

2020 ARHA SHOW REPORTING PROCEDURES

You will need the following forms for your show:

_____ Cover Sheet/Summary Sheet	_____ RUSH Membership Applications	_____ Show Program Results
_____ Judge's Eval of Show	_____ RUSH Registration Application	_____ Show Roster Report
_____ Judge's Cards	_____ Ring Steward Eval/Report	_____ Violation/Complaint Forms
_____ Evaluation of Judge	_____ Judges Score Sheets	_____ Affidavits for Duplicate Certificate
_____ Exhibitor Evaluation	_____ Transfer Forms	_____ Livestock Injury Report

***** YOU MUST USE 2020 FORMS- DO NOT USE OUT-DATED FORMS *****

BEFORE YOU TAKE ANY ENTRIES:

Please understand that exhibitors *come* to your show to enjoy their horses, but they *pay* to earn ARHA points on their horses. It is imperative that all forms be filled out accurately and returned in a timely fashion for the exhibitors of your show to earn what they have worked and paid entries for. ARHA will **NOT BE** responsible for loss of points due to incorrect information. **Please make certain that everyone in your show office who is taking entries understands the following:**

- A. All recorded owners of ARHA exhibited horses and exhibitors at an ARHA approved show must be current year members of ARHA.** ALL OWNERS AND EXHIBITORS MUST PRESENT THEIR MEMBERSHIP CARDS OR A COPY AT TIME OF ENTRY. You can also verify their membership and registration by going to the ARHA website. Go to ARHA, then click on MEMBERSHIP then scroll down to the bottom of the page and click on VIEW MEMBERS or VIEW HORSES/RIDERS.
- B.** Owners and/or exhibitors who are not members or cannot provide their card must complete an ARHA RUSH membership application and pay applicable fees. (*Membership fees will be assessed to the charter that allows the showing of horses not owned by ARHA members*). SEE CURRENT RULE BOOK FOR NEW RULES ON THIS! Do not have them call the ARHA Office for their membership and/or registration numbers.
- C. Any horse entered in an ARHA approved show must present proof of ARHA registration (Certificate of Eligibility) by:**
 - 1) Showing either original, photocopy or phone SCREEN SHOT of ARHA official Certificate of Eligibility or;
 - 2) Submit a registration application (Certificate of Eligibility) and pay applicable fees.
 - 3) Grade Horses MAY NOT be registered at show.
- D.** When a stallion is gelded, his ORIGINAL ARHA registration certificate must be returned to ARHA along with a signed statement noting the date the horse was altered. ARHA will not be liable for point accuracy if no castration notification has been filed.
 - 1)** Gelding Statement- Each set of registration papers must be inspected. If a stallion has been gelded and his original certificate has not been changed to gelding, the owner must fill out Gelding Statement and return the original certificate for correction and submit at the show at the time of entry. Any Gelding still listed as stallions according to ARHA records when show results are processed will be a DQ from the conformation class.

ARHA SHOW FORMS & APPLICATIONS

All necessary forms have been provided to all 2018 Show Secretary Attendees and Charter Representatives. USB sticks are also available for the cost of \$25 that includes all forms and applications. These forms are also available on the ARHA Web Site. Please make copies of all forms as needed. If your charter needs for ARHA Office to resend additional hard copies, there will be a \$10.00 charge for this. Judges Score Sheets can be downloaded from the ARHA Website. It is important that all approved ARHA shows use the proper **current** forms. USE THE CURRENT 2018 FORMS. **DO NOT USE PREVIOUS YEAR FORMS.**

1) Show Result Cover Sheet/Application Summary Sheet:

A completed Show Results Cover Sheet must be completed for each show. All membership, amateur/youth cards and registration applications must be itemized on the application summary sheet that is provided. *Any registration and/or membership applications taken at a show will incur a \$10 rush fee. All ARHA membership and registration application payments are to be made directly to ARHA from the person making the application. Cover Sheet/Application Summary Sheet must be postmarked to ARHA the following Tuesday after the show. ARHA will issue a check to charter/show for \$5.00 per rush application only after receiving correct show results and applications by postmarked deadline. The Reimbursement check will be mailed out at the end of the show year.* Mail Cover & Summary Sheet, rush applications, and proper fees to: ARHA Office, PO Box 186, Nancy, KY 42544. If you have any questions, please call the office at: 606.271.2963.

2) Sport Data Show Program Results

Each class sheet must have the correct show bill class number, ARHA class code number, accurately spelled horse, exhibitor, and owner's name. Be sure to record all entries that exhibited in each class, including disqualifications, (for any reason), and no-scores. Even when all entries are disqualified by a judge(s), the entries must be listed on the ARHA show roster and reported on the final show results. If a horse is disqualified, it is not to be placed, regardless of the number of horses in a class, but it counts as

an entry in the class when determining the total number of entries. Memberships & Registration applications taken at the show are required to be mailed to ARHA the following Tuesday after the show and require signature confirmation (i.e.: Fed-Ex, UPS or USPS certified with signature confirmation). Show management will be held responsible for any and all lost applications/forms/fees that are mailed without signature confirmation.

