

# SHOW SECRETARY'S HANDBOOK



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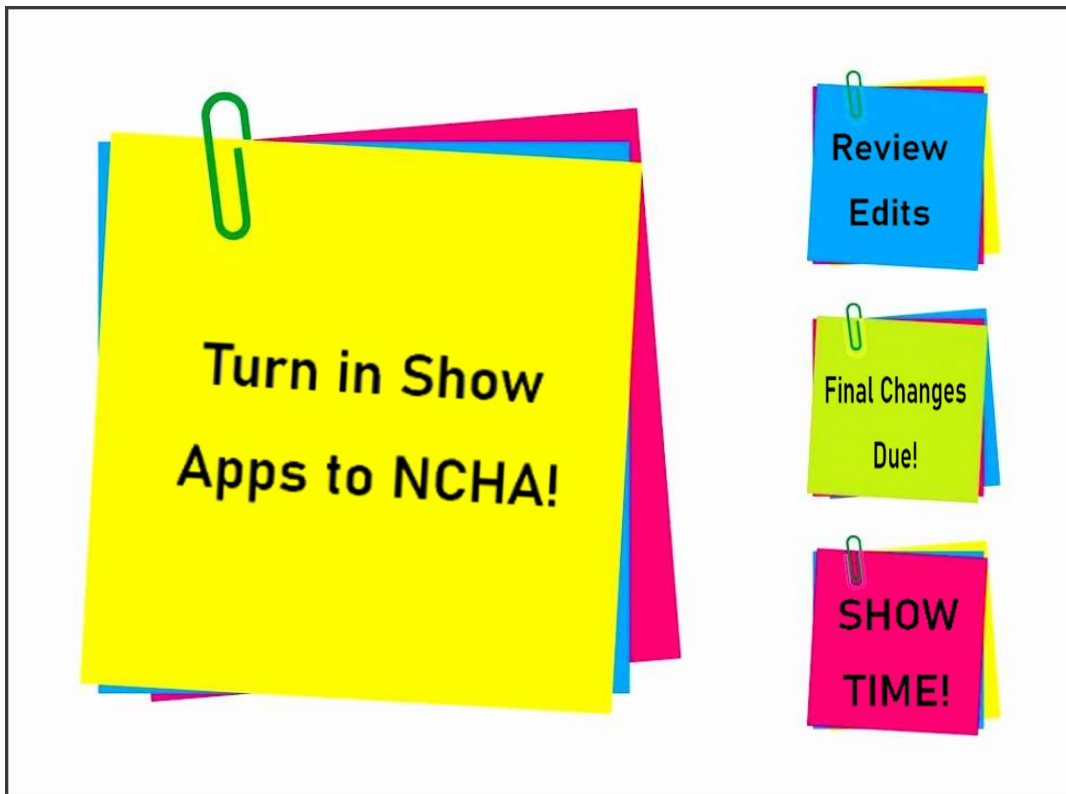
## **Show Secretary's Prayer:**

*Dear Lord, please keep your arm around my shoulder and your hand over my mouth.*

# Show Applications

## Show Changes

## Show Results



**Warning:**  
**Dates in Calendar are closer than they appear!**

# 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 closing date of entries.**
  - 15 days for Challenger shows
  - All changes must be made no later than 40 days prior to the closing date of entries.
  - Show name should be unique.
  - Secure as many hard costs and “knowns” as possible prior to turning in your application. EX: cost of cattle, stalls, shavings, video, etc. This lessens the number of changes as you get closer to show day.
  - Cannot have 2 shows on the same dates at the same location (each separate show must begin on a new date.)
  - Location
    - Arena name, address and location of show grounds. Directions are encouraged.
    - Make sure the description, name of the location and arena all match.
    - Okay to use GPS
  - Must name Videographer & Producer.
    - Both must be current members. (You cannot turn in a show without these being current.)
    - For Championship shows, Videographer must be CERTIFIED. Check the website: <https://nchacutting.com/judges/videographers/certified-videographer-list>
  - 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, jackpot (entry fee), cattle charge, office charges, etc. Any information left out here may result in your application not being accepted and processed.
    - Be aware of Standing Rule 14 - stating that the cattle fee cannot be \*\*\*
    - Challenger Show LAE classes – add as unapproved classes at the bottom of the Challenger show application. Do not submit a separate application for Challenger LAE. It is not a stand alone event.
  - 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. Review once more before sending. 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 closing date of entries.**
  - Changes after show submission
    - Print edit sheet that was returned to you after your application was approved
    - Use red or blue pen and mark through the incorrect (or old) information and replace with new changes – scan and send back to NCHA office
    - Or mark changes on a PDF of edit sheet – save and send back to NCHA office
  - Single changes can be made in an email using the Show Number but must be explicit.
    - Single changes made to multiple shows must use multiple show numbers.
  - Multiple shows –
    - Note: NCHA will create an “Event” that bundles a group of shows together. Multiple shows over several days (ex: a weekend show contains two unique shows, Saturday & Sunday) they are bundled as an EVENT once entered into HUB. One show number can be used to find all of the shows in the Event.
    - If you have multiple shows in an event any changes you make will need to be made on each show edit (show number.) You cannot assume that the show office will know that you want all of your classes to be the same or different.
- 

## Submitting Results

### After the show:

- Gather all your horse papers, transfers, memberships and non-pro/amateur applications. Scan them into a PDF document and 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.
  - **SCAN ALL OF THE ABOVE: Judge’s sheet, class results, everything above and email to the NCHA office. Email address: [showdepartment@nchacutting.com](mailto:showdepartment@nchacutting.com)**
  - Place all the horse papers, transfers, memberships and applications, show results and check to NCHA in a mailable packet and send back to NCHA. (Should be included with results.)

- Include check for NCHA Fees.
- 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
  - If Youth classes were combined because of the lack of enough entries in one class or the other, state which class was not sufficient and how many were in each class
  - All horse papers, transfers, memberships and applications collected
    - Attach copies of all the above in a PDF format

### **UPDATED 2025:**

- All Judges cards **MUST** be scanned to send to NCHA office.
  - Scan by show and show date
  - Scan classes, keeping all sets together and in order
- Send email to NCHA that has Judges cards, membership applications, non-pro/amateur applications, horse transfers, etc.
- Send the show to HUB via show software. Upload all results to HUB via Faster Cut or Equinal. If you are not using one of those software programs, ask the office for an Excel result file with a specific format.

### **Mail Check to NCHA (things to include)**

- 8% of entry fees (include LAE and unapproved classes)
  - \$3 / work NCHA Programs Fees
  - \$6 / work senior world tour and/or novice youth fees
  - \$100 approval fee for each Championship show (not for LAE)
  - Or \$200 per show for Challenger shows
  - Membership fees collected
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## **Important Date Timelines for Championship Weekend Events**

- Show Applications due in NCHA office no later than 40 days prior to the closing date of entries. (\$500 fine if received less than 40 days but prior to 30 days.)
- All changes to due in NCHA office no later than 30 days prior to the closing date of entries.
- Judges must be named no later than 7 days prior to show
- Results of show sent 3-5 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 the closing date of entries.
- Judges must be named no later than 7 days prior to show
- Results of show sent 5 days after the conclusion of show

# Rule Book

Nchacutting.com

The screenshot shows the NCHA (National Cutting Horse Association) website. The browser address bar displays 'nchacutting.com'. The navigation menu includes 'ABOUT', 'PRODUCED EVENTS', 'LOCAL SHOWS AND EVENTS', 'MEMBERSHIP', 'JUDGES', and 'YOUTH'. The 'MEMBERSHIP' tab is selected. On the left, there is a section titled 'About NCHA' with a description: 'Learn about the history of NCHA, Statement, Hall of Fame, Founding Members, Organizational structure / governance, and contact information.' The main content area is a grid of links: 'Getting Started', 'FAQs', 'NCHA Membership Application', 'Change Your Information', 'Family Registration Form', 'Non-Pro / Amateur Application', and 'Trainer Application'. On the right, a 'RESOURCES' sidebar lists: 'Rulebook', 'Rider Earnings/Eligibility', 'Horse Earnings', 'Join or Renew', 'Forms', 'Order a Printed Rulebook', and 'Watch Live'. The 'Rulebook' link is highlighted in yellow, and a red arrow points to it from the right.

The only knowledge that can hurt you is the knowledge you don't have.

# 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.

## IMPORTANT RULES USED DURING A SHOW:

The following are excerpts of Standing Rules found in the NCHA Rulebook. Please refer to the rulebook for the entire rule and more clarification.

- **Standing Rule 4**
  - Payments for Fees and Show Charges.
  - Failure to timely make payments due to NCHA
  - Failure to make timely payments due to Show Management
    - Show Management must request reimbursement from the NCHA for any unpaid entry fees within sixty (60) days after the show's closing date.
- **Standing Rule 5**
  - Show Approvals for Championship shows and Limited Age Events with less than \$10,000 added.
  - NCHA reserves the right to refuse approval or cancel the approval of a show which it deems not to be in the best interest of the Association.
  - Point Year - The NCHA point year will begin on 12/28/2024 and end on the Sunday prior to the Start of the NCHA Futurity.
  - Show Approvals for Championship shows and Limited Age Events with less than \$10,000 added. (For Limited Age Events with \$10,000 or more added see Standing Rule 7.) A fully completed and signed show application form (submitted via pdf, paper or electronic show application process) must be submitted in order to be approved.
  - Approved shows will appear on the NCHA website. Timing of the submission will dictate approval process:

- Received at least forty (40) days prior to the closing date of entries for the show seeking approval – show will be approved provided all other criteria are met.
  - Received less than 40 days but more than thirty 30 days before closing date, show will be fined \$500 but approved, provided all other criteria are met.
  - Received less than 30 Days Under no circumstances will a show be approved.
- Show approvals for Challenger shows – A Fully completed and signed show application form (submitted via pdf, paper or electronic show application process) must be submitted no less than fifteen (15) days prior to the date entries close.
- Show Approvals – Criteria for Approval
  - Excluded Dates:
    - No show will be approved by NCHA during the Annual Convention, as well as the day before and the day after.
    - NCHA will not approve two shows at the same location on the same day and two of the same class may not be held on the same day.
- All shows applying for NCHA approval must offer the Open class, the Non-Professional class and one Amateur class.
- Championship classes with added money must not exceed the recommended percentage of the entry fee (See Standing Rule 14).
- In classes with no added money (entry fee only) the cattle charge may only exceed the entry fee portion of the total entry fee if there are some fresh cattle provided. Under special circumstances, a cattle surcharge may be added to any class if approved in writing, IN ADVANCE of the show by NCHA.
- Show Approvals - Added Money
  - a. Championship Shows may choose to offer added money in any class except:
    - \$50,000 Non-Pro
    - \$25,000 Amateur
    - \$4,000 Limit Rider Youth (all divisions)
    - NCHA produced events are excluded from the no added money stipulation.
- Championship Shows added money options:
  - Option 1 – minimum \$200 Added Open / Non-Pro 1.
    - If any class is offered with added money, the Open and Non-Pro must have a minimum \$200 added and must have parity of added purse.
    - In any class offered with added money, the amount added may not exceed that offered for the Open / Non-Pro classes.
  - Option 2 – \$0 Added. A Championship may be approved with no added money provided:
    - All classes offer \$0 added money and
    - Classes not listed above have a minimum entry fee of \$100 and a maximum entry fee of \$250.
- Limited Age Events held in conjunction with a Championship show may offer no more than \$9,999 total added money.
  - It is the management's decision on how added money will be split between different aged classes.
  - Added money may also be pro-rated between the classes.
  - Added money cannot be reduced based on the number of entries in a class.
- Changes to Approved Shows

