

CONVENTION GUIDELINES

THE BOARD OF DIRECTORS

- A. Initially shall appoint individuals to obtain information and report back to the Board on the following items:
 - 1. Convention site (arena, hotel, accommodations, banquet facilities and menus).
 - 2. Clinician(s) and topics of discussion.
 - 3. Judges.
 - 4. Insurance.
 - 5. Ribbons and trophies.
 - 6. Lunch on grounds (4-H, caterers, etc.).
- B. Shall make final decisions on Convention matters:
 - 1. Date, time and site.
 - 2. Clinician(s) and subject matter(s) to be discussed.
 - 3. Any significant expenditure of funds, including:
 - a. Insurance.
 - b. Trophies and/or cash and amount contest winners.
 - c. Ribbons for contest winners.
- C. Shall appoint Convention Coordinator.
- D. Shall appoint preferably from amongst the Board members:
 - 1. Donations receiver
 - a. Will receive and make a list of donated items for the auction, gift certificates and sponsorship money.
 - b. Will keep the Chairman updated on receipt of donations.
 - 2. Welcome person
 - a. Will ensure a warm and enlightened welcome to new members and guests.
- E. Shall decide classes for the contest.

THE BOARD CHAIRMAN

- A. Shall be responsible for making final arrangements for the convention sites (arena, hotel, banquet facilities and menu, meeting room, etc.).
- B. Clinician(s) and judges.
 - 1. Makes contact and keeps them informed on arrangements and expectations.
 - a. Travel, lodging and transportation.
 - b. Coordinate with the Secretary on audio/visual needs.
 - c. Arrange with clinician(s) for a reasonable number of breaks during the presentation.
- C. Conducts the General Membership Meeting.
- D. Is Master of Ceremonies at the banquet and/or awards presentation.

THE SECRETARY

- A. After dates, place and clinicians/judges for Convention have been decided upon and checked for availability, sends this information to the American Farriers Journal, the Anvil Magazine and other appropriate publications for publication in their "Calendar of Events" sections.
- B. Two to three months prior to Convention, shall send letters to farrier supply companies, product manufacturers and anyone involved in the farrier industry informing them of the upcoming Convention and requesting donations (the Directory of Farrier Supplies & Services issue of the AFJ will be helpful).
- C. Shall coordinate with the Treasurer in the function of pre-registration.
- D. Shall handle correspondence pertaining to the Convention in conjunction with the Board Chairman or Convention Coordinator.
- E. Shall supply the Registrars with the necessities of registration:
 - 1. Forms
 - a. Registration
 - b. Membership applications
 - c. Receipts
 - d. Seminar Evaluation

e. Continuing Education Verification

2. Informational material

- a. Certification
- b. Whatever

3. Materials

- a. Poster board
- b. Pens and pencils
- c. Name tags (Board members and new members have special identity tags)
- d. Raffle tickets

4. Score sheets

F. Shall coordinate with the Board chairman in arranging for the sound equipment, easel and whatever other equipment the clinician(s) may require.

G. Shall be responsible for seeing that thank-you letters are immediately sent to all donors and to all persons who contributed to the success of the Convention.

THE TREASURER

A. Shall coordinate with the Secretary in the function of pre-registration.

B. At the Convention works with the Registrars.

C. Takes dues for the coming year.

D. At the end of the contests figures money (%) due to the contestants for each event.

E. Writes checks to be presented to contest winners.

F. At Auction keeps record of items sold, purchase price and purchaser. After Auction separates items, makes receipts and distributes and collects for items.

G. After the Convention shall be responsible for seeing that all monies collected for and at the Convention are immediately banked.

H. Shall send billings for any uncollected fees (sponsor money, table fees, etc.).

I. Shall pay all Convention debts immediately.

J. Shall supply the Board Chairman with a financial report on the Convention as soon as possible.

THE CONVENTION COORDINATOR

A. Shall be responsible for allocating jobs prior to the Convention and at the Convention checks to see that his people are properly equipped and performing their duties.

B. Oversees the preparation and distribution of the Convention brochure.

C. Shall be responsible for the Market Place (obtaining and setting up tables, arranging for suppliers needs, etc.).

D. For the Live Shoeing Contest, arranges to have the drawing for each go-round and for the horse numbers to be done the night before the contest and post same the morning of the contest. Have a designated person to be accountable for any changes and be sure that any changes are noted before scores are given to the scorekeepers.

