

Secretary and Show Management *Handbook*





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The Show Secretary

Many contestants say that a successful cutting horse contest must have three things: good cattle, fair judging and decent ground. This is certainly true, but one thing has been overlooked. This is the secretary of the show involved. No one has more control over the top three essentials for a top quality contest, and no one probably gets less credit when a good show is held. They will, however, get the criticism if any of the essentials or myriad of other details fail.

This outline has been prepared as an aid to those who secretary cutting horse contests and is based on the recommendations and knowledge of a very dedicated group of experienced show secretaries.

Beginning with the 2002 Point Year all show secretaries and show management personnel must be current NCHA members. All NCHA show secretaries must be certified.

If a secretary has not done any shows for the 2006 Point Year, they must retake the Certified Secretary Test, which will be mailed from the NCHA office and must be returned within thirty (30) days. If two secretaries work one show, each will receive credit.



NCHA STAFF AND TELEPHONE EXTENSIONS

The telephone number for the National Cutting Horse Association is:

Office: (817) 244-6188

Fax: (817) 244-2015

Below you will find the extensions of the NCHA office staff and a very brief description of each person's job.

We hope this will help expedite your telephone calls.

<p><u>SHOW DEPARTMENT</u></p> <p>Dave Brian 140 <i>Manager of Shows</i></p> <p>Murlene Mowery 145 <i>Administrative Assistant</i></p> <p>Carolyn Crist 162 <i>Trophies and Show Entries</i></p> <p>Janie Strotheide 144 <i>Show Entries</i></p> <p>Linda Smith 143 <i>Show Results, Area Leaders and Tops</i></p> <p>Anita Palmer 141 <i>Coming Events and Limited Age Events</i></p> <p>Lynn Ryan 161 <i>Show Results Data Entry</i></p> <p>Vicki Nitschke 142 <i>Show Results Data Entry</i></p> <p>Patsy Fisher 153 <i>Data Entry</i></p>	<p><u>ACCOUNTING</u></p> <p>Rick Ivey 132 <i>Controller/Business Manager</i></p> <p>Glenda Elliott 135 <i>Assistant Controller</i></p> <p>Maiya Mitchell 114 <i>Accountant/Accounts Receivable</i></p> <p>Sandy Brandt 130 <i>Accountant/Accounts Payable</i></p>
<p><u>MEMBERSHIP</u></p> <p>Julie Davis 129 <i>Membership Services Manager</i></p> <p>Peggy Cox 131 <i>Membership</i></p>	<p><u>PUBLICATIONS</u></p> <p>Alan Gold 150 <i>Director of Publishing</i></p> <p>Shawn McCoy 160 <i>Advertising Manager</i></p> <p>Stacy Pigott 152 <i>Associate Editor</i></p> <p>Mindy Young 155 <i>Art Director</i></p> <p>Casceil McRae 151 <i>Graphic Artist</i></p>
<p><u>JUDGING</u></p> <p>Russell McCord 154 <i>Director of Judges</i></p> <p>Holly Davis 158 <i>Administrative Assistant - Judging Dept.</i></p>	<p><u>DATA PROCESSING</u></p> <p>Ken Corzine 136 <i>Director of Information Services and Web Master</i></p> <p>Allen Culver 134 <i>Programmer/Analyst</i></p> <p>Amy Seeling 109 <i>Programmer/Analyst</i></p>
<p><u>MARKETING</u></p> <p>Rebecca Brian 120 <i>Marketing Manager</i></p> <p>Ella Hood 121 <i>Marketing Assistant</i></p> <p>Cody Moore 125 <i>Marketing Coordinator</i></p> <p>Danette McGuire 113 <i>Youth Coordinator</i></p> <p>Dayna Smith 146 <i>Youth Project Coordinator</i></p> <p>Marketing Fax 817-560-2288</p>	<p><u>ADMINISTRATIVE</u></p> <p>Jeff Hooper 110 <i>Executive Director</i></p> <p>Pam Robison 111 <i>Administrative Assistant</i></p> <p><u>RECEPTIONIST</u></p> <p>Carol Cox 100</p>

**Weekend Show Hotline:
(817) 475-2918**

GENERAL INFORMATION

Rule 2. NCHA approved events are restricted to NCHA members only. (All owners and riders must be members in good standing with NCHA to compete in an approved show).