Show management is required to retain a complete set of all show records for one year. It is vital that ARHA is supplied with accurate information, and spelling of horses, exhibitors, and owner's names by the show secretary to ensure that all of our exhibitors receive the points they have paid for and earned!

3) ARHA Show Roster- Printed from Show Program

Please include the printed show roster from the Show in your Summary Report/Membership and registration applications that were accepted from the show.

4) Official Judges Cards/Scoresheets

Show Secretaries are required to provide judges with necessary copies of ARHA score sheets, judges cards, and Show Evaluation Form. Please make sure that you have provided them with the current 2020 forms and scoresheet. The class name, show bill number, date of show, and # in class must be typed or written on each judge's card. The judge must sign and date all judge's cards to be official. Any corrections made on the card must be initialed by the judge. Classes are to be placed using exhibitor's back number up to 10 places including any disqualifications. Classes with no entries must have a "Ø" on the judge's card. It is mandatory that all judges are to use the official 2020 ARHA score sheets for the classes they are provided for. All original score sheets and judge's cards are to be turned into show secretary. Remember you are required to keep these in your records for one year.

5) Judge Evaluation Form

At least one judge evaluation form per judge must be completed by an appointed show official and returned to the ARHA office. This evaluation form as well as any Exhibitor Evaluation, and Violation/Complaint forms should be made available to all exhibitors and spectators.

6) Judge's Show Evaluations Form

This is to be completed by each judge per show. The judge is also responsible for returning a copy of this form. Be sure to record all entries that exhibited in each class, including disqualifications, (for any reason), and no-scores. Even when all entries are disqualified by a judge(s), the entries must be listed on the roster and reported on the final show results. If a horse is disqualified, it is not to be placed, regardless of the number of horses in a class, but it counts as an entry in the class when determining the total number of entries. Judges are required to mail this to ARHA Office within 10 days of the conclusion of show or a \$25 fine will be assessed to the judge.

7) Ring Steward Report/Incident Report

Ring Stewards are required to submit a copy of the Ring Steward report within 10 days of the conclusion of the show. Any issues at the show are to be reported by the Ring Stewart on the Incident Report Form. Show Secretary is to provide these forms to their Ring Steward(s).

8) Include a Livestock Injury Report with your required show paperwork that is sent back to the ARHA Office. This is required regardless if there is an injury or not.

9) Results from the show will be posted on the ARHA website including the show secretaries contact information in the event the exhibitor has a discrepancy. It will be the show secretary's responsibility to provide proof of correction and any fines to ARHA Office within five (5) days of the notification.

10) CORRECT & ACCURATE SHOW RESULTS AND FEES MUST BE MAILED WITHIN 10 DAYS AFTER THE COMPLETION OF ARHA APPROVED SHOW. Results and fees, (including corrections), received after 11 days from the completion of the approved show will be fined \$50 per judge plus \$10 for each day per each day late. Results, (including corrections) and fees received later than 30 days will be placed on probationary approval. Once the error report has been received, the show secretary must return to the office within 5 business days or fines may incur.

Show Result Fees

- 1) Show Results Fee to be included with hard copy records: \$7.00 per horse per judge.
- 2) Fines: **PLEASE NOTE THESE FINES ARE AVOIDABLE!**
 - A. \$25.00 for each non-ARHA registered horse allowed to show at ARHA approved shows.
 - B. Membership/Registrations fees will be assessed to charters that allow the showing of horses not currently registered or owned by ARHA members or owners and/or exhibitors that are allowed to show.
 - C. \$50.00/per judge plus \$10/a day for show results (including corrections), that are received 16 days after the completion of the ARHA approved show.
 - D. Show Correction (ie: Incorrect name of horse/exhibitor; entered in wrong class/division) - \$10.00 per incident.

Additional Fees to Be Paid by Member

- 1) ARHA Membership – Must be submitted on 2020 Membership Application. Do not use any outdated applications.
- 2) ARHA Amateur Card – required for any qualified adult that wishes to compete in the amateur division.
- 3) ARHA Amateur Novice Card- required for any qualified adult that wishes to compete in the amateur novice division.
- 4) ARHA Youth Card – Required for any qualified youth 18 & under that wishes to compete in the youth division.
- 5) ARHA Novice Youth Card – Required for any youth 18 & Under that wishes to compete in the youth novice division.
- 6) ARHA Registration – Must use the 2020 registration application (Certificate of Eligibility). Exhibitor MUST include a copy of the horse's breed association papers at time of registration). Grade Horses cannot apply at a show. Pending horses from prior year(s) will need to resubmit all application and fees to be eligible to show.
- 7) ARHA Transfer (must submit the original ARHA Certificate Of Eligibility, completed ARHA transfer form, fees, and membership if needed).
- 8) Lost certificate will require owner to complete an Affidavit for Duplicate Certificate & fees as per the instructions on the form if they would like a new certificate or they may go to the ARHA website and make a copy of the recording card

**SHOW MANAGEMENT IS REQUIRED TO KEEP A COPY OF THE SHOW RESULTS
FOR ONE YEAR FROM THE DATE OF THE SHOW**