- Date change – A show that has been granted approval may move their dates up to seven (7) days if received in the office twenty (20) days prior to the closing date of entry.
- Any changes regarding added money, entry fees, office charges, location or date classes are held during an approved show must be made no later than thirty (30) days prior to closing date of entry for the show involved.
- All shows that are canceled cannot be rescheduled within forty (40) days required for approval.
- Challenger Shows are exempt from this rule
- Results from Approved Shows –
  - Within five (5) days after the conclusion of the show, the following items must be submitted to NCHA:
    - Completed NCHA Results & Electronic Data Results
    - Judges' cards
    - Collected Membership Forms / Membership Fees
    - Horse Papers / Ownership Transfer Reports
    - Appropriate Fees:
      - Challenger Shows
        - \$200 Show Producer Approval Fee
        - \$3 per approved class entry – NCHA Programs Fee
      - Championship Shows
        - \$100 Show Producer Approval Fee
        - \$3 per approved class entry – NCHA Programs Fee
        - Eight percent (8%) of the entry fees paid in the show (approved and unapproved classes)
      - Small Limited Age Event Shows:
        - Eight percent (8%) of the entry fees paid in the show (approved and unapproved classes)
- If show results are not forwarded to NCHA within five (5) days of the conclusion of the show, show management will be fined \$250.

- **Standing Rule 6**

- JUDGES
  - Shows with added purses of more than \$3,000 must use a minimum of two (2) judges from the appropriate NCHA Approved Judge classification.
  - Judges may not judge more than 150 horses per day. Shows can be fined based on the number of horses over 150. Under no circumstances will a judge be allowed to judge over 160 works. This rule is at the discretion of the Executive Director and this fine can be appealed.
    - Fines are as follows:
      - 151-155 horses = \$100
      - 156-160 works = \$200
  - When the number of works exceeds 150, a Judge has the option to stay and continue to judge additional horses. In this situation, the levelled fines will be distributed by the NCHA to the judge working the event.

- Show Management may use a judge who has been in the previous classes to replace a judge who has judged 150 works, providing that they are in compliance with all other rules pertaining to judging.
  - Under no circumstances will a judge be allowed to judge a portion of a show, unless entries go over the 150-entry limit, or if a partial show has been approved by the Director of Judges.
- NCHA Dog Policy – No dogs will be allowed in the building / coliseum or any part of the arena, including warm-up area during any NCHA approved Championship, Challenger, LAE shows or NCHA sponsored cuttings. If on the grounds, they must be on a leash.
  - The following penalties will apply for a violation of this rule:
    - 1st offense \$200 fine;
    - 2nd offense \$500 fine;
    - 3rd offense within twelve (12) month period ninety (90) day suspension.
- **Standing Rule 8**
  - ELIGIBILITY DETERMINATION
    - Eligibility is determined at the beginning of the point year. Once eligibility is determined, riders and horses are eligible to show in any eligible class for the remainder of the point year, regardless of the amount earned during the point year. Monies won at the World Championship Finals count toward eligibility of the following year (World Finals held in 2024 will count for 2025 eligibility). Any owner or rider who shall permit their horse to be entered and compete in an approved class, in which the owner(s), the horse or rider is ineligible, shall be subject to disciplinary action by the Executive Committee.
  - CHAMPIONSHIP CLASSES
    - There are eleven (11) approved Championship classes within an NCHA approved show plus Youth if applicable - see Standing Rule 9. In all classes, Monies toward the World Champion Finals will be counted only at shows bearing the title NCHA Championship show. NCHA approval shall be granted to the following classes only when all other applicable Standing Rule for approval have been met, and the class is scheduled with an accompanying NCHA Open, NCHA Non-Professional and one NCHA Amateur Cutting horse class. Eligibility for each class is outlined in this rule.
    - HORSE CLASSES:
      - Eligibility is based on the earnings of the horse. HORSE Eligibility monies include all monies recorded by NCHA EXCEPT:
        - Monies won in the Limited Age Event Classes
        - Monies won at the 2001 and after NCHA produced National Championships (Eastern / Western).
        - Monies won in designated Circuit shows specifically designated as not applying to eligibility.
        - Monies won in Breed Registry World show cuttings (see Standing Rule 10).
    - RIDER CLASSES:
      - Eligibility is based on the earnings of the RIDER.
      - In all cases, Eligibility earnings are the same as Lifetime earnings - defined as ALL monies won in cutting horse competition at any other equine association

- PLUS ALL monies won as determined from the records of the NCHA.
- Senior World Tour
  - Senior World Tour Classes may be offered as a sub-class of an approved Championship / Challenger Show.
  - Open to any Open, Non-Professional or Amateur rider who is age 60 or older at the beginning of the point year and meets all other NCHA rules regarding their status and membership
  - There is no minimum number of entries. 1 entry is sufficient. But to earn points, a rider must score at least a 60.
- **Standing Rule 9**
  - Approved Youth Cutting Horse Contests
  - Youth Cutting Horse Contest that is approved by NCHA must follow the NCHA Rules.
  - NCHA will not approve any youth cuttings with added money.
  - NCHA will not approve any youth cuttings on weekdays between Labor Day and Memorial Day.
    - Exception: Winter Circuit youth cuttings from December 28 through the first Sunday of January.
    - Exception: Youth classes may be approved during the week at special events (such as major livestock shows), and at any other show on a national holiday that is recognized by the U.S. government if there is a scholarship offered. The request for these approvals must be submitted in writing to the Executive Director.
    - Exception: Approved shows held in Utah and Idaho will be allowed to hold youth classes on Fridays after 6:00 p.m. with the stipulation that any youth who shows in those states on a Friday will only be eligible to also earn NCHA youth points on Saturday (not Sunday).
    - NCHA will not approve any youth cuttings within 300 miles of Fort Worth, Texas during the annual NYCHA Convention and Scholarship Cutting.
  - Eligibility
    - Youth eligibility is based on their age on June 1st. In no case shall a contestant be more than 18 years of age on the first day of the point year in which the contest is held.
  - Divisions
    - Combined: If there is to be one class, undivided, the age group is to be 18 and under.
    - Separate: If there are to be two classes, the age divisions must be
      - Junior - 13 and under
      - Senior - 14 through 18
    - Combining Age Divisions for less than three (3) entries when approved as Separate Divisions:
      - Before the Draw – Junior and Senior may only be combined prior to the draw when there are less than three (3) entries in either Division.
      - After the Draw – If, after the Junior and Senior are combined when there are fewer than three entries in either Division and then additional entries are taken at any time after the draw that increase the entries to at least three in



each division, points will be awarded in EACH division, but the working order will remain as drawn.

- **Standing Rule 11**

- The working Judge or Monitor must make the draw. The set sizes are pre-determined prior to the draw.
  - Random computer draws may be used in classes exceeding 30 entries provided the judge is present and working orders are printed immediately.
  - In the event that a horse which was properly entered is left out of the draw, a redraw will not be held. In order to establish a working order for this entry, the judge will draw a numbered token or ball based on the number of entries in the class involved to include token for late entry. The entry which was left out of the draw shall work behind the entry drawn. (This horse is considered an “A” draw.)
  - If a horse is drawn which is not in that class, the entry shall be withdrawn. The original cattle changes are not affected. After the draw, absent horses shall be counted toward cattle changes, and horses will work as drawn in each group of cattle. (This horse is considered an OUT, contestant is not charged.)
  - All contestants will work at the appointed time so designated by the show management or be disqualified for that go round with no score. No late entry will be accepted from a contestant who fails to work at their appointed time. (This contestant is a SCRATCH and no refund is given.)
  - Horse and/or rider substitution will be allowed in approved Championship / Challenger classes prior to or after the draw but before the class starts, provided the same owner owns the horse to be substituted in the horse classes and Non-Professional and Amateur horse ownership rules are followed in rider classes. No substitution will be allowed after the class begins. Class entry slots cannot be bought or sold between contestants for approved weekend shows.
    - Youth and \$4,000 Limited Rider classes are not required to follow Non-Professional or Amateur horse ownership rules. These classes will be allowed to substitute horses that are owned by different owners after the draw until the beginning of the class. Rider substitution in the youth may only be done with minor siblings that are qualified for the class.

○ **The burden of proof for eligibility would be the member’s responsibility in all instances.**

- **Standing Rule 12**

- Late Entries
  - At all NCHA approved Championship / Challenger Shows and Limited Aged Events (with \$9,999 or less in added money) late entries received after a posted date/time must be accepted until the first horse in the class starts to work.
  - Any late entry so accepted must work last in the first set of cattle.
  - When two or more late entries arrived simultaneously, a draw will be held by the officiating judge and said entries inserted in the next subsequent groups of cattle with (1) one entry being placed in each group.
  - If the number of late entries exceeds the number of cattle changes, additional late entries will start with the first group.

- An additional fee may be charged by show management for late entries. Any show requesting an exemption to this rule must apply on the appropriate show application and the exemption will be posted on the NCHA website.
    - 1st group – late entry A
    - 2nd group – late entry B
    - 3rd group – late entry C
    - 4th group – late entry would be added to the first available group.
- **Standing Rule 14.2.i.**
  - A class with less than three (3) entries competing (trying to complete a 2 ½ minute work) does not constitute a class and shall be canceled. All monies collected should be refunded.
- **Standing Rule 14.2.d.e**
  - All Championship shows MUST use Mandatory Payout Schedule & Percentages
- **Standing Rule 18.1**
  - Rider limits – Approved Classes
    - All horse classes, Open & Novice, can have (2) riders. (*This includes Non-Pro Novice classes.*)
    - All rider classes can only have (1) rider. Standing Rule 18.1
  - Rider limits - Unapproved Classes
    - Novice Horse classes held within or during an NCHA approved show may allow riders to show an unlimited number of horses.
    - Unapproved classes based on “Rider Earnings” shall be limited to two (2) entries per rider.
  - Additional Unapproved Class Rules
    - All NCHA rules regarding Non-Pro/Amateur ownership apply unless the class offered is a “Limited Rider” type class.
    - Any unapproved Limited Rider Class cannot be in excess of \$4,000.
  - A horse can only be shown once in a class, it cannot be shown by multiple riders.
- **Standing Rule 25**
  - A judge may not judge:
    - Their relatives -
      - During a Monitored Event – in this instance, relatives shall include the judges’ parents, children, spouse, spouse’s parents, and relatives of either the judge or their spouse if that relative lives in the same household as the judge.
      - During a Self-Adjusting Monitor System Event (SAMS) – in this instance, relatives shall include the judges’ parents, children, spouse, spouse’s parents or relatives.
    - Their employer or employees
    - A horse that they own an interest in or have owned an interest in, exhibited, trained, managed or sold for direct or indirect remuneration within the thirty (30) day period immediately preceding the NCHA approved or sponsored event at which said judge

is officiating in full or in part. Any individual rider or horse owned by said rider, who has had training from or given training to said judge within the thirty (30) day period immediately preceding the NCHA approved or sponsored event at which said judge is officiating in full or in part.

