm**

Ranch Trail all divisions;  
course walk at 1:30pm

**Sunday, August 11<sup>th</sup> Show 8am**

Ranch Cutting, Ranch Reined Work,  
Ranch Riding, and Ranch Cow work

**Show Judged by *Bill and Debby Sanguinetti***

Photographer *Lauren Maeve* onsite for Sunday show

[laurenmaevephotography.shootproof.com](http://laurenmaevephotography.shootproof.com)



**GSVRHA**

**WSVRHA**



*Western States Versatility Ranch Horse Association*



# Carmel Valley GSVRHA Clinic & Show

Carmel Valley Trail & Saddle Club ~ 85 E. Garzas Road, Carmel Valley CA 93924

**Division:** \_\_\_\_\_ (Open, Advanced, Intermediate, Limited, Novice, \_\_\_\_\_, or \_\_\_\_\_/Trot)

**Rider** \_\_\_\_\_ **GS Member N** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Horse** \_\_\_\_\_ **Horse ID/Reg #** \_\_\_\_\_

## Show and Clinic Entries

- All-around Show & Both Clinics \$\_\_\_\_\_
- Youth All-around Show & Both Clinics \$\_\_\_\_\_
- All-Around Show Entry Only **\$400**
- Friday Clinic Only \$70
- Saturday Clinic Only \$20
- Both Friday & Saturday Clinics \$250
- Youth Friday & Saturday Clinics \$\_\_\_\_\_

## Individual Class Entries (if not all-around)

- Ranch Cutting \$\_\_\_\_\_
- Ranch Cow Work \$25
- Pattern Reining \$70
- Ranch Riding \$70
- Ranch Trail \$70

For more information/questions,  
please contact:

Sarah Clifford (831) 747-7545 or  
Cori Stevenson (408) 406-7312

**Show Representative: Meghan Carr**

## Required Fees \$40

- GSVRHA \$15, WSVRHA \$20, and CA  
Drug Fee \$5

*Note: Each rider must be a current member of both  
GSVRHA & WSVRHA and each horse must have a  
completed Horse ID through GSVRHA to be eligible  
for placings and year-end point accumulation*

## Optional Add-Ons

- Select Rider (subdivision rider 60+) **\$40**
- Jr. Horse (subdivision horse 3-5) **\$30**

**Total Fees:** \_\_\_\_\_

*\*Pen and camping information on liability forms;  
please complete both forms and include with entry*

Please make entry check payable to:  
**SARAH CLIFFORD HORSE TRAINING**

Mail entries to: **CORI STEVENSON**  
**1630 TRACY WAY**  
**SAN MARTIN, CA 95128**

# Carmel Valley GSVRHA Clinic & Show

Carmel Valley Trail & Saddle Club ~ 85 E. Garzas Road, Carmel Valley CA 93924

**UNDERSTANDING THE RULES:** By Signing and submitting an entry form, the Participant certifies that he/she has read, understands, and agrees to the guidelines of the WSVRHA and GSVRHA guidelines and rules. He/she further certifies that all information on the entry form is true and correct.

PARTICIPANT'S NAME: \_\_\_\_\_

**RELEASE OF LIABILITY:** By Signing below I/We are waiving our right, if any, to claim against, maintain an action against, or recover from any equine activity, sports, or equine professionals, or any other person for injury, loss, damage, or death resulting from the inherent risks of this equine activity. I/We hereby request to enter the event indicated and agree to abide by the laws, standing rules, judging, and rules of the respective organizations involved with the event. I/We hereby release GSVRHA, WSVRHA, Sarah Clifford, Sarah Clifford Training, and Carmel Valley Trail and Saddle Club, its Agents and Employees, and other involved organizations and its members and employees from any loss to myself, employees, horses, and/or equipment while attending and/or participating in this event. The provisions contained herein are hereby accepted as part of this entry agreement. In addition, the general understanding of an association, verbal and internet consent and release agreement, is incorporated in this release in full. No monetary considerations, photo or verbal statements may be used now or in subsequent years. The program, as deemed fit, is binding upon heirs and/or future representative.

PARTICIPANT'S SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

MINOR PARTICIPANT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

## PENS AND CAMPING INFORMATION:

\_\_\_\_\_ pen(s) for \_\_\_\_\_ nights\* at \$25 per stall per night. Please bring your own shavings, water bucket and feed. Please clean stall before leaving. Thank you!

\*night(s) available: \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday

I will dry coat at the cost of \$15 for the weekend (if yes, please check box)

\_\_\_\_\_ **TOTAL DUE** for pens and/or camping. Camping and pen registration check (2<sup>nd</sup> check) must be payable to **Carmel Valley Trail and Saddle Club** but can be mailed with your entry.

