



## AFFILIATE OFFICERS/SECRETARIES COMMITTEE

### 2025 NCHA Convention Agenda

June 20, 2025 \*\* 9:00 am – 11:00 am

Room – Bonham C

San Antonio, Texas \*\* Grand Hyatt River Walk

1. Call to Order and Roll Call
2. Youth Scholarship
3. Discuss change in the class limits for \$15,000 Amateur, \$35,000 Non-Pro, \$50,000 Amateur and \$2,000 Limit Rider
4. Discuss allowing Weekend shows to offer Intermediate Open/Non-Pro classes
5. Discuss \$750 added cuttings not requiring 3 cows per cutter
6. Discuss \$500 added cuttings with 3 horse classes – address the payout
7. Discuss allowing contestants to show on transfers
8. Revisit Jackpot Championship shows counting for World Finals
9. Discuss Secretary Handbook/Mentoring Program
10. Old Business
11. New Business
12. Election of Chairman & Vice Chairman
13. Adjournment

youth scholarships and payouts from entries, awards are given as well in the amount of approximately \$53K.

Director of Youth Rianna Storey recently reached out to the 91 registered secretaries and affiliates with inquiries on what they offer in youth scholarships and surprisingly only heard back from 11 with their results. The sole purpose of this exercise was to advertise scholarship amounts offered for the youth program. Scholarship amounts paid out again fluctuate based on how many places are paid out.

President Mark Senn suggested that a youth scholarship field be incorporated on the show applications to complete if applicable. The officers also asked Rianna to provide a list of the affiliates that have not responded by regions so that the regional representatives on the Executive Committee could follow up with them to get responses.

In closing, Director of the Foundation Julia Buswold offered to make every effort to maintain these scholarship amounts each year. The foundation and the youth department collectively have worked too hard on this program and are determined to keep sustainability. She also emphasized the importance of knowing the recipient information from the affiliates with these scholarships so when parents call to inquire about their child's scholarship money, the foundation can direct them appropriately to the right show secretary if monies are not distributed by the foundation. This lifts the burden off of the foundation that is questioned when the dollar amounts disclosed with those parents don't reflect all their youth's scholarship earnings.

President Mark Senn appointed NCHA Executive Director Jay Winborn, NCHA Foundation Director Julia Buswold, Director of Youth Rianna Storey and Executive Committee Member representing Region 8 Casey Green to collaborate and bring a recommendation on how to increase the youth scholarship and world finals payouts to the June EC Meeting at the annual convention.

EC  
7/25  
Mark also asked Julia and Rianna to reach out to the chairman of the Affiliate Officers and Secretaries and Weekend Show Committees to see if they can get time on their agendas during the convention to discuss this topic.

### **Limited Non Pro Class**

Director of Shows Shianne Megel addressed the Executive Committee with a concern brought forward from the Non Pro Committee that since the Limited Non Pro classes were not available on the original Summer Spectacular schedule it might be affecting Non Pro entries. Shianne advised Non Pro Committee Chairman Sherry Graham know that schedules were historically crafted to accommodate previous years entries (2024 entries were under the 26 required) of that event and apologized for any confusion. Those classes have been added to the show schedule, and it has been republished on the website.

Shianne shared that the Non Pro Committee Chairman Sherry Graham would like to Executive Committee to consider their committee's recommendation to extend the first payment deadline for the Summer Spectacular and waive the late fees to accommodate any entries that may have been detoured from the limited Non Pro class not reflecting on the show schedule.

**NUMBER OF YEARS TO EARN OUT OF EACH EARNINGS LEVEL**  
**Among Riders that started 2022 with \$0 in earnings and were active in years 2022, 2023, 2024.**  
**First year for counting adjusted to year in which rider earned first \$1**

	2K Limit Rider		15K Am		35K NP		50K Am	
Population	1457		753		806		753	
first year	114	8%	7	1%	1	0%	1	0%
second year	150	10%	24	3%	10	1%	4	1%
third year	47	3%	13	2%	6	1%	5	1%
still in	1146	79%	709	94%	789	98%	743	99%

Population: Riders that had \$0 earnings at the beginning of the 2022 point year but that earned \$1 between 2022 and 2024.