- **Standing Rules 21 – 29 Pertain to Judges**

- **Standing Rule 27**

- JUDGE RATING SYSTEM – update to add the 5A and what they can and cannot do.
  - 5A - May Officiate / Judge
    - Any NCHA monitored event.
    - By themselves at any NCHA approved or sponsored event including non-monitored Limited Age Events where classes have up to \$3,000 added money. When added money is over \$1,000 per class, Director of Judges approval is required.
  - 4A - May Officiate / Judge
    - By themselves at any NCHA approved or sponsored event including non-monitored Limited Age Events where classes have up to \$3,000 added money. When added money is over \$1,000 per class, Director of Judges approval is required.
  - 3A - May Officiate / Judge
    - Together with an approved 5A or 4A judge at a championship (Weekend) event up to \$3,000 added money per class.
    - By themselves at any NCHA approved or sponsored event including non-monitored Limited Age Events where classes have up to \$2,000 added money. When added money is over \$1,000 per class, Director of Judges approval is required.
  - 2A - May Officiate / Judge
    - Together with an approved 3A , 4A or 5A judge at a Championship (Weekend) event with up to \$1,000 added money per class.
    - By themselves with up to \$999 added money in any class:
      - if they have earnings over \$50,000 and minimum fifteen (15) credits or
      - if they have earnings less than \$49,999 and minimum twenty (20) credits
    - By themselves at any NCHA approved or sponsored event with up to \$750 added money per class.

- **Standing Rule 29 – Judges Conduct**

- A judge shall conduct him or herself in a manner fitting and proper to one afforded the honor of officiating at any NCHA approved or sponsored contest.

- **Standing Rules 30 – 34 Pertain to Contestants**

- **Standing Rule 31**

- A contestant may drop out of any contest due to injury to him/herself, or their horse, or due to sickness or death in their family. A contestant shall not at any time withdraw from any contest they are participating in due to dissatisfaction or grievance with the judge or judges, show management, or other contestants without forfeiting all money they may have won in previous go-rounds.
  - After the draw is complete, a contestant will forfeit all fees.

- **Standing Rule 32**

- All contestants will work at the appointed time so designated by the show management or be disqualified for that go-round with no score. No late entry will be accepted from a contestant who fails to work at their appointed time.

- **Standing Rule 34**

- At all cutting horse contests approved or sponsored by the NCHA, a contestant, trainer or helper shall not enter any part of the show arena at any time with any kind of device, tack, or equipment on a horse's head or around the horse's neck that is not permitted by the Rules for Judging Cutting Horses Contests (see Judging Rule 16.)
  - For facilities in which the practice pen is located within the show arena, training equipment shall be allowed only in those areas that are specifically designated as a preparation area by show management. This area shall be outside of the normal flow of traffic for the warm-up area.
- Show management and any directors present shall be responsible for enforcement of this rule.
- After the buzzer sounds, the contestant will discontinue working and ride their horse forward past the judges stand before dismounting; exceptions to this rule are a fallen rider, dismounting an unsound horse or to retrieve a lost article. Failure to comply with this rule will result in a fine, please consult Standing Rule 34 in the rulebook.
- Any bridle on a horse, bit or piece of tack may be inspected at the judge's discretion. Refusal of a contestant to allow a judge to clearly inspect the bridle, bit or tack under this subsection shall be considered a violation of this subsection. Failure to comply with this rule may result in a disqualification and fine, please consult Standing Rule 34 in the rulebook.
- All NCHA approved or sponsored shows are required to post signs concerning Standing Rule 35 at the entrance to all official show areas. The signs shall be no smaller than 24 inches square and shall contain wording as provided by the NCHA.
- Show management, area directors, and/or judge must report a contestant to the Executive Director if a contestant, trainer, or helper violates any section of Standing Rule 34 above.

- **Standing Rule 35 – Zero Tolerance Policy**

- The responsibility for reporting violations of this Standing Rule rests with, but is not limited to, show management, NCHA Directors, officers, officials, and the judges.
- Inhumane treatment or excessive training of a horse in any manner is strictly prohibited. Both owner and rider of any horse entered in an NCHA approved or sponsored event, by said entry, consents to the implementation of any action allowed by this Zero Tolerance Policy (Rule 35.A) by either show management or judge. This includes any act which the

general public would perceive to constitute inhumane treatment or excessive training of a horse. Any act of inhumane treatment, mistreatment, or intent to mistreat a horse will be dealt with in the strongest possible manner as provided for in this Standing Rule.

- This Zero Tolerance Policy covers acts occurring not only in the show arena, but also those occurring anywhere on the show grounds, the warm-up area, practice pen or any other location.
- Please refer to Standing Rule 35 in the NCHA Rulebook for more information and further explanation.

- **Standing Rule 35A - MEDICATION AND DRUG RULES AND GUIDELINES**

- **Standing Rule 36**

- A program has been set up to provide a representative of the contestants, or a liaison, to work between contestants and show management.

- **Standing Rule 37 - Contestant Conduct and Related Complaints**

- **Standing Rules 50 – 51 – Rules relating to Non-Professionals and Amateurs**

- **Standing Rule 51.a.2**

- Non-Professional / Amateur Card.
  - Every rider, regardless of age, competing in an NCHA Non-Professional or Amateur Cutting Horse Contest must possess a Non-Professional and/or Amateur card, issued by the NCHA.
  - This card must be available for inspection at any show entered.

- **Standing Rule 51.a.4 – The Horse Family Ownership Rule**

- If a member who holds an NCHA Non-Professional and/or Amateur card publicly exhibits in any contest, whether approved or unapproved, a cutting horse not owned by the member or by the member's Immediate Family as defined herein, the member will be subject to disciplinary actions as provided in this rule, in addition to potential disciplinary actions under Rule 50.d.4.

- **Standing Rule 51.a.5**

- Any owner/rider who shall permit their horse to be entered and compete in contests for Non-Professional, Amateur or novice class where said horse/rider is ineligible, shall be subject to disciplinary action by the Executive Committee, Non-Pro/Amateur Review Committee or other committees appointed by the NCHA President in accordance with NCHA rules.
- A horse's eligibility to enter NCHA Novice Cutting Horse Contests or a rider's eligibility to enter NCHA limited Non-Professional or Amateur Cutting Horse Contests will be based on the eligibility earnings of said horse or Non-Professional rider on the first day of the NCHA point year in which the contest is held. (See Standing Rule 8)

# Show Box

## Excel Help



**Nothing is fool proof to a sufficiently talented fool.**

## Show Secretary Box

2 Hole Punch	
3 Hole Punch	
Advil	Aspirin
Batteries	AA - AAA
Batteries	Flag & Clocks
Business Cards	for schedules
Canned Air	
Cheater glasses for checkout	
Check box	
Clipboards	Judges/Flags/PP
Copier	Xtra Ink cartridge
Copier Paper	min 2 reams
Countdown timers	min 2 for backup
Draw Chips	
Draw container	
Duct Tape	Red for fence markers
Entry Binders	Clipboards/sheets/folders
File Holder	Settlement sheets
File Holder	Horse papers/memberships
First aid kit	bandaides / neosporin /
Fix it tool	
Highlighters	
Hot spot	
Knife	
Laptop	
Laptop Power Source	
Large envelopes	Judges/Results
Paperclips	Jumbo - Alligator
Pen Holder	
Pens	For You
Pens	Cheap ones for Contestants
Phone charger	
Printer	Xtra Ink cartridge
Printer cables	
Regular envelopes	Mailing checks
Results Binder	
Rubber bands	
Scotch tape	
Sharpie	
Staple Gun (for posting)	Staples
Stapler	Staples
Surge Protectors	
Walkie Talkies	Judges
Whistles	Judges

## Print

Flag Sheets  
Practice Pen Sheets  
Schedules  
Entry Sheets for books or sign up sheets  
Rule 35 for posting

## At Show

Judges Sheets  
Announcer Sheets  
Draw Sheets  
Results Sheets  
  
Cattle Card - tracking used and fresh cattle

## Backup Docs on Computer

Entry Documents  
Cattle Card  
Judges Card (fillable)  
Flag / PP Sheets  
Payout schedule

## Additional Supplies

# How To Do Basic Math In Excel

(Add, Subtract, Multiply & Divide)

## How to do basic math in Excel: Final words

Performing basic math (add, subtract, multiply and divide) in Microsoft Excel.

The table below summarizes the operations you will need to perform each task.

Calculation	Operation
Add	+
Subtract	–
Multiply	*
Divide	/

If you want to add a lot of cells, then use the SUM function.

## To Start:

When starting a formula go to the cell where you want the answer to appear.

Each formula starts with an = sign.

Therefore, the cell will = the answer to your question.



## How to add cells in Excel

### Method 1: Use the + operation

The most basic way of adding cells is to simply do this manually by using the + operation.

=Number1+Number2

You simply replace Number1 and Number2 with the cells containing your data.

In my example, there are two cells containing the numbers 5 and 15, which we want to add together.

To do this in a new cell, enter the following formula.

=B1+B2

	A	B
1		5
2		15
3	Answer:	=B1+B2

### Method 2: Use the SUM function



A great thing about Excel is that it includes a function that can add a range of cells quickly for you. To do this, use the SUM function.

=SUM(Number1, [number2],...)

Within parentheses, insert the range of cells you want to add.

=SUM(B1:B4)

	A	B	C
1		5	
2		10	
3		15	
4		20	
5	Answer:	=SUM(B1:B4)	

## How to subtract cells in Excel

To subtract numbers or cells in Excel, then use the – operation.

=Number1-Number2

Replace Number1 and Number2 with the cells containing your data.

In the example below, the two cells containing the numbers 12 and 5. We want to subtract 5 from 12.

To do this, in a new cell, enter the following.

=B1-B2

	A	B
1		12
2		5
3	<b>Answer:</b>	=B1-B2

## How to multiply cells in Excel

Method 1: Use the \* operation

If you want to multiply certain numbers or specific cells together, then the easiest way to do this is by using the \* operation.

=Number1\*Number2

In this example, there are two cells (B1 and B2) that contain the numbers 5 and 20, respectively.

Use the following formula.

