



## FAQ's for Show Managers/Secretaries

### How do I submit my results?

You have three options once you download the files from your show program.

1. Upload the required files through your member account homepage. This is the preferred method.
2. Email the required files to [info.comp@arabianhorses.org](mailto:info.comp@arabianhorses.org)
3. Upload the dat file and mail in a hard copy of required files when you send in the check for the show.

Web links for more instructions on;

[Submitting Results for Local Shows](#)

[Submitting Results for Regional Shows](#)

[Results Reporting Check List](#)

### When do I need to charge the 9-90 Fee?

The 9-90 fee is charged at all shows. \$5.00 per horse for a regular show and \$10 per horse for concurrent shows (\$10 covers both the A & B show).

### How much do I charge for a Single Event membership?

Single Event Memberships are \$40 per person. For concurrent shows, only 1 Single Event Membership is required to be paid. Any owner, trainer, rider, driver, or handler who does not have a current Competition Level Membership with AHA must purchase a Single Event Membership for their results to be recorded. If the recorded owner is an entity (Farm, Ranch, Syndicate, etc) and does not have a current AHA Business Membership, a Single Event Membership must be purchased for that entity. If the sponsoring organization is affiliated with AHA, only \$20.00 per person needs to be sent to AHA; if non-affiliated, all \$40 is sent. Exhibitors competing in concurrently run classes must submit one Single Event membership fee. Single Event Memberships are not accepted at Regional & National shows.

### What class scores do I need to send in?

The following classes need scores sent with the results: Dressage, Western Dressage, Trail, English Trail, Herd Work, Ranch Pleasure, Reining, Reined Cow Horse, Working Cow and Cutting. AHA does not record scores for Sport Horse In-Hand or Breeding/In-Hand classes under the Arabian Scoring System. If you have large classes where an exhibitor did not place but has a score that can be used for qualification, please report these exhibitors in your electronic results with a "0" placing.

### Can I have staff review my prize list draft?

Yes, the AHA staff would be happy to review any prize list draft. Please send it to the Competitions Department at least 120 days before the show and clearly state that it is a draft for review. Please allow 2 weeks review time (depending on the time of year).

### How should rider/handler names be submitted in electronic results?

The rider/handler's name should be reported *exactly* as it appears on the person's AHA Competition Card, not on their USEF card (USEF uses criteria other than the exhibitor's name

to verify USEF membership). Currently, our program will only recognize exact matches, so please check for hyphenated names, initials, and spelling.

### **Do I need to offer all AHA Medal Classes?**

All USEF Rated (or EC equivalent) Arabian Competitions that offer a Junior Division must offer all AHA Medal classes. (Exceptions: AHA One Day Shows, Dressage Seat Equitation, and Hunter Seat Over Fences. A show that offers no Dressage classes is not required to offer an AHA Dressage Seat Medal). If Arabian competitions offer Hunter Seat Equitation Over Fences, they must offer the corresponding medal. All Arabian Sport Horse Competitions offering a Dressage Division must only offer the Dressage Seat Medal class.

If the show does not meet these criteria, any or all Medal classes may be offered at the discretion of show management. Please note: when AHA Medal classes are offered, the corresponding JTR Equitation class must be offered (exception: Western Seat Equitation JTR can now serve as the corresponding equitation class for Reining Seat Medal and Western Horsemanship Medal)

### **Can I add classes after the prize list is done?**

Yes, classes, including TBA classes and/or TBA time slots, can be added after the prize list is done. Once the AHA office has received the prize list, a \$15.00 per class fee will be charged. The added fee is per class per judge if a class is a concurrently run class. For USEF rated shows USEF rule GR904 and AR 104.4 apply.

### **My prize list is already in print and I have changes to it, what do I do now?**

Any change to the prize list (date, location, manager, secretary, judge, steward, etc.) must be submitted in writing (email or fax) to the AHA office. Date & location changes will then be submitted to the Regional Director for approval. Also, please submit any changes made from the Prize List Corrections sheet in writing. Please see above for added class fees. Please refer to the AHA handbook, Chapter 11 COMP 301

### **What is included in my show packet?**

Two packets are sent out before the show via email when possible.

The first packet is sent to the manager & secretary and includes the Recognition Notice and the AHA show/recording number. This packet also contains information & rule updates, and a prize list check List sheet.

The second packet is emailed to the secretary 4-6 weeks before the show. This packet contains a list of all entered classes for the show, any prize list corrections, and information on submitting results and how to verify the AHA membership of exhibitors. Please review the enclosed class list, as results will only be recorded for classes on this list. Please submit any changes/corrections in writing.

### **Do I need to report excused or disqualified horses?**

AHA does not require you to report an excused horse from the ring during a class, but it will greatly reduce the time it takes to complete your show. When this information is provided, it cuts down on writebacks. If you send hard copies by mail, you can make notes on the class sheets. The other option is to list classes that have excused horses and include their exhibitor numbers. Remember to remove scratched horses from the class count before submitting your results.

If you get a disqualification of a horse for a show from USEF/EC, you must report the corrected results to AHA. If you get a disqualification of a horse for a show from AHA, you must report the corrected results to USEF/EC.

## **What classes count for qualifications and AHA Programs?**

Only approved classes will be eligible for qualifications, and AHA Programs will be available at AHA-recognized events. A list of these classes will be sent to the show secretary in the results packet mailed 4-6 weeks before the show. **Any classes in the show that do not appear on this class list will not be recognized by AHA and will not receive credit. Please check this as soon as you receive it to verify your classes and that you have the correct class codes.**

Each AHA program has different criteria of what classes will count. This information can be found in the current AHA Handbook in the following areas:

Horse and Amateur Achievement Awards – Chapter 21

Arabian Breeders Sweepstakes – Chapter 18

Qualifications and credit in some AHA programs can also be earned in eligible Open Qualifying Competitions for certain specialty classes as follows:

Dressage (English and Western)

Working Hunter/Jumper/Hunter Hack

Working Western (Ranch Horse, Reining, Working Cow and Cutting)

Eventing/Trials

Combined Driving

Carriage Pleasure Driving

Driven Dressage

Competitive Trail Ride

Endurance Trail Ride

Sport Horse In-Hand

Please see the AHA Handbook Chapter 15 for additional information regarding Open Qualifying Competitions.

## **Can I run duplicate classes?**

Yes, duplicate classes may be held *except* for Championship classes. Duplicate Championship classes are subject to a \$250 fine. A concurrent show is exempt from this rule.

## **Where can I locate the suspension list?**

AHA keeps a current list of member censures and suspensions on its website. On the AHA Home Page, click the Competitions menu button, then select “Resources” from the pull-down menu, then “Censures & Suspensions”. Also, please remember to check the USEF website as well, as these lists may not contain the same information. The USEF website can be found at [www.usef.org](http://www.usef.org).

## **My show is now complete, and I have an exhibitor who has a returned check. Can AHA help me?**

Yes, AHA does assist in collecting a returned instrument. The rules can be found in Chapter 4 of the AHA Handbook. In addition, the form for filing can be found on the AHA Home Page by clicking the Competitions menu button, selecting “Resources” from the pull-down menu, then clicking “Show Management Information” and looking for the “Returned Instrument Filing Form” under the “Additional Information” heading.