Time starts counting when the rider won their first \$1. So if they were members in 2022 but didn't win a \$1 until 2023, time to win out starts with 2023 point year.

Example: Amateur Rider is first year member in 2022.

	Earnings that Year	Lifetime Total	Eligible Classes
2022	\$0.00	\$0.00	
2023	\$3,299.00	\$3,299.00	all in 2023 (based on 2022 earnings)
2024	\$56,236.46	\$59,535.46	15, 35, 50 (based on 2023 earnings)
2025			UA/NP only
	Time to win out:		
	2K	1 year	
	15K	2 years	
	35K	2 years	
	50K	2 years	

3

## NUMBER / PERCENTAGE OF MEMBERS THAT EARNED OUT OF DOLLAR LIMITED CLASSES FROM 2022 TO 2024

### RIDERS THAT WERE ACTIVE MEMBERS IN 2022, 2023 OR 2024 AND EARNED AT LEAST \$1

	\$2K LIMIT RIDER			\$15K AMATEUR			\$35K NON PRO			\$50K AMATEUR		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
RIDERS FOR THE DIVISION	4,823	5,171	5,431	2,873	3,070	3,083	3,392	3,581	3,599	2,873	3,070	3,083
% ELIGIBLE	37.3%	36.7%	34.8%	60.3%	59.5%	56.6%	69.8%	69.4%	67.2%	78.6%	77.5%	76.1%
ELIGIBLE AT START	1,800	1,896	1,890	1,732	1,826	1,746	2,367	2,486	2,417	2,259	2,379	2,346
EARNED OUT	252	266	262	107	125	120	85	104	113	73	56	82
% EARNED OUT	14.0%	14.0%	13.9%	6.2%	6.8%	6.9%	3.6%	4.2%	4.7%	3.2%	2.4%	3.5%

### RIDERS THAT WERE ACTIVE MEMBERS IN 2022, 2023 OR 2024

	\$2K LIMIT RIDER			\$15K AMATEUR			\$35K NON PRO			\$50K AMATEUR		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
RIDERS FOR THE DIVISION	9,212	9,739	10,327	4,600	4,663	4,655	5,381	5,419	5,415	4,600	4,663	4,655
% ELIGIBLE	39.6%	40.3%	41.1%	63.8%	62.5%	61.2%	73.2%	72.4%	71.3%	81.3%	80.0%	79.1%
ELIGIBLE AT START	3,645	3,920	4,242	2,934	2,916	2,850	3,937	3,925	3,859	3,740	3,732	3,684
EARNED OUT	252	266	262	107	125	120	85	104	113	73	56	82
% EARNED OUT	6.9%	6.8%	6.2%	3.6%	4.3%	4.2%	2.2%	2.6%	2.9%	2.0%	1.5%	2.2%

#### Notes on population inclusion:

- \$15K Amateur / \$50K Amateur riders for the divisions is the population of all Amateur riders.
- \$35K Non Pro Riders for the division includes NP and Amateur riders.
- Earned Out Rider numbers are the same between the 2 populations since those that earned out were active and earned \$1.

#### Observations on the \$1 Earned Group - PERCENTAGE ELIGIBLE FOR EACH CLASS

- The % eligible for the \$50K is more than 76% at the start of the year in the \$1 earned group.
- The % eligible for the \$35K is more than 67% at the start of the year in the \$1 earned group.
- The % eligible for the \$15K is more than 56% at the start of the year in the \$1 earned group.
- The % eligible for the \$2K is the smallest at the start of the year with 34% being eligible in the \$1 earned group.

The percentage eligible varies less than 2% from year to year in the 2k, 35 and 50. Only the 15 lies outside that with 4% decrease between 2022 and 2024.

