

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, Gender and Height Class**
Check that correct Amateur/Youth/Showmanship Exhibitor is listed as handler
_____ Provide **one back number** per pony/horse. **EXCEPTION: Horses showing in both Modern and Show Pony Division must have a back number assigned to their Modern registration number and a separate back number assigned to their Show Pony Registration number.** (Get of Sire and Produce of Dam entry made in the name of the respective Sire or Dam.
_____ Provide Judges Cards, *completed before show start time* – **numbered, titled & labeled by class** for each Judge. Judge is to have a card for every class in the Show list/Premium even if no entries are recorded for that class.

Judges Evaluation Form

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

Class Results:

Show Manager 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 where the “actual Birthday” is December 31, 2008 will become a yearling for exhibition purposes on January 1, 2009)

IF NOT USING WWW.HORSESTUDBOOK.COM, YOU MUST COMPLETE THE FOLLOWING ITEMS ON THE MASTER LIST.

The following **must be included** on the Master List for each entry:

Back Number (in NUMERICAL ORDER)

ASPC/AMHR/ASPR Registration Number – verified by submission of a copy of the registration papers. The **ONLY** exception is weanling registration for shows **BEFORE July 1** of each year. On or after July 1, all weanlings must have a valid registration certificate to show. **Weanlings may show on application before July 1 of each year after providing the following:**

1. **A copy of the Application for Registration**
2. **A copy of the official ASPC/AMHR/ASPR Work Order**
3. **A copy of the check or form of payment method**
4. **A USPS Mail return receipt marked “Foal Registration”.**

NO EXCEPTION TO THE ABOVE RULE. THESE ITEMS MUST BE PROVIDED THE SHOW MANAGER IF A WEANLING DOES NOT HAVE REGISTRATION PAPERS FOR A SHOW PRIOR TO JULY 1.

AMHR horses may not be shown with EXPIRED TEMPORARY papers. NO EXCEPTIONS.

Geldings may not exhibit unless Registration Papers reflect the change from stallion to gelding status.

Complete Registered Name – Names are not to be abbreviated and must match name on registration paper. 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.

CONTINUED ON BACK

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 the **Official Show Steward(s) 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. **Member Number and address of Owner(s)** of Record – City/State only.

Exhibitor Name, Membership Number and City/State – REQUIRED for ALL Amateur, Youth and Showmanship exhibitors/classes. Results for Amateur, Youth & Showmanship classes cannot be processed by the Show Department unless the appropriate member numbers are provided. A copy of Amateur and Youth cards should be provided to Show Manager/Secretary with any entry that includes Amateur/Youth/Showmanship classes. Please verify it is a current show year card!!

Shetlands will be shown by **TYPE**; **Foundation Shetland** classes still require Registration Papers to be **Foundation Certified.**

WITHIN 30 DAYS OF CLOSE OF SHOW:

Show Manager/Secretary using the www.horsetudbook.com program should submit all original Judges cards (Judges cards for classes with no entries should be so noted with a zero and a slash through it. Ø) to the Home Office via Certified Mail, Return Receipt Requested.

Show Manager/Secretary not using the www.horsetudbook.com program should mail the following via Certified Mail, Return Receipt Requested:

- _____ Master List
- _____ Horse Class Entry Sheet
- _____ Class Result Sheets
- _____ Judges Cards – original Judges cards including classes with no entries (no entry classes should be marked with a zero with a slash through it Ø)

PLEASE NOTE; ASPC/AMHR/ASPR COMPUTER CLASS CODE NUMBERS MUST BE USED OR CLASS RESULT SHEETS MAY BE RETURNED TO SHOW MANAGER. These numbers are imperative for proper recording of show results.

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 always be accepted. Be sure **ALL** horses entered in the show are reflected on the Master List. It is Show Management's responsibility to make sure that show results submitted are accurate and complete.