

ASPC/AMHR/ASPR SHOW SANCTIONING INFORMATION

The ASPC/AMHR/ASPR National Office reserves the right to withdraw or withhold an Event's Approval Rating if all Sanctioning Requirements are not met or followed.

Show Date Publication Schedule

_____ Publication in the "Coming Events" Section of THE JOURNAL

	Show Date	Processed by:
Between	FEB 15 – APR 14	October 15th
Between	APR 15 – JUN 14	December 15th
Between	JUN 15 – AUG 14	February 15th
Between	AUG 15 – OCT 14	April 15th
Between	OCT 15 – DEC 14	June 15th
Between	DEC 15 – FEB 14	August 15th

Dates will not be published or show processed for sanctioning without receipt of ALL the following items:

Mail via Certified Mail, Return Receipt Requested

- _____ Completed & signed ASPC/AMHR Show Date Application (must be received **60 days prior to show date or show may not be accepted**).
- _____ Appropriate Fees—**show will not be published or processed until received**
- _____ **Complete** proposed Prize List or Premium Book
PRIZE LIST & SHOW MUST BE APPROVED BEFORE CIRCULATION
- _____ Proof of Insurance (must be received a minimum of **30 days prior to show** or sanctioning will be revoked)

Show Application:

Date Request

Every effort will be made to accommodate applicant requests. **To ensure successful events, the proximity of proposed locations and established show dates will also be considered.** Any new show scheduled on the date of the National Area Show in that particular Area will not be sanctioned. Established shows on the same date in the same Area as a National Area Show will be limited to 2 judges.

Show Officials

Individuals responsible for the planning and smooth operation of a Show on its official dates to include, but not limited to:

Show Manager – Individual responsible for securing necessary personnel (Contracted Official, Employees, Volunteers) to perform show related duties and having final say in necessary management decisions.

Show Secretary – Individual responsible for recording and verifying entries, supplying appropriate judges cards as well as the submission of final results to the ASPC/AMHR/ASPR Office.

Show Steward – Individual responsible for recording all official measurements and insuring that a Show is run in accordance with ASPC/AMHR/ASPR Rules and Regulations.

Judge(s) – Individual(s) secured to officiate classes at a Show.

Ring Master/Gatekeeper – Individual responsible for directing exhibitors to follow procedures as requested by the Judge and Show Management (The Show Steward MAY NOT also act as Ringmaster/Gatekeeper, etc.)

Sanctioning Fee:

\$35.00 per Judge – **Current ASPC/AMHR Approved Judges ONLY** (AHSA Judges can be used for AHSA Shows ONLY.)

Premium List:

Must include the following:

Show Manager Name, Phone Number, & email as well as official Steward & Judges & Divisions to officiate

Comprehensive Directions – Make sure route is "Trailer" Accessible

Official Show Entry Form – Noting All Applicable Fees

Class Schedule – Noting Measurement & Start Times and all Non-Rated Classes

Local Competition Rules, General competition Rules and necessary Class Specifications

Description of Facilities – Noting Deficiencies (i.e. Limited Water Supplies – bring own if possible)

Premium List

A correct version of the Premium List MUST BE submitted. Classes added after the Official Premium List has been circulated WILL NOT BE accepted for All-Star or Hall of Fame Points without prior show department approval. Furthermore, classes added in this manner will not be considered for a change in a Show's Rating.

Honor Show:

ASPC Shows offering cash premiums according to the published schedule MUST submit an official Letter or Request for Honor Show Status and Rating, including prize money totals and distributions. Monies offered must be paid as indicated.

PLEASE NOTE:

Show Management is to use its own discretion when accepting Entries. The ASPC/AMHR/ASPR National Office **will not verify any registration information UNTIL Show Results are received** and being processed.

ATTENTION SHOW SECRETARY

Day(s) of Show:

- _____ Provide adequate informed Personnel
- _____ Provide appropriate Measuring Times and Facilities
- _____ Require proof of Registration and Measurement before releasing back numbers
 - Check Complete Registered Name, as it appears on Registration Papers
 - Check Correct Registration Number, as it appears on Registration Papers
 - Check Correct Owner of Record, as it appears on Registration Papers
 - Make sure Entry is entered in correct Age and Height Class
 - Check that Correct Amateur & Youth/Junior Exhibitor is listed as handler
- _____ Provide one back number per pony/horse
(Get of Sire & Produce of Dam entry made in name of respective Sire or Dam)
- _____ Provide Judges Cards – Numbered, Titled & Labeled by class for each Judge

Judges Evaluation

Form:

A JUDGE EVALUATION FORM MUST BE INCLUDED IN EVERY EXHIBITOR'S PACKET!!!

Class Results:

Show Management is to verify that entries are eligible as entered by Age, Sex, and Height classifications before distributing back numbers. Discrepancies **MUST BE corrected** prior to the holding of a class.

PLEASE NOTE: January 1st is the universal "Official Birthday" for ALL Equine, (i.e. An Entry whose "Actual Birthday" is December 31, 1997, will become a Yearling for exhibition purposes on January 1, 1998.)

Master List:

To include the following for EACH Entry:

- Back Number (in Numerical Order) one back number per pony/horse
- ASPC/AMHR/ASPR Registration Number – Verified by submission of Registration Papers. Proof of Papers Pending— see ASPC/AMHR/ASPR Rule Book Section III, Part 3.
- AMHR horses **MAY NOT be shown with EXPIRED Temporary Papers.**
- Geldings** MAY NOT exhibit unless Registration Papers **reflect this change in status.**
- Classic Shetlands MUST be registered in **Section A of the ASPC Stud Book.**
- Complete Registered Name – Names are not to be abbreviated.
- Entry for Get of Sire/Produce of Dam is made **in the name of the Sire/Dam** being represented.
- Other Multiple-Entry classes (i.e. *Mare & Foal, etc.*) **MUST record ALL animals in the Entry.**
- Height of Record – Verified by submission of CURRENT Measurement Card.
- Annual Card with valid 60 day measurement OR Permanent Card with valid measurement.
- Measurements MUST BE recorded by Official Show Stewards at Sanctioned Shows.
- Owner(s) of Record – As recorded on Registration Papers – Farm Names are not accepted.
- List ALL Owners** of Entry in Multiple-Entry Classes.
- Membership Number and Address of Owner of Record – State Only
- Exhibitor Name, Membership Number, and City/State – **REQUIRED for ALL Amateur, Youth Exhibitor, and Showmanship Classes.**
- The age of an individual on December 1st is that Exhibitor's Age for the entire subsequent Show Season – which runs from December 1 through November 30.

Within 30 days of Close of Show:

Mail the following via Certified Mail, Return Receipt Requested:

- _____ Master Entry List
- _____ Class Results
- _____ Judges Cards

Note: You are encouraged to keep copies of all documentation sent to National Office.

NOTE: ASPC/AMHR/ASPR COMPUTER CLASS CODE NUMBERS MUST BE USED OR RESULTS WILL BE RETURNED!!!

The tabulation of show points, All-Star, Hall of Fame, and Award of Excellence will be recorded exactly as submitted by show management. Changes after the fact cannot be accepted. It is your responsibility to make sure that show results submitted are accurate and complete.