The number of riders in each division increased in every class in every year.

The number of eligible riders in each class decreased between 2023 and 2024 in every class.

#### Observations on the \$1 Earned Group - EARNING OUT

- 2K limit has the highest % of riders earn out at 14% (252 out of 1800 earned out in 2022)
- 15K amateur earn out percentages increased between 2022 and 2024 from 6.2 to 6.9%
- 35K NonPro earn out percentages increased between 2002 and 2024 from 3.6 to 4.7%
- 50K Amateur earn out percentages increased between 2002 and 20024 from 3.2 to 3.5%

3

### EARNING BUCKET BREAKDOWN / 2025 ELIGIBILITY - EARNED \$1 IN 2023 OR 2024

RIDERS WITH ONLY NP STATUS						
Min		MAX		ONLY	% of pop	Cum %
\$	1	\$	250	18	3.6%	3.6%
\$	250	\$	500	13	2.6%	6.1%
\$	500	\$	1,000	21	4.2%	10.3%
\$	1,000	\$	2,000	25	4.9%	15.2%
\$	2,000	\$	3,000	15	3.0%	18.2%
\$	3,000	\$	5,000	22	4.3%	22.5%
\$	5,000	\$	10,000	40	7.9%	30.4%
\$	10,000	\$	15,000	29	5.7%	36.2%
\$	15,000	\$	35,000	61	12.1%	48.2%
\$	35,000	\$	50,000	32	6.3%	54.5%
\$	50,000	\$	75,000	22	4.3%	58.9%
\$	75,000	\$	100,000	19	3.8%	62.6%
\$	100,000	\$	150,000	35	6.9%	69.6%
\$	150,000	\$	200,000	21	4.2%	73.7%
\$	200,000	\$	250,000	18	3.6%	77.3%
\$	250,000	\$	300,000	8	1.6%	78.9%
\$	300,000	\$	500,000	37	7.3%	86.2%
\$	500,000	\$	1,000,000	43	8.5%	94.7%
\$	1,000,000			27	5.3%	100.0%
				506		

RIDERS WITH ONLY AMATEUR (UA OR AM) STATUS					
Min		MAX	ONLY	% of pop	Cum %
\$	1	\$ 250	205	6.8%	6.8%
\$	250	\$ 500	137	4.5%	11.3%
\$	500	\$ 1,000	172	5.7%	17.0%
\$	1,000	\$ 2,000	243	8.0%	25.0%
\$	2,000	\$ 3,000	148	4.9%	29.9%
\$	3,000	\$ 5,000	203	6.7%	36.6%
\$	5,000	\$ 10,000	337	11.1%	47.7%
\$	10,000	\$ 15,000	189	6.2%	54.0%
\$	15,000	\$ 35,000	421	13.9%	67.9%
\$	35,000	\$ 50,000	195	6.4%	74.3%
\$	50,000	\$ 75,000	197	6.5%	80.8%
\$	75,000	\$ 100,000	123	4.1%	84.9%
\$	100,000	\$ 150,000	143	4.7%	89.6%
\$	150,000	\$ 200,000	94	3.1%	92.7%
\$	200,000	\$ 250,000	62	2.0%	94.7%
\$	250,000	\$ 300,000	38	1.3%	96.0%
\$	300,000	\$ 500,000	79	2.6%	98.6%
\$	500,000	\$ 1,000,000	33	1.1%	99.7%
\$	1,000,000		9	0.3%	100.0%
			3028		

!! - population of NP in this chart does NOT include Amateurs. These numbers represent only NP riders.

- Numbers in this chart vary slightly from the earn out class numbers. That population was 2022 - 2024.