=B1\*B2

	A	B
1		5
2		20
3	<b>Answer:</b>	=B1*B2

## How to divide cells in Excel

Finally, to divide cells in Excel, then use the / operation.

=Number1/number2

Replace number1 and number2 with the cells you're interested in.

Example below, there are cells containing the values 75 (B1) and 25 (B2). If we wanted to divide 75 by 25, enter the following formula.

=B1/B2

	A	B
1		75
2		25
3	<b>Answer:</b>	=B1/B2

Create a Cattle Card for your Cattle guys and yourself to keep track of how many cows you are using. Keep herd numbers easy as well as Fresh vs. Re-run totals.

## Creating a Cattle Card in Excel

	A	B	C	D	E	F	G	H	I	J	K
1		<b>CATTLE CARD - SATURDAY</b>									
2											
3		<b>PEN 1</b>					<b>PEN 2</b>				
4		<b>Cattle in at 8:00</b>	<b>ENTRIES</b>	<b>COWS PER</b>	<b>TOTAL</b>		<b>Cattle in at 9:00</b>	<b>ENTRIES</b>	<b>COWS PER</b>	<b>TOTAL</b>	
5		OPEN	10	3	30						
6		NON-PRO	6	3	18						
7		Unlimited Amateur	8	3	24		\$75,000 AMATEUR	16	3	48	
8		OPEN DERBY #1	9	3	27		Youth	12	2.5	30	
9		OPEN DERBY #2	10	3	30		<b>\$50,000 NON-PRO</b>	14	3	42	RE-RUN
10		NON-PRO DERBY	5	3	15		<b>\$25,000 AMATEUR</b>	13	3	39	RE-RUN
11		\$25,000 NOVICE	9	3	27		<b>\$4,000 LIMITED</b>	11	3	33	RE-RUN
12		\$25,000 NOV NP	8	3	24		OPEN 5/6 #1	9	3	27	
13		\$5,000 NOVICE	8	3	24		OPEN 5/6 #2	9	3	27	
14		\$5,000 NOV NP	9	3	27		NON-PRO 5/6 #1	9	3	27	
15		\$2,500 NOVICE	10	2.5	25		NON-PRO 5/6 #2	10	3	30	
16											
17		Total Pen 1	92		271	FRESH PEN 1		103		189	
18		Total Pen 2	103		189	FRESH PEN 2					
19		Total Show Works	195		460	TOTAL FRESH COWS					
20											
21											
22											
23		<b>Simple Formulas:</b>									
24		<b>Cows per set:</b>				<b>Total Fresh Cows Pen 1:</b>					
25		Entries x Cows Per Entry = Total Cattle				=SUM(E3:E15)				adds all the cells between E3 & E15	
26		=ROUNDUP(ENTRIES * COWS PER,0)				<b>Total Fresh Cows Pen 2:</b>					
27						=SUM(J7+J8+J12+J13+J14+J15)					
28		<b>Total Show Works:</b>				<b>To move Total Pen 2 works over to cell C18:</b>					
29		=SUM(C17+C18)				=H17					
30											

This is an easy cheat sheet for the cattle crew to look at number of cattle per horses in set. Helps late at night when everyone is tired. You can add this to the bottom or back of your Cattle Card. 😊

	A	B	C	D	E	F	G	H	I
1									
2		<b>2.5 Head / Cutter</b>				<b>3 Head / Cutter</b>			
3		<b>Entries</b>	<b>Per Entry</b>	<b>Total Cattle</b>		<b>Entries</b>	<b>Per Entry</b>	<b>Total Cattle</b>	
4		3	2.5	8		3	3	9	
5		4	2.5	10		4	3	12	
6		5	2.5	13		5	3	15	
7		6	2.5	15		6	3	18	
8		7	2.5	18		7	3	21	
9		8	2.5	20		8	3	24	
10		9	2.5	23		9	3	27	
11		10	2.5	25		10	3	30	
12		11	2.5	28		11	3	33	
13		12	2.5	30		12	3	36	
14		13	2.5	33		13	3	39	
15		14	2.5	35		14	3	42	
16		15	2.5	38		15	3	45	
17		16	2.5	40		16	3	48	
18		17	2.5	43		17	3	51	
19		18	2.5	45		18	3	54	
20		19	2.5	48		19	3	57	
21		20	2.5	50		20	3	60	
22									
23									
24		<b>Simple Formula:</b>							
25		Entries x Per Entry = Total Cattle							
26		When using 2.5 or 1/2 cow use the following formula to roundup:							
27		=ROUNDUP(Entries * Per Entry,0)							
28									

Make sure you print what you want. Go to PAGE BREAK PREVIEW. You can drag the BLUE lines by using your mouse – LEFT CLICK and hold while dragging the line to where you want the page to begin and end.

AutoSave Off Cheat Sheet No Label Search

File Home Insert Draw Page Layout Formulas Data Review **View** Automate Help

Default Keep Exit New Options Normal Page Break Preview Page Layout Custom Views Navigation Ruler Gridlines Formula Bar Show

O12 X ✓ fx

2.5 Head / Cutter			3 Head / Cutter		
Entries	Per Entry	Total Cattle	Entries	Per Entry	Total Cattle
3	2.5	8	3	3	9
4	2.5	10	4	3	12
5	2.5	13	5	3	15
6	2.5	15	6	3	18
7	2.5	18	7	3	21
8	2.5	20	8	3	24
9	2.5	23	9	3	27
10	2.5	25	10	3	30
11	2.5	28	11	3	33
12	2.5	30	12	3	36
13	2.5	33	13	3	39
14	2.5	35	14	3	42
15	2.5	38	15	3	45
16	2.5	40	16	3	48
17	2.5	43	17	3	51
18	2.5	45	18	3	54
19	2.5	48	19	3	57
20	2.5	50	20	3	60

**Simple Formula:**  
 Entries x Per Entry = Total Cattle  
 When using 2.5 or 1/2 cow use the following formula to roundup:  
 =ROUNDUP(Entries \* Per Entry,0)

Page 1 Page 2

# **Faster Cut Equinal**



**The road to success is always under  
construction.**

## CREATING AND SENDING SHOW APPLICATIONS – FASTER CUT

Show apps can be created from 'forms' on NCHA site. If Faster Cut user, you must create the app in Faster Cut software, and use the 'submit' button at the bottom to send to NCHA.

If there is already a similar show in this year, you can open that app and 'duplicate'. It will then show on the list as same name, with 'copy' added. Go to that app and change date, name of show, etc. **ALWAYS CLICK SAVE AT THE BOTTOM OF PAGE EVEN IF YOU AREN'T DONE EDITING!!**

1. Log in to appropriate affiliate on Faster Cut, should open to "show applications". On second gray bar, go to New weekend show app, or new LAE app, or duplicate one, see above.
2. Fill out all appropriate information
  - A. #9: add'l info - add Stalls, RV, Shavings, hotels
  - B. #14 & # 15: Be sure to add **ALL** fees, video, office charges and **NCF \$3**.
  - C. If judge isn't known, it can be added later. Any blank name with 'member' to side, click on the magnifying glass 1<sup>st</sup>, type in name, click on it, and it will populate with name and number. (Videographer, judge, affiliate)
3. If you find out judge at a later date, go back and add to all apps, and don't forget to **save**. It then prints on NCHA results. If you forget to add, just write on results.
4. To send apps to NCHA: must be sent by submit button on app in Faster Cut. Can be printed and sent by mail. Easier, save as a PDF each show, and attach to an email. I usually send to Linda Smith, Ashley Kanaman and myself, so I have a record. You may get an email back that it's been received, then in a timely manner, you'll receive edit sheets, **carefully** check with the apps you've sent. I never 'set up a show from the app' until these edits have been received, and usually closer to show date, in case you need to make any changes, and **save**. Once a show has been set up, no changes in fees, etc. can be made.
5. When all verified, go to app, and 'create a show from this app'

## DURING SHOW AND SETTLEMENTS

1. In a show class # on the right can be changed to order you run classes, for ease of entering, etc.
2. Check all the little swirls attached to an entry, denote wrong owner, horse #, etc. Fix any possible, ask for papers, transfers, etc. if necessary. If mistake made in entry before draw, take out and reenter correctly. If after draw, wait until scored, hover to right of swirly, and blue wrench will appear, Click on it, and correct.
3. Check details when closing class. Novice Youth and SWT do not get 8% deduction. Name rep, etc. Add cattle #, especially fresh. Close class (it will show on show page if not completed)
4. At settlement, don't necessarily say what classes horses were entered in, just say Roscoe in 4 classes, always double check stalls, shavings, RV, flags, cattle works, etc. If too much on list, or confusing, just print a page for cutter to look at before settling.
5. When settling, **ALWAYS** put check # in 'they owed us and paid with cash or **check and #**'. Or we paid them with **check #**. **PUT in before printing**. If you leave that off it won't show on check register.
6. Pay judge, vendors, arenas, etc. through '**expenses**' screen.
7. If you have an error, you can 'undo' or delete transactions from '**payment**' screen, and redo.

## SENDING RESULTS AND FEES AFTER ALL CLASSES CLOSED

1. Make all corrections possible. Print NCHA results sheet for each class. Send to NCHA within 5 days: result sheets, original judges sheets, any papers, transfers, NCHA memberships, and NCHA 8%, NCF, \$6 per SWT and NY entry, \$100 Circuit approval for each weekend show, not LAE (I keep duplicates for me). From each show, print the National Circuit Fee and the Show Summary (2<sup>nd</sup> gray bar at top) This will give you the #'s for NCHA \$. It can all be sent on one check.
  2. Judges sheet copies go with judge. I also keep one judges sheet for me....
  3. Go to main show page. If everything is closed show will say '**Pay Faster Cut Fees**'. You'll need checking account routing number and account number. You can pay at end of weekend or one show at a time. It will then say **send results to NCHA**. Click there. You may have to go out, and back to get it to update to all shows. Then click on each to send.
- Then send email to Linda Smith saying you've uploaded, any new memberships, or pertinent info. She will respond that she got it, and after processing, you'll be notified if any thing is missing, wrong, etc.

## **HOW TO PRINT SHOW CHECKBOOK AND LIST OF CHECKS & CASH RECEIVED, AND CHECKS WRITTEN**

1. In second gray bar, after all shows, go to checkbook, highlight all shows in that weekend, and all payment and settlement dates. Then 'refresh' on right side of screen, then 'list checks'. It will bring up the list of all received and paid out. Scroll down all the way to the bottom, then 'print'.
2. Close that window. Now scroll to bottom of checkbook, and click on blue 'export' on right side (looks like bug) Left click anywhere in section that says 'split, split, split'. It will all highlight. Right click and 'copy'
3. Go to top to Google sheets. Choose Blank When window opens, put cursor in first square, press 'control V' and it will populate sheet
4. Its not legible, so highlight all columns A-H, right click in highlighted area, box pops up, scroll down the 'resize A-H', box pops up, click 'fit to data'
5. Now you can read it and click printer. Then another screen pops up, click next. Mine then opens another file on upper right, open click printer again, and offers option of printer. (Mine used to go straight to printer screen after I hit next, but just kinda follow your prompts. I think my last update changed it)

### **FYI's**

Just FYI, anytime you need to add another cutter farther down the list for settlements, hold Control, then click on any you want. Same for adding columns in the Checkbook, you may be able to just go across, and highlight all. If not, just hold control, and click at top of each column with data.