E. Is available at the Convention to make decisions and take whatever action is necessary in the event of any unforeseen happenings. HE/SHE SHOULD BE HIGHLY VISIBLE.

F. Is responsible for the final clean up of the Convention site.

THE ASSISTANT COORDINATOR

A. At the Convention shall be available to assist in any capacity necessary

B. Is responsible for delivering individual judging sheets to the Judges' Secretaries.

C. As judging sheets are completed for each individual, immediately returns same to score keeper for posting. Repeat for each class.

THE REGISTRARS / SCOREKEEPERS

A. Three people should be designated to handle the registration table. One of which will be the Treasurer, or a person directly responsible to the Treasurer.

B. Responsible for registration of all persons at the Convention.

- C. Makes name cards for all contestants and gives to Head Steward for distribution.
- D. Keeps records of contest entries, keeps contestant scores and posts same.
- E. At end of contest figures scores and presents a copy of the results to both the Treasurer and the Chairman before the presentation of awards.
- F. During slack time may take dues for the coming year.
- G. Answers questions pertaining to the Convention, contest, or whatever.
- H. Makes posters listing Auction item donors and sponsors and displays same for advertising purposes.
- I. Makes and distributes numbers for Auction participants.
- J. Keeps records of Auction items and during Auction helps the Treasurer.

THE HEAD STEWARD

- A. Is responsible for the steel table (steel should be pre-cut into appropriate lengths).
- B. Lays out contestant areas with surveyor's tape.
- C. Distributes name cards to all contestants, to be displayed on their rigs during competition.
- D. Distributes to contestants wire-on tags to be attached to shoes made in forging contests.
- E. Collects shoes for judging.
- F. Designates individual stewards (2nd go-around contestants may steward for 1st go-around contestants and vice versa).
- G. Is the go between between individual stewards and judges.
- H. Makes decisions pertaining to unruly horses or general contesting (trouble-shooter).

HE/SHE SHOULD BE HIGHLY VISIBLE.

THE HORSE WRANGLER

- A. Shall be responsible for obtaining horses for the live shoeing contest.
- B. Arranges for horses to be at the Convention.
- C. Tags horses with numbers and designated side (left or right).
- D. Arranges for extra horses in case there is a problem horse.

THE TIMER AND ANNOUNCER

- A. Is responsible for announcing the beginning of each contest and announcing remaining time at 15 minute intervals until the last 15 minutes, then every 5 minutes -until-- the last 5 minutes, then every minute with a count down of the last 10 seconds and ending the contest with a loud signal.
- B. Will be equipped with a bull-horn, a stop watch and a signaling device.
- C. During slack times the T/A can give information about the individual contestants, different classes or any other information pertinent to the contest or Convention.

THE JUDGES

- A. Shall judge the classes individually using FAWS Judging Sheets.
- B. After all judging is completed and time allows he/she/they should be available to critique individual work.

THE JUDGES ' SECRETARIES

- A. Are responsible for recording points and comments on the judging sheets
- B. Will be equipped with clip-boards and pencils.

THE AUCTIONEER

- A. Shall conduct the Auction in a manner that encourages bidding. Prior to the Auction he should be supplied with a list of all items to be auctioned, name of donor, approximate value (if available) and any other pertinent information.

AUCTIONEER'S ASSISTANT

- A. Keeps the Auctioneer supplied with auction items, helps in picking up bids and assists in any way to help the Auctioneer keep the Auction moving.

SUMMARY OF EQUIPMENT NEEDED

Convention Coordinator

-Visible attire

Head Steward

1. Visible attire
2. Surveyor's tape
3. Wire-on tags
4. Steel

Horse Wrangler

1. Tags for horses

Timer /Announcer

1. Bull-horn
2. Stop watch
3. Signaling device

Judges' Secretaries

1. Clip-boards
2. Pencils/pens

Secretary, Registrars/Scorekeepers

1. Registration forms
2. Informational material
3. Score sheets
4. Receipts
5. Poster board
6. Pens and pencils
7. Name tags
8. Raffle tickets
9. Sale items:
 - a. Jackets, etc.
 - b. Mugs & souvenirs
 - c. Shoeing charts
 - d. Whatever

Clinician needs

1. PA system
2. Easel
3. Flip chart/Eraser board
4. Marker pens & eraser
5. Special needs (coordinate with Chairman)

Treasurer

1. Checkbook