3

## EARNING BUCKET BREAKDOWN / 2025 ELIGIBILITY - ACTIVE IN 2023 OR 2024

RIDERS WITH ONLY NP STATUS				
Min	MAX	ONLY	% of pop	Cum %
\$ -	\$ 1	201	19.9%	19.9%
\$ 1	\$ 250	31	3.1%	23.0%
\$ 250	\$ 500	27	2.7%	25.7%
\$ 500	\$ 1,000	33	3.3%	28.9%
\$ 1,000	\$ 2,000	41	4.1%	33.0%
\$ 2,000	\$ 3,000	31	3.1%	36.1%
\$ 3,000	\$ 5,000	42	4.2%	40.2%
\$ 5,000	\$ 10,000	81	8.0%	48.3%
\$ 10,000	\$ 15,000	59	5.8%	54.1%
\$ 15,000	\$ 35,000	106	10.5%	64.6%
\$ 35,000	\$ 50,000	50	5.0%	69.6%
\$ 50,000	\$ 75,000	35	3.5%	73.0%
\$ 75,000	\$ 100,000	26	2.6%	75.6%
\$ 100,000	\$ 150,000	56	5.6%	81.2%
\$ 150,000	\$ 200,000	28	2.8%	83.9%
\$ 200,000	\$ 250,000	23	2.3%	86.2%
\$ 250,000	\$ 300,000	12	1.2%	87.4%
\$ 300,000	\$ 500,000	44	4.4%	91.8%
\$ 500,000	\$ 1,000,000	52	5.2%	96.9%
\$ 1,000,000		31	3.1%	100.0%
		1009		

RIDERS WITH ONLY AMATEUR (UA OR AM) STATUS				
Min	MAX	ONLY	% of pop	Cum %
\$ -	\$ 1	415	7.7%	7.7%
\$ 1	\$ 250	388	7.2%	14.9%
\$ 250	\$ 500	262	4.9%	19.8%
\$ 500	\$ 1,000	288	5.4%	25.2%
\$ 1,000	\$ 2,000	439	8.2%	33.4%
\$ 2,000	\$ 3,000	272	5.1%	38.4%
\$ 3,000	\$ 5,000	357	6.6%	45.1%
\$ 5,000	\$ 10,000	567	10.6%	55.6%
\$ 10,000	\$ 15,000	327	6.1%	61.7%
\$ 15,000	\$ 35,000	659	12.3%	74.0%
\$ 35,000	\$ 50,000	298	5.5%	79.5%
\$ 50,000	\$ 75,000	310	5.8%	85.3%
\$ 75,000	\$ 100,000	178	3.3%	88.6%
\$ 100,000	\$ 150,000	212	3.9%	92.5%
\$ 150,000	\$ 200,000	124	2.3%	94.8%
\$ 200,000	\$ 250,000	83	1.5%	96.4%
\$ 250,000	\$ 300,000	46	0.9%	97.2%
\$ 300,000	\$ 500,000	102	1.9%	99.1%
\$ 500,000	\$ 1,000,000	37	0.7%	99.8%
\$ 1,000,000		9	0.2%	100.0%
		5373		

!! - population of NP in this chart does NOT include Amateurs. These numbers represent only NP riders.

- Numbers in this chart vary slightly from the earn out class numbers. That population was 2022 - 2024.

3

Open Division

Current System		Leveling System
Classes	Classes	Total LTE
<i>Open</i>	<i>Open</i>	<i>\$750,000 or more</i>
	<i>Intermediate Open</i>	<i>\$200,001 – \$749,999</i>
<i>Limited Open</i>	<i>Limited Open</i>	<i>\$0 – \$200,000</i>

Non-Pro Division

Current System		Leveling System
Classes	Classes	Total LTE
<i>Non-Pro</i>	<i>Non-Pro</i>	<i>\$500,000 or more</i>
	<i>Intermediate Non-Pro</i>	<i>\$150,001 – \$499,999</i>
<i>Limited Non-Pro</i>	<i>Limited Non-Pro</i>	<i>\$0 – \$150,000</i>

4

a. NCHA Open: 1. Open to all horses regardless of monies earned. 2. Three head of fresh cattle per entry must be provided in this class anytime it is offered with more than \$750 or more in added money.

f. NCHA Non-Professional 1. Open to qualified holders of NCHA Non-Professional or Amateur cards. 2. Must provide three (3) head of fresh cattle per entry in this class when offered with \$750 or more in added money.

