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SHOW SECRETARY PACKET

SANCTIONING YOUR SHOW

- Complete the RHA Show Request Form.
- Submit Request Form and an entry blank for your show to the RHA Office.
- Once your show has been approved, the RHA will reserve your date, add it to the show calendar and begin advertising.
- RHA is able to create an online entry form for sanctioned show, if requested. Show management must provide own PayPal or online payment method to which the entry form can link to. Online entry forms are highly encouraged and seem to be a hit with competitors.
- Requests must be submitted no later than 30 days prior to your show. The earlier it is submitted, the more advertisement it will receive.

PREPARATIONS

- Cattle

To help better assist you in preparing for your show, the RHA encourages you to plan on the following for cattle:

- 400 – 600 weight cattle.
- 1.5 cows/entry.

- Receiving Entries

It is the show secretary's responsibility to check eligibility as the entries are received.

Eligibility Validation Points

1. Contestant Membership Status
 - RHAA Membership, Youth RHAA Membership, or Day Permit.
2. Horse papers and/or proof of ownership
 - Used to determine ownership/length of ownership. Ownership rules vary depending on class entered.
 - All entries are required to show proof of ownership.
3. Class Eligibility
 - Lifetime RHAA Earnings
 - Money limits apply to all classes. Please refer to rulebook to confirm eligibility in class entered.
 - Lifetime earnings are accessible on the RHAA webpage for referencing.

All criteria will be available to review on our website at rhaa.org

▪ RHAA Applications

Contestants may apply for an RHAA Membership, Youth RHAA Membership, or Day Permit the day of show. Show secretaries are asked to obtain all required documentation and payments when receiving these applications. Applications are to be turned in to the RHAA office along with the show results and sanction fee.

Please prepare copies of RHAA Applications for use to anyone wishing to join at a show.

- Membership Application
- Youth Membership Application
- Day Permit Application

Please note the following when receiving applications:

- All entries require a copy of the horses' papers, front and back, to be submitted with the application, including Day Permits.
- Payments for any of these applications must be made out to the RHAA.

▪ RHAA Scorecards & Results Page

To help your show run smoothly, it is recommended to have as many scorecards printed and prepared as possible. There will be a total of 4 scorecards and a Competition Results Form needed for your show. Listed are a few steps to assist in preparing for your show.

- Print scorecards:
 - RHAA Scorecard

1 per entry

- RHAA Junior Youth Scorecard
1 per entry
 - RHAA Senior Youth Scorecard
1 per entry
 - RHAA BDBD Scorecard
1 per entry
 - RHAA Competition Results Page
1 per class
- Prepare scorecards by filling in class name, competitor's name, and horse's name, and draw for judge/scribe.
 - Print extras to accommodate for late entries.

DAY OF COMPETITION

- Middle Marker
 - Have your judge designate and mark the center of your arena.
 - Middle marker must be designated prior to the start of the show.
- Draws
 - Have draws complete for each class and, if possible, posted at arena gate for participants to view.
- Show Representative
 - Designate an RHAA member as the "Show Representative" prior to the start of your show. (Cannot be part of show management.)
 - At the completion of your show, give a "Show Representative Form" to your representative in an addressed, stamped envelope.
 - Instruct your representative to complete, seal and mail the report directly to the RHAA office in a timely manner.
- Run Times
 - Senior Youth
 - 5-minute time limit.
 - Time begins when rider enters arena.
 - "2 minutes remaining" and "1 minute remaining" warnings should be announced with each run.
 - "Time" is to be called with the exhaustion of each run.

Junior Youth

- Reining portion is not timed.
- A time of 35 seconds begins when the rider calls for cow and cow enters arena.
- "15 seconds remaining" should be announced as warning.
- "Time" is to be called with the exhaustion of each run.

Novice Box-Drive-Box-Drive & BDBD

- Reining portion is not timed.
- A time of 1 minute and 45 seconds (105 seconds) begins when rider calls for cow and cow enters arena.
- "30 seconds remaining" should be announced as warning.
- "Time" is to be called with the exhaustion of each run.

Wrangler, Cowboy, Ranch Hand, Junior & Senior

- 5-minute time limit.
- Time begins when rider enters arena.
- "2 minutes remaining" and "1 minute remaining" warnings should be announced with each run.
- "Time" is to be called with the exhaustion of each run.

▪ Bit Checks

- Plan for 1 random bit check per class.
- Announce to notify rider/judge of the bit check following the completion of the contestants run.