- a. *In the event that a person competes in an NCHA approved contest and is not a current NCHA member, money or points won will not count towards eligibility, awards or standings for rider or horse until membership dues are paid. No money or points will be awarded retroactive to payment of membership dues. Said person may be fined in the amount of \$50.00. Failure to pay the assessed fine will be cause for denial of membership. In addition, a \$50.00 fine, per occurrence will be assessed any show management which allows a person to show without a current membership card.*
- b. *Any member who shows or owns a cutting horse shown in NCHA competition agrees to take a polygraph examination regarding compliance with or violation of NCHA rules governing Non-Pro horse ownership, if requested by the Executive Director as part of an investigation conducted pursuant to the rules.*

Rule 3. All registered horses must be shown under the name assigned to them by their Breed Association, and all unregistered horses must be shown under one name only, and said name may not conflict with a registered horse's name, at any and all contests approved by the NCHA. In any NCHA class, competition must be open to any horse, regardless of breed, age, sex, color, conformation, appearance or previous performance. Horses are judged on performance only.

Rule 6. *A show that is approved by the National Cutting Horse Association must use the Association Rules. A show may be approved without naming a judge or judges: however, the judge or judges used must be named a minimum of seven days prior to the closing date of entries. Below are offences beginning with the 2006 point year:*

<i>First Offense:</i>	<i>A letter of reprimand</i>
<i>Second Offense:</i>	<i>\$100 fine</i>
<i>Third Offense:</i>	<i>\$200 fine</i>
<i>Fourth Offense:</i>	<i>\$500 fine</i>

Offense procedures will start over at the beginning of each point year.

Any changes regarding added money, entry fees, office charges, location, etc., or date classes are held during an approved show must be made no later than (30) days prior to the closing date of entry for the show involved. All shows that are canceled cannot be rescheduled prior to (50) days required for approval. (See section III for classifications of NCHA Approved Judges).

Rule 12. (LATE ENTRIES)

Late entries shall not be accepted after one-fourth (1/4) of the horses in the class concerned have worked.

Rule 38.g (suspended person)

Any person who has been suspended by the NCHA will not be allowed on the show or practice pen floor whether on horseback or on foot or allowed to participate in any way (as owner of a horse, agent, contestant or mounted helper) other than as a non-mounted spectator in any NCHA approved or sponsored cutting horse contest.

NON-PROFESSIONAL PROOF OF OWNERSHIP

Rule 8.d.3 Proof of ownership of any horse shown by a Non-Professional is required and must be provided to the NCHA Executive Director prior to showing in any NCHA event. This proof shall include but not be limited to: (1) for a registered horse: either copy of registration paper showing Non-Professional to be owner or a signed transfer certificate with accompanying registration papers necessary to effect transfer; (2) for a non-registered horse: a signed and dated bill of sale. Facsimile copies will be accepted by the Executive Director and may require confirmation of the copy and originals will be supplied upon request. **A Non-Professional shall not be credited with any premium money won by a horse for which proof of ownership was not provided to the Executive Director before the horse was shown. The Non-Professional member, if received, shall forfeit such money.** Furthermore, failure to comply with this rule may result in disciplinary action by the Executive Committee, either probation or suspension; whichever in their opinion fits the infraction.

“BIT DROP”: It is recommended that at each NCHA produced show, 2 horses per bunch be asked to drop their bit, with the exception of the youth class. This will be a random draw in each class to determine who will be required to drop their bits. The secretaries of each show will make the draw for this when the judge draws the working order of contestants for each class.

JACKPOT SHOWS: Beginning in the 2004 point year for true jackpot shows (no added money in any class) show management has the option of using a non-NCHA approved judge with those classes not counting toward the World Finals standings (no \$2 World Finals fee due) but the 6% NCHA fee will be due on all classes, videotaping will be required and the money earned will count toward individual eligibility. Additionally, it will not be required that an NCHA certified show secretary be used but NCHA guidelines must be available for the secretary.

150 HORSE JUDGING RULE

Weekend shows can be fined up to \$500 for a show exceeding the 150 horse judging rule.

Limited Aged Events exceeding the 150 Horse Judging

rule will be fined using the following schedule:

- 151-155 horses = \$1000
- 155-159 horses = \$2,000
- over 160 horses = \$3,000

MEMBERSHIPS TAKEN BY SHOW SECRETARIES

Show Secretaries may accept NCHA memberships by having an applicant complete membership application, and forward with a fee to NCHA office with show results. A regular membership is eligible to participate at that show. On the day of a show any new member or member who has not shown recently will be allowed to have Amateur/Non-Pro application signed by an NCHA Director and show in these classes (if no Director available they cannot show in Amateur/Non-Pro). These applications must be mailed with the show results and are subject to final approval from NCHA. If these criteria's are not met, earnings will be pulled.