Page 42-43 2025 rule book

5



STANDING RULE 14.2.a.ii (page 53)

ii. In classes with three (3) horses and \$300 or more in added money, the 8% fee will be collected and remitted to the NCHA. However, the payout will be made from the added money only. The Show Management will retain the remaining portion of the entry fees.

6

## Removal of “Showing on Transfer” Option at Shows – ACTUAL OWNERSHIP

### PROS

- Significantly speeds up show results processing when secretaries don't need to send in the transfer paperwork
- Increased Membership \$ if listed owner is not a member
- Eliminates Phony Transfer presented to get out of buying memberships
- Makes new “owner” use old member or complete a resale to a non-member before transfer is complete (multi-transfer)
- Eliminates need for rule book specification of Am/NP riders
- Eliminates the need to add “teeth” for non am/NP owners
- Eliminates the need for fines
- Eliminates member dissatisfaction when fines are imposed
- Ensures actual ownership is recorded
- Retroactive ownership / reversal no longer effects National, Circuit, Affiliate standings
- Frees Staff time currently allocated to tracking down / following up on pending transfers to be used on other projects. Tracking is Extensive

- **6/1/2023 – 5/30/2024 = 863 horses shown on**

#### **pending transfers**

- 100 days average transfer time from purchase to clear
- 37 were cleared in less than 15 days from purchase
- 145 cleared between 16 and 30 days from purchase
- 364 cleared between 31 and 60 days from purchase
- 317 took more than 61 days to clear from purchase
- 13 were reset to old owner (transfer never happened)

### CONS

- Removes Instant Gratification (buy a horse at 2pm and show it at 3pm)
- Breed Associations can be slow – but rush options are available.
- Prior owners do not always have original papers
- Signatures for companies not on file (delays transfers)
- AQHA – Originals must be sent.

7

10. The Weekend Show Committee recommends allowing jackpot shows to be Championship Shows so they count for World standings. This would require a verbiage change in Standing Rule 8.a.1: NCHA OPEN CHAMPIONSHIP CUTTING HORSE CLASS: "Monies towards World Championship Finals to be counted only at shows bearing the title NCHA Championship show. In order to qualify for this title, shows must meet all standing rules for approval and, in addition, must have an added purse in this class of at least \$200 per day." The additional verbiage would be the following:

Jackpot Championship Show

No added money

Minimum entry fee \$100 up to maximum \$250

Pay 8%

Count for World Finals

At Least offer Open/Non-Pro Amateur class

A MOTION was made by Barnwell Ramsey and SECONDED by Casey Green to approve and allow jackpot shows to be Championship Shows so they could be calculated for World standings as presented for implementation during the 2025-point year. This will require a change in the Standing Rule 8, a new show type and application within the show department. **If this motion passes, the NCHA will monitor and schedule a review at the 2025 annual convention to see if implementation should continue.** MOTION PASSED by majority of a roll call vote of the members with four (4) IN FAVOR with Barnwell Ramsey, John Lavelle, Casey Green, and Cara Brewer and three (3) AGAINST with Kathleen Moore, Tommy Williams, and Steve Smith and two (2) that abstained with Kirby Smith (recused), and Sharon Overstreet. Les Jack and Phil Benadum were not in present for this vote.

Page 32 September 24-25, 2024 EC minutes.

(2) McClave, CO shows

(1) foreign

8

STANDING RULE 5.7.b.ii (page 33)

ii. Option 2 – \$0 Added. A Championship may be approved with no added money provided:

1. All classes offer \$0 added money and
2. Classes not listed above in 5.7.a have a minimum entry fee of \$100 and a maximum entry fee of \$250.