# Participants Hold Harmless Agreement

THIS RELEASE CONTAINS IMPORTANT LIMITATIONS OF LEGAL LIABILITY.

READ IT!



## THE UNDERSIGNED STATES AS FOLLOWS:

I acknowledge that competitive and pleasure riding and driving contains inherent risk of injury and damage to me personally, to my horse and to my equipment. Knowing these facts, I nevertheless, in consideration of your acceptance of this form, hereby for myself, my heirs, executors and administrators waive, release and discharge and hold harmless CVT&S Club, CVT&S Community Foundation and CVT&S Equine Educational Alliance, its owners, board of directors, officers and all individual members thereof and all other persons or organizations in any way connected with the events, property, boarding, lessons or any other activity described herein, their representatives, heirs, executors, administrators and employees from any and all right, claim or liability for damages or for any and all injuries that may be sustained, including injuries to animals or from any and all claims of any kind or nature that might be asserted as a result of or arising out of my participation in any activity. Further, I do hereby acknowledge that this release will extend to accidents, damages or claims arising out of my participation, caused by my own act or the acts of another or any animal within my control. I further agree that I will defend, indemnify and hold harmless CVT&S Club, CVT&S Community Foundation and CVT&S Equine Educational Alliance, their owners, officers, directors, members and agents or any of them against all claims, demands and causes of action including court costs, and attorney's fees, directly or indirectly arising from any cause or other proceeding brought by or prosecuted for any benefit contrary to this release extended to the benefit of every person and nature whatsoever whether known or unknown and expressly waive any benefits I may be entitled to under Section 542 of the California Civil Code relating to the release of unknown claims.

I DO ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPH AND KNOW AND UNDERSTAND THE CONTENT THEREOF.

PRINTED NAME OF RIDER \_\_\_\_\_ SIGNATURE OF RIDER \_\_\_\_\_ DATE \_\_\_\_\_

DOG POLICY: Dogs are permitted on the T&SC grounds during a show or clinic. Please initial: \_\_\_\_\_

## MINORS MUST HAVE THE FOLLOWING LIABILITY SIGNED BY A PARENT OR LEGAL GUARDIAN:

I, the undersigned parent/guardian of the above minor rider, for, and in consideration of my child's participation at the Carmel Valley Trail & Saddle Club, state that I have read the waiver, release and hold harmless written agreement and I expressly agree that the terms and conditions of said waiver, release and hold harmless shall apply to and be binding upon me and my minor child insofar as it pertains to his or her participation. I further warrant I have health and accident insurance on said minor.

I DO ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPH AND KNOW AND UNDERSTAND THE CONTENT THEREOF.

PRINTED NAME OF PARENT/GUARDIAN \_\_\_\_\_ SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

HELMET POLICY: Minors are required to wear a helmet while mounted. Please initial: \_\_\_\_\_

\*Additionally, the Trail and Saddle Club reserves the right to use any photographic images of the above-named person taken during this event for future promotional purposes. If you wish to be excluded, please initial: \_\_\_\_\_

# Email Guidelines

## Communication to Contestants with Clinic/Show Information

### General Welcome

"Dear Contestants-We are so happy you will be joining us . . . "

### Address, Directions, Link to Map

"We are located at *555 Main St, Goodtown, CA.*

Coming from the *North* . . .

Coming from the *South* . . .

Google map link . . . "

### Arrival Time

"We will be set up and ready for your arrival by  
*time/day of week, date.*"

### Upon Arrival

"Please unload *place*"

"Stalls/corrals will be marked, or there will be a stall chart located at *place*, there will be someone to guide you to your stalls/corrals, or stalls/corrals are first come/first serve, or . . ."

"There are/are not mats.

There are/are not waterers.

There are/are not faucets nearby.

There are/are not hoses available. There are/are not muck receptacles available."

You may/may not bring your own shavings.

There are/are not shavings available for sale."

### Haul Ins

"Haul ins please park *place.*"

### Clinic Information

"Our clinicians are *names* "

"The clinic will be *Saturday.*"

"Start time will be . . . "

"Lunch will be . . . "

### Show Information

"Our judges are . . . "

"The schedule is . . . . "

"Patterns are . . . "

"Order of Go is . . . "

"Riding meeting time is . . ."

### Food Availability

"There will/will not be coffee and breakfast items provided."

"Lunch will be provided"

"Lunch will be available to purchase"

### General thank you/good luck wishes