To look up pertinent information in Rulebook, open online, hit Control F, and type keyword in box. More efficient than index, etc.

Some of this you may or may not need or want. But I know I did a lot of hunt and peck to figure it out. Hope it helps, and I'm a phone call away.



## EQUINAL SOFTWARE

Equinal has a great YouTube channel with short videos covering just about everything. Go to youtube and search “Equinal” or type in the link below.

<https://www.youtube.com/watch?v=zwluRpsKCpg&list=PLa-MwDZ2-BoCuur5cCS9wieDwqV6Ox5kq>



For those using Equinal that use the 1099 Report, if you have netted checks the Report can be misleading. Use the Earnings Report by Owner to see full \$\$ amounts.

Organization	Events	Shows	Classes	Charges	Checkout	Reports	Checkbook	Lookups
<b>Earnings Report</b>								
Organization <span>Pacific Coast CHA</span>								
Date Range <span>9/18/25</span> - <span>9/30/25</span>								
Selected Shows <input checked="" type="checkbox"/> PCCHA - Holy Cow Performance Horses, LLC Futurity, Cutting Stakes & Classic/Challenge: 09/18/25								
Report by <input type="radio"/> Rider <input checked="" type="radio"/> Owner <input type="radio"/> Horse								
Limit to <input type="text"/>								
<input type="button" value="Print"/>								

[Income/Expense Summary](#)  
[Income/Expense by Class](#)  
[Payments Report](#)  
[Settlements](#)  
[Charges](#)  
[Standings](#)  
**[Earnings](#)**  
[Classes Made](#)  
[Entries Report](#)  
**▶ NCHA REPORTS**  
**▶ DATA EXPORT**

# FAQ's

## Secretary Help



**We can't help everyone, but everyone can help someone.**

# **FREQUENTLY ASKED QUESTIONS**

## **THE CLASS:**

- A class with less than three (3) entries competing (trying to complete a 2-1/2 minute work) does not constitute a class and shall be canceled. All monies collected should be refunded.
- Running two classes within one set of cattle, the higher class (more added money) should always go first.
- How many horses can a rider show in a Novice class?
  - Approved Novice classes a rider, either Open or Non-Pro, can show (2) horses.
  - Non-approved classes a rider can show as many as show management will allow.
- What is the difference between a SCRATCH and an OUT?
  - A Scratch is a legitimate entry, that must stay in the draw. The cattle get put in and the entry fees go into the jackpot. If the horse was not pulled prior to the draw is a Scratch, even if it is lame, unsound or unable to show.
  - An Out is a secretary mistake. You either forgot to pull the horse out or you put it in the wrong class. Under these circumstances the entry can be pulled out without payment. Let your cowman know as soon as possible to hopefully save the cattle from entering the arena, otherwise management is responsible for those fresh head.
  - This is another situation where people may try and influence you. DO NOT take the bait...it has to be the same for all contestants.
- How many times can a horse show in the 4K Limited or Youth class if it has different riders?
  - Once. A horse may only show in a class one time, no matter how many times you change riders. (LAE's have somewhat different restrictions when running classes concurrently.)
  - Different riders may show the horse in a different class but not in the same one. I.E. a Junior youth and Senior youth may show the same horse if the youth classes are split, but not if they are a combined class.
- Unapproved classes – how do I deal with turning them into NCHA?
  - Good rule of thumb: If it pays money back, send the results and appropriate purse deduction percentage (8%, 3.5%, 2% or 0 for *Challenger shows*) to NCHA. Fun classes, ranch classes, etc. with no money don't send.
- Can I show a horse in an unapproved class owned by someone else and still retain my Non-Pro/Amateur status with NCHA?
  - LIMITED RIDER (\$4,000 Limited Rider) or YOUTH class are the only classes, approved or unapproved, where you are allowed to show a horse not owned by you or your family.

## THE DRAW:

- After a class is drawn, I got extra late entries that make for a really big set. Can it be changed to multiple sets? All of the contestants agree they would rather have (2) sets. Can I split it?
  - No. Once a class is drawn it is set in stone.
- When can I “re-draw” a class?
  - Never. After the class is drawn, if there are horses missing you can use an “A” or a “chip” draw.
- When is it appropriate to make an “A” or “chip” draw?
  - If it is “my” mistake, I use an “A” draw, if it is someone else’s mistake they go at the end of the 1<sup>st</sup> available set.
- How early should you draw classes?
  - Minimum of 2-3 sets before the class starts. Contestants need to be able to get their horses ready.
  - Get classes drawn as soon as you feel comfortable, especially if there are multiple sets in a class.

## CATTLE WOES:

- With higher cattle prices and availability our association has decided to take pre-entries the week prior to the show. What is the best way to take them?
  - Pre-entry: find a way that works best for you as there are many different ways:
    - Email or phone
    - Online: Google docs, Jot forms, Forms on association website, etc.
    - Equinal has a pre-entry online (*note: there are additional costs involved*)
  - What happens if someone pre-enters then cannot make it, do they still have to pay for cattle?
    - That is up to the individual show management. I usually start a list of cattle (entries) to sell, inevitably someone forgot or their horse practiced well and they want to show more times, etc. and you can utilize those cattle for someone else.
    - Otherwise, the pre-entry should have to pay for cattle if the cattle guy won’t let you out of them and management must pay for them.

## CHECKOUT:

- My last few checkouts have been chaotic and stressful. How can I smooth it out?
  - Do as much prep work as possible.
    - Make sure all stalls, flags, practices, memberships, etc. have been loaded in the program prior to folks starting to check out.
    - Get all stall breakdowns from trainers beforehand.

- Make a cheat sheet of Owners with Ranch Names, that way you won't miss billing one and forgetting the other.
- Print out a breakdown of event costs (this reduces the number of questions when they review their bills)
  - Class Entry Fees
  - Stall, hay, shavings, practice pen, flags, etc.
- Finalize classes as soon as they are done and available. (This keeps Settlement sheets up to date and lessens the amount of checks you may have to mail.)
- Try to get your expense forms handed out, completed and returned the night before.
- Keep a few envelopes handy. If someone wants you to mail their winnings check, hand them an envelope and let them address it for you.
- Someone always forgets their checkbook or doesn't have any more checks
  - Be ready with an address where they can mail the check. (Possibly have a few envelopes with your address handy.)
  - "Can my friend just write you a check and I will pay them back when we get home?"
    - Only if you are an Open rider. If you are a NP or Amateur be prepared to lose your card as you are allowing someone else to pay your bills, unless it is immediate family. Better to mail it.
  - Give them a TIME LIMIT.
    - Ex: Must be received in 7 days period.
- Non-Payment
  - DO NOT allow contestants to take advantage of your good nature. Remember you still have to be accountable to another entity.
    - Post the 15% service charge sign on your desk at checkout
    - Remind them that all unpaid accounts will be sent to NCHA
    - Charge an NSF fee
    - After an appropriate time (7 days or so) hound them relentlessly. Remember the squeaky wheel gets their money first!

## COMMUNICATION

- A final note to remember. With modern technology there are more and more ways for people to contact you. So many in fact that there is no way you can check your text messages, phone, email, computer, online forms, etc. before every draw, close-out or important decision. If you are using sign-up sheets, make them do the changes on the sheets. Make it easy on yourself. If you are going to allow phone or text, then remind people, "if I don't answer, don't assume I got it."

## Combo, Consecutive, Class within a Class, Concurrent

### Concurrent - What does it really mean?

- Concurrent is a word that you might hear as people talk about running two or more classes together. Technically, the word "Concurrent" just means "together" - which is the reason that it is being used to describe two very different things.
- In an effort to clear up the confusion - let's not use the word Concurrent to describe anything. Let's clarify how classes get entered and how classes are run using different terminology.

### Entry Method - how an exhibitor is able to enter a class.

- **Stand Alone** - Riders can enter a class all on its own. 1 entry = 1 horse or rider - we don't care how the class is run.
- **Class Within a Class / Sub-Class** - Limited Age Events do this all the time - but it typically isn't done at a Weekend / Championship show. A Class Within A Class / Sub-Class is where a rider is REQUIRED to enter one class in order to then enter another. Example of this is a Senior World Tour - a rider must enter the Non Pro in order to then enter the SWT Non Pro. When it comes to any of the Championship classes, do not make any of the classes a Sub-Class of another - except when it is a Senior World Tour class.
- **Combo** - If a rider enters two or more classes but only goes to the herd 1 time - it is called a Combo. Example, at NCHA Triple Crown events, eligible riders can enter the Amateur and the Intermediate Amateur levels with 1 trip to the herd, that is called a combo. They pay 2 jackpots, but only 1 office fee. At a Weekend / Championship show, the only way this can occur is if two classes are run using the Combo method - outlined below.

### Running Method - how classes are run in a set (or sets) of cattle.

- **Stand Alone** - Each class has its own set or sets of cattle. The only class that runs is that one. Judge's sheets only have 1 class on them. This is how most Weekend / Championship classes are currently run.
  - 1 set of cattle
  - 1 judge card
- **Consecutive** - This is where you use 1 set of cattle and have multiple classes run using that same set of cattle - but they run IN ORDER. All of the first class runs, no cattle change, all of the second class runs, no cattle change, etc. Example: You have 3 riders in the Unlimited Amateur and 4 riders in the \$50K Amateur. You put 18 head of cattle in the arena. The judge has 2 sheets, 1 for the Unlimited Amateur, 1 for the \$50K Amateur. The 3 - Unlimited Amateur riders show first, then the 4 - \$50K Amateur riders show. 7 runs total on that set of cattle from 2 classes. Any rider that has entered both classes walks to the herd TWO times - therefore pays 2 jackpots, 2 office charges, 2

cattle charges, 2 video fees, etc. Some people call this "Combined" - but it should not be confused with the Combo method.