▪ Checking Scorecards

- With the completion of each class, retrieve scorecards from scribe/judge.
- It will be the show office's responsibility to double-check for scorecard errors/math errors.
- Be certain to verify that all OPs, that apply, are listed with the numeric score.
 - Example: 65 OP
- Runs that receive an OP cannot place above clean runs. However, OPs can place amongst each other. Please ensure that placings are listed in the correct order, with the OPs on the bottom end of the class.
 - Example
 - 73
 - 72.5
 - 68

- 74 OP
- 70 OP
- Once all scores have been confirmed, show management may announce the final class results.

SUBMITTING RESULTS

- Within the week following the completion of your show, please submit all required forms/results to the RHAA office. Address is at beginning of this packet.
 - Competition Results Forms, one per class
 - Scorecards
 - RHAA Membership and Day Permit forms and fees
 - RHAA Sanction Fee of \$100 flat, per show

**Please understand: All payment errors and/or misplacings will fall under the responsibility of show management to correct/reimburse. **

Class Eligibility - Reference Key

Youth – RHAA Youth classes are to be offered in two separate divisions. If one of the two divisions has two or less entries, the option to combine the classes is permitted. Payouts must remain separate. Youth contestants have the option to either circle or rope.

- Junior Youth: 12 & Under
- Senior Youth: 13 – 18

Youth contestants are required to be either 1) RHAA Youth Member; 2) RHAA Member OR 3) RHAA Day Permit holder. Horse ownership is not mandatory.

(RHAA Youth members are only valid to show in youth classes. However, regular RHAA members that meet all age requirements may show in both, regular RHAA classes and youth RHAA classes.)

Novice Box – Drive – Box – Drive – This class is for RHAA members who began the show season with less than \$500 in RHAA earnings (Wrangler, Cowboy, Ranch Hand, Junior and Senior earning), and who have won less than \$1,000 in any other association. If competitor has ever competed down the fence in any association (excluding RHAA youth classes), they are ineligible to compete. Must own horse, be a direct family member of owner OR be a full-time employee of horse owner. Papers must be in owner’s name. Membership requirements apply. See rulebook for additional information.

Open Box – Drive – Box – Drive – This class is for RHAA members who have monied out of the Novice BDBD class. There is no earnings limit that pertains to this class. Contestants with RHAA lifetime earnings in the Cowboy, Ranch Hand, Junior and Senior are not allowed to enter this class, unless it's been more than 3 years since competing in the RHAA. If competitor has ever competed down the fence in any association (excluding RHAA youth classes), they are ineligible to compete. Professional trainers are ineligible for this class. Must own horse, be a direct family member of owner OR be a full-time employee of horse owner. Papers must be in owner's name. Membership requirements apply. See rulebook for additional information.

Wrangler – Less than \$2,500 in lifetime RHAA earnings. Must own horse, be a direct family member of owner or be a full-time employee of horse owner. Papers must be in owner's name. Membership requirements apply. See rulebook for additional information.

Cowboy – Less than \$5,000 in lifetime RHAA earnings. Must own horse, be a direct family member of owner or be a full-time employee of horse owner. Papers must be in owner's name. Membership requirements apply. See rulebook for additional information.

Ranch Hand – Less than \$10,000 in lifetime RHAA earnings. 6-month ownership required. Must own horse, be a direct family member of owner or be a full-time employee of owner. Membership requirements apply. See rulebook for additional information.

Junior – A Junior Horse is defined as 5 years old or younger. Junior horses that begin the show season as a 5-year-old are eligible to finish the season despite turning 6 during the duration of the season. Six-month ownership required. Must own, be a direct family member of owner or be a full-time employee of owner. Membership requirements apply. See rulebook for additional information.

Senior – A Senior Horse has no age or money limitations. Six-month ownership required. Must own, be a direct family member of owner or be a full-time employee of owner. Membership requirements apply. See rulebook for additional information.

Ownership – Reference Key

Horse Papers – Refer to “Date Acquired” found on the horses’ papers to determine length of ownership.

- Horse papers or a bill of sale will be the primary source of reference in determining ownership. If contestant does not present a copy with entry, show secretary may access this information on the website.
- Horse papers and/or proof of ownership will need to be collected from ALL participants when entering.
- Youth participants have open ownership, however since the owner is still required to have an RHAA membership, it will be helpful to collect the horse papers so we know who is the owner and be able to check their membership.