

## **ANCILLARY SHOW WORKBOOK**

PLEASE READ BEFORE FILLING OUT APPROVAL FORM!

### **WORKBOOK INSTRUCTIONS:**

Use the workbook for direction on filling out the detachable Ancillary Show Approval Form in the back of the workbook.

Fill out one Ancillary Show Approval for **each** slate of classes

Return all detached form along with the Event Summary Form to the NRHA office by fax or mail.

### **Approval Tips:**

- ✓ Show Approval form **MUST** be completed and submitted **90 days** prior to the entry closing date for level events and **180 days** prior to the entry closing date for A and AA events (State Shows) .
- ✓ See current NRHA Handbook for all show approval guidelines, restrictions and patterns.
- ✓ See current NRHA Handbook for eligibility in each class.
- ✓ All show secretaries, show managers and show representatives must have a current NRHA membership prior to the show.
- ✓ Must offer a minimum of one Open class.
- ✓ May offer more than one slate of classes, i.e. two ancillary slates, a futurity and a derby (see futurity and derby sections for approval guidelines.)
- ✓ Open added money must be equal to or greater than the added money in any other Category 1 class when the added money in any other Category 1 class equals or exceeds \$500.
- ✓ Entry fee cannot exceed 10% of added money in class and judge's fee cannot exceed the entry fee.
- ✓ Show Management cannot retain more than 50% of entry fees.
- ✓ 5% of entry fees (less trophy fee) are due to NRHA with show results.
- ✓ Submit a copy of show schedule ( program) to the NRHA offices as soon as it is completed





## Event Classification

Please check the level your event qualifies for:

	Total Added Money (including all slates (sets))	Level
Less than \$5,000 total added money		"B" Event
\$5,000 - \$25,000 total added money		"A" Event
\$25,000 or more total added money		"AA" Event

### Event level Requirements:

#### "B" Event Requirements:

1. Less than \$5,000 added money to the entire event.
2. Follow all NRHA guidelines

#### "A" Event Requirements:

1. \$5,000 - \$25,000 added money to the entire event.
2. Judges not to judge over 12 hours per day, actual judging not including breaks. If a judge judges over the 12 hour limit, the event may be fined \$500 for the first hour and \$100 each additional hour over. The Show Representative will be required to report this to NRHA. Fines that are incurred due to conditions that are unforeseen may be waived following an appeal to the Executive Board.
3. An NRHA Show Steward must officiate for the entire duration of the show. (See page 35 of the NRHA Handbook for steward responsibilities.)
4. Paddock Manager for entire event. A paddock manager must be an NRHA member and the responsibilities should include the following: get exhibitors into the arena in proper draw order at the appropriate time; maintain communications with exhibitors as to the progress of the class, upcoming drags and scratches; maintain communications with the announcer regarding scratches and exhibitors checked in to aid in scheduling breaks and lunches, etc; and be aware of emergency procedures in the instance of a situation with a horse or rider in the makeup pen.
5. Videographer for all classes

#### "AA" Event Requirements:

1. \$25,000 or more added money to the entire event.
2. Judges not to judge over 12 hours per day, actual judging not including breaks. If a judge judges over the 12 hour limit, the event may be fined \$500 for the first hour and \$100 each additional hour over. The Show Representative will be required to report this to NRHA. Fines that are incurred due to conditions that are unforeseen may be waived following an appeal to the Executive Board.
3. The Show Secretary must be certified by the NRHA.
4. An NRHA Show Steward must officiate for the entire duration of the show. (See page 35 of the NRHA Handbook for steward responsibilities.)
5. Paddock Manager for entire event. A paddock manager must be an NRHA member and the responsibilities should include the following: get exhibitors into the arena in proper draw order at the appropriate time; maintain communications with exhibitors as to the progress of the class, upcoming drags and scratches; maintain communications with the announcer regarding scratches and exhibitors checked in to aid in scheduling breaks and lunches, etc; and be aware of emergency procedures in the instance of a situation with a horse or rider in the makeup pen.
6. Professional Videographer for all classes.

## **EVENT SUMMARY**

### **EVENT MANAGEMENT:**

\*All show management must be current NRHA members. Please see NRHA Handbook for management responsibilities.

\*For A or AA events, show rep, show secretary and show manager must be three separate individuals.

\*Show representative must have been an NRHA member in good standing for at least one full calendar year.

**Show Representative:** *(if event is a A or AA event, the representative must be an NRHA judge or an FEI Reining Steward):*

Name \_\_\_\_\_ NRHA ID # \_\_\_\_\_

### **Show Secretary:**

Name \_\_\_\_\_ NRHA ID # \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

### **Show Manager:**

Name \_\_\_\_\_ NRHA ID # \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

**Show Approval Contact:** Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name \_\_\_\_\_ NRHA ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Show Results Contact:** Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name \_\_\_\_\_ NRHA ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### **Stall reservation/Entry Contact:**

Same as Show Secretary Show Manager OR Other *(please fill in info below if mark "other")*

Name \_\_\_\_\_ NRHA ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Paddock Manager:** *(required for an A or AA event)* (The manager must be an NRHA member and separate person from the show manager, show secretary and show representative)

Name \_\_\_\_\_ NRHA ID # \_\_\_\_\_

**Videographer:** *(required for A and AA events):* Is the videographer a professional? Yes No  
Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Name \_\_\_\_\_

### **Event Website:**

### **Horse Show Facility:**

Horse Show Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_