- 1 set of cattle
  - 2 judge cards (1 for each class)
- **Integrated / Drawn Together** - This is where you use 1 set of cattle and have multiple classes run using that same set of cattle - but in this case the riders are all jumbled together. Using the same example as above, there are 7 entries that need to go in the set, 3 from the Unlimited Am and 4 from the 75 Amateur. Instead of having the 2 classes go one after another, you draw all 7 entries randomly - all mixed together. There are still 18 head of cattle, but the judge only has 1 score sheet. The secretary / show software will break the riders/horses into placings for the respective classes. As with the Consecutive method, any rider that has entered both classes walks to the herd TWO times and pays 2x all the fees. It is completely possible that one rider might draw back to back. Not an ideal situation.
  - 1 set of cattle
  - 1 judge card (classes are noted on the sheet & secretary breaks out classes / placings)
  - 1 trip to the herd for EACH entered class
  - 1 set of fees for each trip to the herd
- **Combo** - This is where you use 1 set of cattle and have multiple classes run using that same set of cattle - but the difference here is that IF a rider is eligible for multiple classes with that set of cattle, they can choose to walk ONCE to the herd and have that score count for both classes. They can still enter classes individually, but if the classes are being run using the Combo method, entering both classes means only 1 trip to the herd. Using that same example, the 4 riders that are entered in the 75K Amateur - they are all eligible for the Unlimited Amateur. 2 of them choose to enter the Unlimited Amateur class with a "COMBO" entry. So here, instead of 7 goes, there are only 5. A sample draw might look something like this:
  - Draw 1 - Rider entry = 75Am only
  - Draw 2 - Rider entry = Unlimited Am AND 75Am
  - Draw 3 - Rider entry = Unlimited Am only
  - Draw 4 - Rider entry = 75Am only
  - Draw 5 - Rider entry = Unlimited Am AND 75Am

When you run two or more classes with the Combo method, and a rider enters 2 classes with 1 go - there should be only 1 video charge, only 1 cattle charge, only 1 office charge. But there will be 2 jackpot / add back fees, 2 NCHA fees (if it is a Weekend / Championship show).

- 1 set of cattle
- 1 judge card (classes must be noted on the judge card & secretary breaks out classes / placings)

- 1 trip to the herd regardless of the number of classes entered
- 1 Jackpot for EACH class entered, but only 1 video, 1 cattle, 1 office set of fees for each trip to the herd

- **2023 Rule Change for Combo Classes**

Weekend shows may ONLY offer any 2 (two) of the following classes in any combination. NO OTHER CLASSES MAY RUN WITH COMBINED DRAWS:

- Non-Pro
- Unlimited Amateur
- \$75,000 Amateur
- Select Non-Pro

Additionally, the Select Non-Pro (for those Non Pros and Amateurs age fifty (50) and over at the beginning of the point year) may be offered in one of 3 ways:

- Stand Alone (subject to pre-approval by the NCHA show office)
- Sub-class / Class within a class of the Non-Pro (required entry into the Non-Pro)
- Combo with one (1) additional class (Non-Pro, Unlimited Amateur, 75 Amateur)



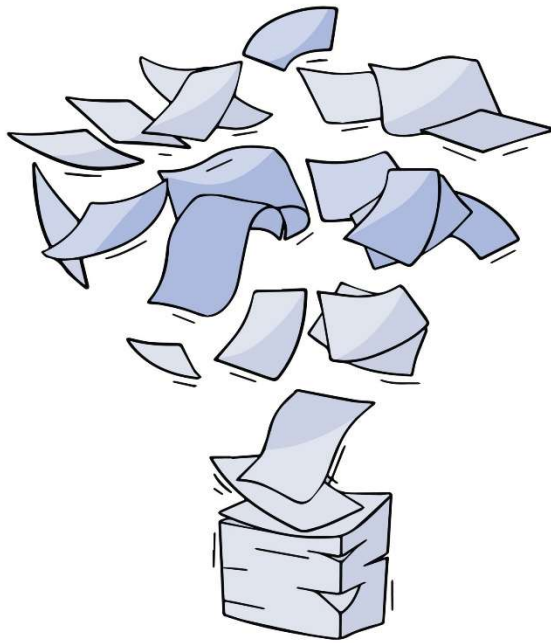
## **HELP ME! I'm a Show Secretary!!!**

1. **THE RULEBOOK IS YOUR BIBLE.** Keep to it. Follow the rulebook first, then try and find a work-around without jeopardizing the rules. The only way to be fair to everyone is to have the same set rules for everyone. Cannot say or stress it enough. Even if it seems harsh or maybe it won't hurt anyone, just one time. It will. Because the next time someone else will expect you to break or bend a rule for them. Snowballs roll downhill and they get bigger and bigger. Everyone wants to be your friend, until they don't.
2. **Don't find fault, find a remedy.** One of my very favorite sayings. Don't point fingers, don't get hung up finding a source for a problem when it is not necessary. Circle the wagons, pull in the troops, find whatever remedy necessary to get things on track and moving forward again. Contestants and spectators really don't care whose fault it was they only care about their experience and expectations. Our job is to give them a happy and rewarding experience, so they want to come back to your show.
3. **Take a breath.** It is easy to get overwhelmed with entries and schedules and questions and problems and the list sometimes seems unachievable. Take a breath, take a walk, get a cup of coffee or water, do whatever you need to do to find your calm. There is no show that will go off without a hitch. There is never a show without problems. As a show secretary many if not most things will cross your desk. Find your "calm" so you can deal with situations.
4. **Ask for help.** Most show secretaries have seen it all or know someone who has. Don't be afraid to ask or think that you have to do everything on your own. Phone a friend. Say it out loud. Run it by someone. There is no problem that cannot be fixed. Get it out!
5. **Respond to a situation, do not react.** Reactions are usually defensive and driven by immediate feelings and emotions. They can sometimes lead to unintended consequences. Especially when emotions are high. Whereas a response is constructive and seeks a solution. Responses seek to improve the situation utilizing a more measured and thoughtful approach.
6. **Don't be bullied.** This is a hard one. People may try to bully or intimidate you into getting what they want. Just say No. No, is a complete sentence. No. This is a very competitive sport and people get very animated at times. Keep it in perspective. However, if you feel you are being coerced or pushed in a direction you don't feel comfortable, put your foot down. If you need to, remind people of Rule 30:
  - a. **STANDING RULE 30.** *No contestant, or other person, shall engage in any form of misconduct or harassment toward show management, judges, or NCHA employees. Show management has the right to disqualify or refuse entry to any contestant for violation of this rule. In the event a contestant, or other person, is asked by show management to leave or withdraw from any NCHA approved or sponsored show, the Executive Director shall be notified, and a hearing to consider disciplinary action against the person shall be scheduled. (For definition of "show management", refer to Standing Rule 4.b.)*

# **Print Outs**

## **Helpful Docs**

### **Sample Contracts**



**The elevator to success is out of order.  
You'll have to use the stairs... one step at a time.**

# KNOW HOW TO FIGURE A PAYOUT BY HAND

- Example for Championship Weekend Payout:

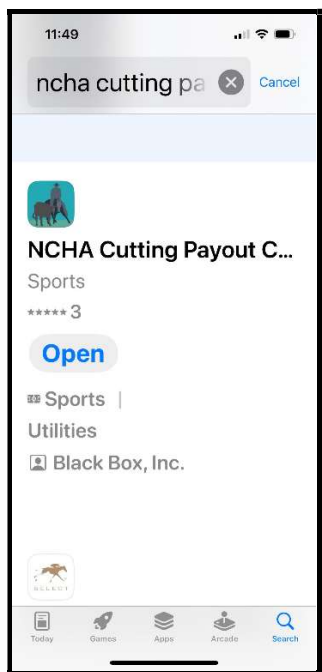
- Number of contestants = (#) 20
- Entry Fee (jackpot portion) = (\$) \$125
- Less 8% NCHA fees (%)
- Added Money = (A) \$500
- Places to Pay = 5 monies (Mandatory Payout Schedule)
- Percentage of payouts = 30, 25, 20, 15, 10
- Figure Payout:

# 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

Total Purse = \$2,800 (TP)

There is a cool app that you can put on your phone from the App Store called “NCHA Cutting Payout Calculator.” It calculates 8% payouts only but a great way to double check yourself on the fly!  
(thank you Eric!)



## **STANDING RULE 35.**

The following provisions regarding members' conduct shall apply at all NCHA approved or sponsored shows. The responsibility for reporting violations of this Standing Rule rests with, but is not limited to, show management, NCHA Directors, officers, officials, and the judges.

- A. Zero Tolerance Policy Inhumane treatment or excessive training of a horse in any manner is strictly prohibited. Both owner and rider of any horse entered in an NCHA approved or sponsored event, by said entry, consents to the implementation of any action allowed by this Zero Tolerance Policy (Rule 35.A) by either show management or judge. This includes any act which the general public would perceive to constitute inhumane treatment or excessive training of a horse. Any act of inhumane treatment, mistreatment, or intent to mistreat a horse will be dealt with in the strongest possible manner as provided for in this Standing Rule.
- B. This Zero Tolerance Policy covers acts occurring not only in the show arena, but also those occurring anywhere on the show grounds, the warm-up area, practice pen or any other location.

# Mandatory Payout Schedule

## 2025

Entries	Monies Paid
3	1
4-7	2
8-11	3
12-15	4
16-20	5
21-25	6
26-30	7
31-36	8
37-42	9
43-49	10
50 +	12

Percentages									
2 Monies	3 Monies	4 Monies	5 Monies	6 Monies	7 Monies	8 Monies	9 Monies	10 Monies	12 Monies
60%	47%	40%	30%	30%	28%	25%	23%	20%	20%
40%	33%	30%	25%	24%	23%	20%	18%	16%	16%
	20%	20%	20%	18%	16%	15%	15%	14%	13%
		10%	15%	12%	12%	12%	11%	11%	11%
			10%	9%	9%	10%	9%	9%	8%
				7%	7%	8%	8%	8%	7%
					5%	6%	7%	7%	6%
						4%	5%	6%	5%
							4%	5%	4%
								4%	4%
									3%
									3%

# YOUTH POINTS

- b. Points shall be awarded to winners in NCHA Youth Cutting Horse Contests *in Championship / Weekend / Challenger / Circuit Shows* based on this scale

No. of Horses	Place in Contest:							
	1st	2nd	3rd	4th	5th	6th	7th	8th, 9th, 10th
3	1							
4-7	2	1						
8-11	3	2	1					
12-15	4	3	2	1				
16-20	5	4	3	2	1			
21 & Up	6	5	4	3	2	1		

## 3. Point Year

- a. The youth point year begins on June 1 and ends on May 31 of the following year.

## 4. Divisions

- Combined: If there is to be one class, undivided, the age group is to be 18 and under.
- Separate: If there are to be two classes, the age divisions must be Junior (1) 13 and under, and Senior (2) 14 through 18.
- Combining Age Divisions for less than three (3) entries when approved as Separate Divisions:
  - Before the Draw – Junior and Senior may only be combined prior to the draw when there are less than three (3) entries in either Division.
  - After the Draw – If, after the Junior and Senior are combined when there are fewer than three entries in either Division and then additional entries are taken at any time after the draw that increase the entries to at least three in each division, points will be awarded in EACH division, but the working order will remain as drawn.
  - When a Youth Cutting is approved with both Divisions, points will be received in each Division even if combined.
  - When a Youth Cutting is combined, a show may divide the money and pay premiums in both Divisions.
- Separating Age Divisions at a show – If a youth class is approved as Combined (18 and under), it cannot be split and held as separate classes. If classes are not held as approved (combined), scores will be placed in score order from both classes and points will be awarded under the youth point system as a combined class.

