



TO: NCHA CERTIFIED SECRETARIES  
RE: Early 2024 Season Reminders

March 28, 2024

As March draws to a close, the office staff would like to remind you of a few things that directly affect the hard working secretaries and show producers in the field.

[If you haven't read the December update, you can read it at this link.](#)

### Contestant Representative

The Judge's Department would like you to review the "Contestant Representative" requirement. Standing Rule 36 for non-Youth classes and Standing Rule 8. / Youth Contests / #11 for Youth classes both require a representative of the contestants be either appointed by show management or selected by vote of competitors prior to the start of the class.

This Representative is the only individual that should be interacting with show management. Please take a few moments and appoint a Representative.

### Videographer Changes

As 2024 show results start to roll in and Weekend Monitors are receiving Videographer Report Forms, we are seeing a pattern where the videographer that was submitted and approved for the show is not the person that actually is sitting in the chair. We understand that life happens – but if you need to change the approved videographer, you **MUST** notify the office and the replacement videographer **MUST** have Certified or Provisional status.

### Video / Judge Sheet Distribution

Reminder – judges' sheets and recorded video footage **MUST** be given to the appropriate judge after the show for the Field Monitor system to work. The secretary and videographer must work together to assemble that information. Judges are required to send that "Packet" to their monitor within 3 days – so don't delay. Refer to page 120, #18 and #19 in the NCHA Rule Book.

- 1) Weekend Show / LAE judged by 1 judge in every class – everything goes to that judge.
- 2) Weekend Show / LAE with 1 main judge in every class and any number of fill in judges – the main judge received their sheets / videos and the fill in judge(s) receive their classes.
- 3) Weekend Show with more than 1 main judge in every class – the packet goes to the **LOWEST** ranking judge.



- 4) Limited Age Event (\$10k - \$60k added) with more than 1 main judge in every class – the packet goes to the HIGHEST ranking judge.

### Coming Soon - Competition Results (aka not just the top placings)

Progress is being made on the process to fully import, validate and store **EVERY** record in a results file for ALL classes. Please be aware that within the next month, the show department will be validating **EVERY** record in your results, not just the ones that earn money or points. You will need to be even more careful when validating your results.

### Memberships for EVERYONE – not just point earners / money winners.

Double check everyone in the show. We processed a recent show that on the surface looked good, but when go rounds and non-money / point earners were confirmed, there were **4 new members** that were missed and **18 regular memberships missed**. Missing Memberships will cause show results to be on hold.

**Trust But Verify –** When you find a membership isn't current, put it on their show bill immediately! Then, during check out, when the member says "Oh yeah, I've done that already"... **Ask for Proof**. How best to politely say this... people sometime have memories that aren't 100% accurate. If they have done so online, they will have a receipt. Ask for a copy. If they say that they have mailed a form, **ONLY** take it off their bill **AFTER** they complete a membership form with a credit card number on it! That way you are covered. Tell them not to worry, NCHA won't charge them twice. That card will **only** be charged if the mailed payment hasn't arrived prior to results processing. The office will contact them before processing a duplicate payment.

### Horse Owners & Transfers – not just point earners / money winners.

Confirm that the Registered Owner you are reporting is the correct one. If there is a confirmed sale, you **MUST** include a copy of the transfer for **EVERY** owner discrepancy. We are getting results where a company is the registered owner, but the results show the owner of the Company instead of the Company. For Example, Cool Horse is owned by XYZ Performance horses. Jane Doe owns XYZ Performance horses, Jane has her own membership and is reported as the owner of record in the results file – but it should have been XYZ Performance Horses with their number. Double Whammy is when Jane's individual membership is current, but XYZ's number is not. That is a missed membership!

If you don't get papers, AQHA allows free record access that shows the registered owner.

<https://aqhaservices.aqha.com/members/record/freerecords>



**TRANSFERS** – If the new owner of a horse that is showing is not yet reflected at the Breed Registry, you **MUST** get a copy of the executed transfer paperwork and send it in with your results.

**ERROR CHECKING** - Both FasterCut and Equinal display errors with your show (inactive memberships, horses with different owners, ineligible riders) they are Pink / In Red for a reason! **Quadruple check displayed errors on your show results.** You are the first line of defense against errors.

**RESULTS TIMING** - Results **MUST** be submitted **no later than 5 days** after the completion of your show. Help us get results processed in a timely manner.

### COMBINED CLASSES

When you run classes together (combined or concurrent), please be sure to clearly mark on your judge's sheets in which class(es) each entry is entered.

### CIRCUIT REMINDERS

**HELP YOUR EXHIBITORS** with circuit designation. **Remember that HORSES are designated separate from RIDERS** and just because someone designates a circuit for the Rider – that does **NOT** automatically designate their horse(s).

