



Procedure for Special Events

- A. Submitting the Event Application for Stand-Alone Events which means that the event is for a single event such as Reining, Cutting, Speed Events, Jumping, Working Cow Horse, Ranch Sorting, and Working Ranch Horse.**
1. Complete the application with all the required information. You must list a show manager and a show secretary. They cannot be the same person.
 2. Whoever is listed as the sponsor of the event is responsible for all financial transactions related to the event. Sponsors will be charged exhibitor and owner memberships “not” collected at the event by the Show Secretary.
 3. Sponsors, judges, show manager, and show secretary are not required to be APHA members but will be assigned an identification number if not already in our data base. We will need addresses in order to set up the ID numbers.
 4. If the judge is approved for the particular discipline, he/she will be approved for your event. Judges who specialize in certain events such as NRHA, NCHA, NRCHA, RSNC, ASHA and other stand-alone events are eligible to be listed as a judge.
 5. Submit the application along with the event fee of \$25.00 per judge, per timer, per range master (depending upon what type of event). Special events may have one or two judges per event. Submit your show bill or premium list (including list of classes) along with the application and fee. All applications must be received at least 30 days prior to the event.
 6. If there are any changes in dates, location, arenas, judges, APHA must be notified in writing in order to re-approve your event.
- B. Submitting the Event Results.**
1. All Open and Amateur exhibitors and owner of the horse must be APHA members. All Youth exhibitors (age 18 & under as of January 1 each year) must be AjPHA members and the owner of the horse must be a current year member.
 2. Management will have temporary membership forms for open exhibitors and horse owners who do not have a current membership.
 3. A current year Amateur/Novice Amateur card or the Youth/Novice Youth card must be shown to the show secretary or must purchase a card at the event. Temporary Amateur/Novice Amateur and Youth/Novice Youth applications must be available for exhibitors to complete at the event. Amateur/Novice Amateur

- temporary cards and Novice Youth cards incur a rush fee of \$25.00 plus \$15 for the card and \$40 membership fee for amateurs and \$20 membership fee for youths.
4. The show secretary may use an approved software show program (.dta or .txt files). If the show secretary doesn't have an approved software program, the results must be submitted on our excel spreadsheet which may be downloaded from our website, www.apha.com/forms/performance-forms. It's called "Show Entry" template and the show entry instructions are also listed. Please read closely in order to have the results returned to you.
 5. All APHA horses entered in the event must be assigned a back number. If you do not use back numbers just make up one for each horse such a 0001 or 0480 to list on your spreadsheet. The number must be four digits.
 6. List the person showing the horse as exhibitor and if they are a new member just list their initials in the ID field. Otherwise list the ID number that you took from their membership card or their Amateur/Novice Amateur or Youth/Novice Youth card. Please use only INDIVIDUAL ID NUMBERS FOR EXHIBITORS. Joint numbers are okay for HORSE OWNERS.
 7. Be sure the correct class codes are used. They can be found at www.apha.com/programs/showing/showmanagers/show-forms.
 8. A letter is sent to the show secretary with the judge (show) numbers which must be used on the spreadsheet or your software program. Please use these numbers for your show number not the show reference number.
 9. Judge cards will also need to be submitted along with any score sheets. If your event doesn't use judge cards, the secretary will need to give each paint horse a back number and place them on the judge card as indicated by the judge of the event, then have that judge verify the placing and sign the card. A template for judge cards can be found in the Show Management Manual which is online at www.apha.com/programs/showing.
 10. Then mail the following:

Membership, Amateur and Youth Temporary forms and fees, the judge cards and the show assessment fee of \$2.00 per judge per horse. If there are 10 horses with one judge, the fee will be \$20.00. Youth memberships are \$20.00 per year, Amateur and Open memberships are \$40.00 per year, Temporary Amateur/Novice Amateur and Novice Youth cards are \$15.00 plus a \$25.00 rush fee. Any memberships or card fees not collected at the event will be charged to the show organizer/sponsor.
 11. The show results should be e-mailed to showresults@apha.com.

If at any time you need help with the event application, please contact Member Care at [show approval@apha.com](mailto:approval@apha.com). For help with your show results, contact showresults@apha.com. You may also call APHA Member Care at 817-834-2742 extension 778.