**NCHA**  
NATIONAL CUTTING HORSE ASSOCIATION

**Time:**

## Class pays

**Penalties:**

### One Point

- (A) Miss-Loss of working advantage - 11
- (B) Reining or visibly cueing - 8
- (C) Noise directed toward cattle - 5a
- (D) Toe, foot or stirrup on shoulder - 8d
- (E) Hold on too long on a cut - 8a
- (F) Working out of position - 11
- (G) Hand too far forward - 8

### Three Points

- (A) Hot quit - 13
- (B) Cattle picked up or scattered - 5b
- (C) Second hand on the reins - 8b
- (D) Spur in the shoulder - 8c
- (E) Pawing or biting cattle - 12
- (F) Failure to make a deep cut - 1
- (G) Back Fence - 6

### Five Points

- (A) Horse quitting a cow - 14
- (B) Losing a cow - 9
- (C) Changing cattle after a specific commitment - 10
- (D) Failure to separate a single animal after leaving the herd - 15
- (T) Turn Tail - 7**

### Zero Score

Horse falls to ground - 17  
Illegal equipment  
Leaving the working area before time expires  
**Inhumane treatment to the horse.**

*Divisions within the penalty box represent 1st, 2nd or 3rd cow worked.*

# EXPENSE SHEET

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

SS# \_\_\_\_\_ ☐ CHECK HERE IF ON FILE

DAYS WORKED \_\_\_\_\_  $\frac{\text{RATE}}{\text{DAY}}$  \_\_\_\_\_ = \_\_\_\_\_

MILAGE ONE WAY \_\_\_\_\_ X 2 \_\_\_\_\_  $\frac{\text{RATE}}{\text{MILE}}$  \_\_\_\_\_ = \_\_\_\_\_

EXPENSES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL \$ \_\_\_\_\_





# FIELD MONITOR JUDGE'S REPORT

## SECTION I – VIDEOGRAPHER (to be completed by Videographer and given all judges)

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Videographer #1 Name: \_\_\_\_\_ Phone # \_\_\_\_\_ NCHA # \_\_\_\_\_

Videographer #2 Name: \_\_\_\_\_ Phone # \_\_\_\_\_ NCHA # \_\_\_\_\_

## SECTION II – JUDGE INFORMATION (to be completed by Judge and mailed to Field Monitor)

All NCHA Judges in the United States, Canada, Europe AND "fill in" judges for shows with entries over 150 are required to participate in the Field Monitoring Program. At single judged shows and multiple judged, non-monitored Limited Age Events, each judge is required to mail a copy of their judge's score sheets and Video Media (USB, SD Card) to their assigned field Monitor in an envelope that is sturdy enough to survive the trip at the end of the show.

Judge Name: \_\_\_\_\_ NCHA # \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Classes that you would like evaluated or reviewed: \_\_\_\_\_

Date that you contacted your monitor (prior to mailing media): \_\_\_\_\_

Date that the media and score carts were mailed to the Monitor: \_\_\_\_\_

Comments or Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NCHA rules require that the Video Media and score sheets be postmarked by the Wednesday following the last day of the event or the judge will be fined. Judges must CONTACT THEIR MONITOR when the Media and judge score cards are mailed. Judges must be available for communication with their weekend Monitor for a minimum of 14 days after the show.**

This sheet may be reproduced or downloaded from the Field Monitor Program Page under the Judges Section of the NCHACutting.com website.

# Trainers Stall List

Name: \_\_\_\_\_

Total Stalls in my Count: \_\_\_\_\_

	Customer Name	# of Stalls
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____

# Practice Pen

	<i>Horse Name</i>	<i>Rider</i>	<i>Owner</i>	<i>Worked</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

# Flag Works

	<i>Horse Name</i>	<i>Rider</i>	<i>Owner</i>	<i>Worked</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

## REFERENCE SHEET FOR FAMILY OWNED HORSE RULE

The following chart is to assist in the application of the NCHA's new Family Owned Horse Rule. Under Rule 51.a.4, "immediate family" includes the following:

spouse	<b>husband or wife</b>
child	<b>son or daughter</b>
child's spouse	<b>son-in-law or daughter-in-law</b>
stepchild	<b>step son or step daughter</b>
parent	<b>dad or mom</b>
grandparents	<b>grandpa or grandma</b>
grandchild	<b>grandkids</b>
step-parent	<b>step dad or step mom</b>
sibling	<b>brother or sister</b>
half-sibling	<b>half brother or half sister</b>
step-sibling	<b>step brother or step sister</b>
spouse's parent	<b>father-in-law or mother-in-law</b>
spouse's stepparent	<b>step father-in-law or step mother-in-law</b>
sibling's spouse	<b>brother-in-law or sister-in-law</b>
half-sibling's spouse	<b>half brother-in-law or half sister-in-law</b>
sibling's child	<b>nephew or niece</b>
sibling's stepchild	<b>step nephew or step niece</b>
step-sibling's child	<b>step nephew or step niece</b>
step-sibling's stepchild	<b>step nephew or step niece</b>
parent's siblings	<b>uncle or aunt</b>
parent's half-sibling	<b>half uncle or half aunt</b>
parent's stepsibling	<b>step uncle or step aunt</b>
parent's sibling's child	<b>cousin</b>
parent's sibling's stepchild	<b>step cousin</b>
parent's half-sibling's child	<b>half cousin</b>
parent's half sibling's stepchild	<b>half cousin</b>
parent's stepsibling child	<b>step cousin</b>
parent's stepsibling's stepchild	<b>step cousin</b>
legal ward or legal guardian	<b>Legal document from the courts</b>

The relationship of the rider to the owner of the participating horse must be evidenced by submitting appropriate legal documentation (i.e. copies of marriage and/or birth certificate) to NCHA's Show Department prior to the show in which the horse is being ridden.

## Cattle Supplier Contract

This agreement is made between \_\_\_\_\_, herein known as "Cattle Supplier" and \_\_\_\_\_, herein known as "Cattle Contractor" on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Show dates are \_\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_, at (arena name and address) \_\_\_\_\_.

### Terms:

- 1) Number of cattle to be supplied - Up to \_\_\_\_\_ head. *(or use a range)* Cattle to arrive from \_\_\_\_\_.
- 2) Cattle will be supplied to Contractor as requested. Every attempt will be made by Cattle Supplier to supply cattle weighing between 500 and 650 pounds, on average, however weights may vary above or below targeted weights.
- 3) Cattle will be transported to and from the venue by haulers approved and scheduled by Cattle Supplier. Transport costs will be the responsibility of the Cattle Supplier. Cattle will be returned to destinations approved and prepared by Cattle Supplier.
- 4) Cattle Contractor will schedule brand inspections and health papers/veterinary inspections, upon completion of use of said cattle, for transport back to destination of origin. The costs of these services will be assumed by Cattle Supplier. Cattle Contractor will assume the brand inspection costs in \_\_\_\_\_ for the exit of cattle. *(optional)*
- 5) All cattle will be of a sound and healthy state, upon receipt at the venue. Any cattle that do not meet the standards of the Cattle Contractor will be sorted off and will not be included in the final invoice.
- 6) Cattle Contractor agrees to provide health and/or veterinary care for any animals needing such during the show. Cattle Contractor is responsible for any damaged cattle during the show. This includes but is not limited to any death loss and broken limbs incurred while on grounds. The cost of any damaged animals shall be determined by the fair market value of the previous week at the local sale barn.
- 7) Cattle Contractor will be responsible for the cost of feeding all cattle while on the premises, ensuring that all animals have adequate access to feed and water while at the venue.
- 8) Cattle Supplier reserves the right to send its own cattle caretakers to oversee the wellbeing of the cattle at the venue. These costs shall be incurred by the Cattle Supplier.
- 9) Only cattle ordered and shipped to the venue for show purposes shall be available for invoice.
- 10) In the event that cattle return with excessive show related sicknesses, Cattle Contractor agrees to help with cost of the meds needed to treat pending review by veterinarian. *(optional)*
- 11) Cattle will be invoiced, as agreed by both parties, at \$\_\_\_\_\_/head.

Association Name:

Contractor Name:

\_\_\_\_\_

\_\_\_\_\_

## CUTTING HORSE JUDGES CONTRACT

FOR JUDGING: \_\_\_\_\_ (NAME OF SHOW)

SHOW DATES: \_\_\_\_\_ TO \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR: \_\_\_\_\_ (ASSOCIATION NAME)

DATE OF CONTRACT: \_\_\_\_\_, 20\_\_\_\_.

I hereby confirm my agreement to serve as a judge for the (show name) \_\_\_\_\_ for the dates of \_\_\_\_\_ thru \_\_\_\_\_, 20\_\_\_\_. (tentative dates). I understand I will be compensated at the rate of \$\_\_\_\_\_ per working day, plus a room for the specific period of time and I will receive a per diem of \$\_\_\_\_\_ per day for meals. I will be provided a coach class airline ticket by \_\_\_\_\_, or mileage at the rate of \_\_\_\_\_ cents per mile, provided the maximum payment will be no more than the cost of the airline ticket. Any charges for changes in airline tickets will be my responsibility. Personal expenses are not the responsibility of contractor. I will not arrive on the show grounds prior to the day before the show.

No internet access is allowed during the judging assignment which will give information on the show that is being judged. JUDGES MAY NOT BRING LAPTOP COMPUTERS and may use CELL PHONES AND SMART PHONES AS A TELEPHONE ONLY. No communication, in any form, is allowed with owners or exhibitors. Upon arrival on the show grounds each working day, all cell phones and smart phones will be turned in to the Secretary or show office. An emergency number will be given to you to give to your family members prior to that time.

Receipts or proof of purchase for airport parking, driving expenses, luggage and/or any additional expenses must be submitted to office for reimbursement. There will be no reimbursement of expenses without a receipt. All expenses are subject to review and approval by the show manager. Expenses, such as movie rentals or any other personal expenses are not the responsibility of the show. Absolutely no alcohol or room service charges may be included on a judge's hotel bill.

All judges will be limited to no more than two (2) alcoholic beverages per evening period. No alcohol charges may be included on a judge's hotel bill. Judges will also not be permitted to go to night clubs, horse sales or other local entertainment or happenings. Upon arrival at the arena, judges will be taken directly to the judge's room. No visiting will be permitted with contestants or spectators.

Significant others or family members are not allowed to be on the show fairgrounds for any reason with the exception of the last day that is being judged.

I understand that if I withdraw from this commitment for any reason whatsoever, I will not be permitted to compete at this cutting as an owner, rider or agent. I understand that a judge may be dismissed for lack of understanding or inability to apply the rules as set forth by the NCHA Rule Book and Casebook. A judge may also be dismissed for conduct unbecoming an approved NCHA judge. Any judge so dismissed must leave the show grounds and not return for the remainder of the contest. The fee of any judge so terminated will be paid on the basis of time worked. If a judge is dismissed before the completion of a contest, he or she will be disciplined by the guidelines set forth in the NCHA Rulebook.