8

# Secretary Mentor & Monitoring Program

Mission: Provide a program to further the development and education of our NCHA show secretaries.

Purpose: Engage with all secretaries to educate on the rules of the association and proper operation of a show. Supply guidance and support for all NCHA & Challenger secretaries who are in need.

Immediate Needs:

1. Secretary Handbook
  - a. Setting up a show
  - b. Submitting show applications
  - c. Submitting (changes) edits
  - d. Submitting results
  - e. Different checklists that one might encounter prior to and after a show
  - f. Most important rules in conducting your show
  - g. Lesser known but important rules
  - h. Review timelines and deadlines
  - i. Commonly asked questions or requests
  - j. Cheat sheet for both Faster Cut & Equinol software
  - k. Frequently used Print outs at shows (included at the end)
    - i. Standing rule 35
    - ii. Mandatory Payout w/ percentages
    - iii. Youth Point System
    - iv. Judges Card
    - v. Worker Expense Forms
    - vi. W-9's
    - vii. Trainers Stall Breakdown
2. Mentoring Program for all new and Challenger Secretaries
  - a. Assignment of a Mentor
  - b. Prior to submitting a show application, must have Mentor review for mistakes or omissions
  - c. Check in with Mentor prior to show
  - d. Check in with Mentor after your show
  - e. Afterwards:
    - i. Show corrections and mistakes from NCHA sent to both (secretary & mentor)
  - f. Questions / Problems
  - g. Grading or discussions
  - h. Do we assign a Mentor for everyone with less than 5 years' experience?
3. A list of experienced secretaries for questions before or during a show
  - a. How to get into someone else's database
  - b. What to look for
  - c. Determining best ways to help
  - d. Possibly mark (\*) on the website for easy identification of who doesn't mind being called
4. Review of programs & apps that are helpful
  - a. Excel
  - b. Acrobat or equivalent
  - c. Apps on your phone

9

- d. Scanning
- 5. New Secretary Test
  - a. Review and make changes
    - i. LAE
    - ii. World Finals
    - iii. Challenger

## Submitting Show Applications

Applications are now submitted electronically from either The Faster Cut or The Equinol program software. No matter which system you use there are several steps that are consistent with both.

First, turn in your show as soon as you know all of your pertinent information. This allows contestants time to make their plans. NCHA rules require the following:

- Show applications must be turned in 40 days prior to the 1<sup>st</sup> day of your show.
  - 15 days for Challenger shows
- All changes must be made no later than 30 days prior to the 1<sup>st</sup> day of your show.
- Show name should be unique.
- Cannot have 2 shows on the same dates (each separate show must begin on a new date.)
- Location
  - Arena name, address and location of show grounds. Directions are encouraged.
- Must name Videographer & Producer.
  - Both must be current members. (You cannot turn in a show without these being current.)
- Producers Bond
  - Association or individual producer must have a bond on file with the NCHA office.
- There are a variety of questions that follow, all of these need answers.
- List all classes.
  - Add all information associated with the cost of the class, this includes added money per class. Any information left out here will result in your application not being accepted and processed.
  - Be aware of Standing Rule 14 - stating that the cattle fee cannot be \*\*\*
- Judges may be added at a later date.
  - Must be named minimum of 7 days prior to start of show.
- Once the application is fully filled out, click SAVE. Click SEND and send to NCHA.
- Refer to Standing Rule 5 for any questions or more information on NCHA application process.

## Submitting Changes - Edit Sheets

Once the show has been submitted and accepted NCHA will send back an Edit Sheet. This will be a summation of all the information submitted. They will also contain the NCHA Show Number. Please use this number on all correspondence with NCHA regarding this show.