***This contract will become null and void if in the interim period of signing this contract and the actual show dates, I incur a valid major protest. I have read the terms specified in the above letter and agree to abide thereby.***

Do you plan to drive or fly? \_\_\_\_\_ If you plan to fly, which departure airport is preferred? \_\_\_\_\_

Print Full Legal Name (req. by FAA) \_\_\_\_\_

Date of Birth (req. by FAA) \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Frequent Flyer #s \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Do you prefer Window or Aisle seat? \_\_\_\_\_

## JUDGES AGREEMENT

Show Name: \_\_\_\_\_

Show Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Judge Name: \_\_\_\_\_ TIN or SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Judging Fee:**

Short Day \$ \_\_\_\_\_

Standard Day \$ \_\_\_\_\_

Travel Days \$ \_\_\_\_\_

Mileage – if applicable \$ \_\_\_\_\_ per mile

Airfare – if applicable \$ \_\_\_\_\_

Rental Car – if applicable \$ \_\_\_\_\_

Lodging will be arranged for the dates of \_\_\_\_\_

Meals will be provided for you on the show grounds the day of the show

**OR** \$ \_\_\_\_\_ per diem x \_\_\_\_\_ days will be provided.

Any expenses asking for reimbursement must be approved by show management prior to pay. *(Show management reserves the right to reject any expenses that it deems extravagant or non-applicable.)*

Your signature constitutes a contract between you and \_\_\_\_\_  
agreeing to the terms of this contract:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you plan to drive or fly? \_\_\_\_\_ If you plan to fly, which departure airport is preferred? \_\_\_\_\_

Print Full Legal Name (req. by FAA) \_\_\_\_\_

Date of Birth (req. by FAA) \_\_\_\_\_ Frequent Flyer #s \_\_\_\_\_

Please send a signed copy of this contract to:

Show Manager: \_\_\_\_\_

Address: \_\_\_\_\_



# Practice Pen Contract

( date )

Contractor Name: \_\_\_\_\_

Reference: Show Name: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Working Days From: \_\_\_\_\_ to \_\_\_\_\_  
Date of Arrival: \_\_\_\_\_  
Date of Departure: \_\_\_\_\_  
Lodging **will** or **will not** be provided at: \_\_\_\_\_

Hello!

We look forward to you being a part of the \_\_\_\_\_ **SHOW NAME** \_\_\_\_\_

The independent contractor terms of agreement are as follows:

I, **NAME OF CONTRACTOR**, hereby agree to run the **practice pen** for the above-named event. I agree to run the **Practice Pens** for \$\_\_\_\_\_ per day – a show total of \$\_\_\_\_\_. If the following services are needed, the show management agrees to pay for **(5) five** nights at a host hotel, airfare to and from the cutting, travel from and to the airport. If flight is not necessary, then mileage to and from the event will be paid at the Fed Travel Reimbursement Rate per mile. \$\_\_\_\_\_ / mile.

A \$\_\_\_\_\_ **per Diem** per day will be provided to cover your meals through the duration of the show.

If you agree to the terms of this contract, please sign below and return via email. Once my airfare ticket is purchased, any changes to the flight itinerary will be at my expense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you plan to drive or fly? \_\_\_\_\_ If you plan to fly, which departure airport is preferred? \_\_\_\_\_

Print Full Legal Name (req. by FAA) \_\_\_\_\_

Date of Birth (req. by FAA) \_\_\_\_\_ Frequent Flyer #s \_\_\_\_\_



## Judge Evaluation Form

Reason for Evaluation:

- ☐ **Commendation:** I wish to recognize an individual who is hard working and consistently does a good job.
- ☐ **Spot Check:** I do not wish to make an official protest, but I want a class reviewed by the Weekend Monitor.
- ☐ **Official Protest:** I am enclosing the protest fee (\$1,000\* for Monitored LAE or \$500\* for Non-Monitored shows). I understand that I must be an owner or exhibitor in the class to file a protest.  
*\*Fee is refundable if protest is upheld.*

Judge(s) name(s) about whom you are submitting this report: \_\_\_\_\_

If you are submitting a commendation, please describe why you feel this judge deserves recognition:

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If you are submitting a Spot Check request or an Official Protest, please complete the following:

Show Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Show City and State: \_\_\_\_\_ Class Name: \_\_\_\_\_

- |  |                          |           |                          |         |                          |      |
|--|--------------------------|-----------|--------------------------|---------|--------------------------|------|
| 1. Have you reviewed the tape?   | <input type="checkbox"/> | Yes       | <input type="checkbox"/> | No      |                          |      |
| 2. In your opinion, how did the judge do on penalty application?             | <input type="checkbox"/> | Excellent | <input type="checkbox"/> | Average | <input type="checkbox"/> | Poor |
| 3. In your opinion, how did the judge do on "placings" based on run content? | <input type="checkbox"/> | Excellent | <input type="checkbox"/> | Average | <input type="checkbox"/> | Poor |
| 4. In your opinion, did the judge act professionally?                        | <input type="checkbox"/> | Yes       | <input type="checkbox"/> | No      |                          |      |

If he/she did not act professionally, please explain: \_\_\_\_\_

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- |  |                          |           |                          |         |                          |      |
|--|--------------------------|-----------|--------------------------|---------|--------------------------|------|
| 5. In your opinion, how was the judge's performance during the entire show?                | <input type="checkbox"/> | Excellent | <input type="checkbox"/> | Average | <input type="checkbox"/> | Poor |
| 6. Please explain fully the circumstances that prompted you to complete this report: _____ |                          |           |                          |         |                          |      |

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Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This form is available online at [nchacutting.com](http://nchacutting.com).

This form is confidential and will be seen only by officials in the NCHA Judging Department.

This report can be used to commend a hard-working, consistent individual which will help the Judging Department recognize the best judges.

For Spot Checks and Official Protests:

- If a pattern of complaints emerges regarding an individual judge, the Judging Department will review tapes of the show or shows in question and take further action when appropriate.
- Evaluation must be submitted by a contestant in the class or an owner who has a horse in the class.
- This Evaluation must be filed within seven (7) days of the incident.
- A member can submit only one Judge Evaluation Form in a calendar month.
- When submitting an official protest, the protest fee (\$1,000 for Monitored LAE or \$500 for Non-Monitored shows) must be enclosed.
- 

Submit form to NCHA Judges Department, 260 Bailey Avenue, Fort Worth, TX 76107 / [judges@nchacutting.com](mailto:judges@nchacutting.com).

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-				-	
<b>or</b>									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**Any unpaid fees/accounts  
left open at the close of  
the show will be charged  
a 15% fee and remanded  
to NCHA for collection  
after 30 days.**

Individuals presenting checks which cannot be redeemed for the full amount in cash are subject to appropriate legal processing and prosecution as well as expulsion from participating in cutting horse events. A \$50 fee will be charged to any NSF checks.

# My Notes



**There is nothing you can break that we cannot fix together.  
Do not be afraid to ask for help.**

## Emergency Contact Numbers Secretaries for Questions (Lifelines)

Feel free to call and establish a relationship with these people.  
Show coming up? Let someone know to be on call. (Just be wary of time zones)

California (PST)	Kathy Cardon	661-342-0575	LAE & Weekend	Equinal / Faster Cut	<a href="mailto:calientexyz@gmail.com">calientexyz@gmail.com</a>
Texas (CST)	Cheryl Callis	806-683-2683	LAE & Weekend	Faster Cut	<a href="mailto:cuttinmom@hotmail.com">cuttinmom@hotmail.com</a>
Louisiana (CST)	Gwen Coie	318-512-1596	LAE & Weekend	Equinal	<a href="mailto:gcoie0607@gmail.com">gcoie0607@gmail.com</a>
Arizona (PST)	Kathy Unfried	938-277-6103	Weekend	Equinal / Faster Cut	<a href="mailto:kathyun@msn.com">kathyun@msn.com</a>
Texas (CST)	Jessy Vandiver	817-600-7768	Weekend	Faster Cut	<a href="mailto:jesscmc@outlook.com">jesscmc@outlook.com</a>
Texas (CST)	Dee McLauchlin	817-832-3571	Weekend	Faster Cut	<a href="mailto:cutting-entry@outlook.com">cutting-entry@outlook.com</a>
Mississippi (CST)	Linda Clark	662-710-7210	Weekend	Faster Cut	<a href="mailto:lindajeanc Clark53@gmail.com">lindajeanc Clark53@gmail.com</a>
Texas (CST)	Caren Birdwell	940-229-2636	Weekend	Equinal	<a href="mailto:carenb1961@gmail.com">carenb1961@gmail.com</a>
Kansas (CST)	Lee Ann Bates	620-664-7230	Weekend	Faster Cut	<a href="mailto:acrskansas@live.com">acrskansas@live.com</a>
Equinal	Mark Michels	940-328-2550	LAE & Weekend	Equinal	<a href="mailto:mark@cuttinghorsecentral.com">mark@cuttinghorsecentral.com</a>
Faster Cut	Marlyn	303-659-6337	LAE & Weekend	Faster Cut	<a href="mailto:fasterhorses@earthlink.net">fasterhorses@earthlink.net</a>
NCHA		817-244-6188	Main Line		

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]



This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across the entire width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.

# Yearly Updates



**Don't let the *silly little things* steal your happiness.**

**SMILE!**



## Weekend Class Threshold and Ownership Transfer Policy Updates for 2026

### Weekend Class Threshold Changes

The NCHA Weekend Class thresholds will change for **rider classes only** beginning with the 2026 point year. These changes were considered and presented during the 2025 NCHA Convention and were formally passed by the NCHA Executive Committee in August 2025.

The new thresholds are as follows:

Current Class	2026 Class Threshold
\$2,000 Limited Rider	\$4,000 Limited Rider
\$15,000 Amateur	\$25,000 Amateur
\$35,000 Non-Pro	\$50,000 Non-Pro
\$50,000 Amateur	\$75,000 Amateur

Members may use their **2026 Lifetime Earnings (LTE)** to determine which class they qualify for under the updated structure. The **NCHA website standings page** remains the most accurate resource for determining class eligibility, with all information kept up to date pending final show postings.

## Ownership Transfer Policy Update – 2026

Beginning in 2026, horses shown under a pending ownership transfer in **any class** will be subject to the following timelines:

- Within **30 days** after NCHA is notified of new ownership, the transfer must be completed either at the appropriate Breed Association or directly with NCHA (for unregistered horses).
- If the transfer is not completed within **60 days**, the new owner will be subject to a **\$1,000 fine**.
- If the transfer is not completed within **90 days**, the new owner will be subject to an **additional \$2,000 fine**.
- Additional stipulations apply when the new owner is classified as a Non-Pro or Amateur competitor.

Previously, these timelines applied only to Non-Pro and Amateur competitors. With the adoption of the 2026 NCHA Rule Book, the same standards will now apply across all horse classes, ensuring fairness and consistency in ownership records.