- All changes must be submitted no later than 30 days prior to the 1<sup>st</sup> day of show.
- Changes after show submission
  - Print edit sheet
  - Use red or blue pen and mark through the incorrect (or old) information and replace with new changes – scan and send back
  - Mark changes on PDF of edit sheet – save and send back
- Single changes can be made in an email using the Show Number but must be explicit.
- Multiple shows – NCHA will create an “Event” that bundles them all together.
- If you have multiple shows in an event any changes you make will need to be made on each show edit.

9

- Note: Multiple shows over several days (ex: a weekend show contains two unique shows) are bundled as an EVENT once entered into HUB.

## Submitting Results

After the show:

- Gather all your horse papers, transfers, memberships and non-pro/amateur applications. If possible, scan them into a PDF document that you can email to the NCHA office.
  - Review classes for any mistakes or missing information. Update everything possible.
  - Place Original Judges sheets in the same order as on the Edit Sheets.
  - Print the NCHA RESULTS FORM for each class.
  - Place each Result Form on top of its matching judge's sheet.
  - Print NCHA PROGRAMS FEE cover sheet and SHOW SUMMARY sheet for the show.
  - Paper clip, alligator clip or other type of clip the show together. **DO NOT USE STAPLES.**
  - Place all the horse papers, transfers, memberships and applications, show results and check to NCHA in a mailable packet and send back to NCHA.
- Compose an email to the NCHA Show Office.
  - The Subject line should reference the show name and NCHA show number
  - List any classes not held
  - All horse papers, transfers, memberships and applications collected
    - Attach copies of all the above in a PCF format
- Send the show to HUB via show software.

## Important Date Timelines for Championship Weekend Events

- Show Applications due in NCHA office no later than 40 days prior to show
- All changes to due in NCHA office no later than 30 days prior to show
- Judges must be named no later than 7 days prior to show
- Results of show sent 5 days after the conclusion of show

## Important Date Timelines for Challenger Events

- Show Applications due in NCHA office no later than 15 days prior to show
- Judges must be named no later than 7 days prior to show
- Results of show sent 5 days after the conclusion of show



## KEEP YOUR RULEBOOK HANDY AT ALL TIMES

- If you have internet a quick way to look up rules is online.
  - Open the Rule book on the NCHA website. (nchacutting.com) It is listed under **RESOURCES**.
    - On a Mac computer
      - Use the Command + F
        - **Command:** This is the key typically labeled as "⌘" on a Mac keyboard.
        - **F:** This stands for "Find" and is the standard shortcut for opening a search bar in most applications on a Mac.
      - Press both keys simultaneously.
    - On a PC computer
      - Use the **CTRL + F** keys pressed at the same time.
  - This will open a Search Bar.
  - Type in key words – ex: Judges, Payouts, Standing Rule 14, etc. Try not to use too many words as that will limit the search.
  - The searched word will appear in Yellow every time it is mentioned in the rulebook.
  - Use the TAB key to move to the next key word in the document until you find the rule you need.

## KNOW HOW TO FIGURE A PAYOUT BY HAND

- Example for Championship Weekend Payout:
  - Number of contestants = (#) 20
  - Entry Fee (jackpot portion) = (\$) \$125
  - Less 8% NCHA fees (%)
  - Added Money = (A) \$500
  - Places to Pay = 5 monies (Mandatory Payout Schedule)
  - Percentage of payouts = 30, 25, 20, 15, 10
  - Figure Payout:

# x \$	20 x 125 = 2500 (T)
T x %	2500 x .08 = 200 (D) NCHA Deduction
T - D	2500 - 200 = 2300 (P) Purse
P + A	2300 + 500 = \$2,800 (TP) Total Purse
1 <sup>st</sup> place = TP x 30%	2800 x .30 = \$840
2 <sup>nd</sup> place = TP x 25%	2800 x .25 = \$700
3 <sup>rd</sup> place = TP x 20%	2800 x .20 = \$560
4 <sup>th</sup> place = TP x 15%	2800 x .15 = \$420
5 <sup>th</sup> place = TP x 10%	2800 x .10 = \$280
<u>Total Purse = \$2,800 (TP)</u>	

9