AREA DESIGNATION

A horse owner and rider will be allowed to designate an area, other than where they live, in writing before the point year ENDS, the area in which they are to compete in a given year for area standings. If an area has not been designated, the primary residence will be determined on where the owner of the horse had filed his/her income taxes.

ENTRY FEES - \$20,000NP; \$10,000 AMATEUR; \$2,000 LIMIT RIDER:

Rule 8. F,G,K

Beginning with the 2004 point year the entry fee with one go-round may not exceed \$75.00; those classes with more than one go-round may not have entry fees which exceed \$100 added back. The office charge and the cattle; charge may exceed the entry fee, provided some fresh cattle are provided.

Rule 9.5.A(2,3)

2. Riders of horses in NCHA Novice Cutting Horse classes and limited Non-Professional or Amateur Cutting Horse Contests may be restricted to members of an active NCHA Affiliate when the affiliate directly sponsors or conducts the contests involved. Affiliate membership may not be required to show in the open, non-professional or youth class.

Regarding Judges' stands at Weekend Shows, it is recommended that there be a minimum height of four feet for both the judges' and video stands. It is recommended that the separation between the judges' stands and the secretary area should be the maximum distance available in any show area so that each can properly perform their function without distraction. Additionally, judges' cards should not be posted on judges' stands.

Rule 14

No entry fee (jackpot) shall be less than \$10.00 Except for jackpots, the following entry fee limites shall apply. (Classes with less than \$200 added should charge in accordance with other shows in their area).

Added Money	Max. Entry Fee %
\$200-\$300	40
\$301-\$500	30
\$501-\$750	25
\$751-\$1000	22.5
\$1001-\$2000	15
\$2001-\$3000	11
\$3001-\$4000	10
\$4001-\$5000	9
\$5001-\$6000	8
\$6001-\$7000	8
\$7001-\$10,000	8
\$10,001 & over	8

GENERAL INFORMATION

NCHA JUDGES CARDS and **REPRESENTATIVE REPORTS** are available upon request for all approved shows. Please return judges cards with the show results.

All approved classes must be video taped. You must hold tapes for 30 days before they may be reused.

Whenever a video tape is received at the NCHA office that is of poor quality, the NCHA Judges Department will notify the event's producer, and the show will be fined \$25.00. Additional film may be requested. Upon receiving a second inferior tape from a show producer, the show may be fined \$200, which must be paid prior to the producers next event. Upon receiving a third inferior tape, the Director of Judges shall take action as deemed necessary to correct or eradicate the problem. If there is no tape received from a show producer, the show will be fined \$500.

Rule 35a.1. In accordance to this rule "Official practice areas are required to post a sign containing Standing Rule 35.b. and g, no smaller than 24 inches square, at the entrance to such areas." We also suggest one be posted at the entrance of the show arena.

STANDING RULE 29.c. Under no circumstances will a published judge be permitted to enter any class in the contest for which said judge was approved.

GUIDELINES FOR WEEKEND MONITOR PROGRAM FOR JUDGES BEGINNING WITH THE 2005 POINT YEAR

- 1) **Required to leave show with a copy of his judge sheets and a copy of the video of all classes judged.**
- 2) **Required to mail his copy of judge sheets and video to his respective Field Monitor no later than the Wednesday after the weekend judging.**
- 3) **Required not to communicate with his Field Monitor during a show.**
- 4) **It is required that a judge communicate with his Field Monitor prior to mailing the tapes and judges sheets.**

STANDING RULE 6.d. All NCHA approved events must use official judges cards and forward same to NCHA along with the completed NCHA result forms within ten (10) days of the conclusion of the show. If show results are not forwarded to NCHA within ten (10) days of the conclusion of the show, show management will be fined \$250.00. Show results due to be submitted to the NCHA within ten days, a \$250 fine will apply on the eleventh day, and each additional day results are late, \$100 penalty will accrue daily until results are received in the NCHA office. **NOTE:** Please submit show recaps showing total number of entries per day. Also include all membership numbers for owners and riders along with city and state on the result forms.

JUDGES CARDS:

Judges shall indicate penalties assessed in the space provided. It is mandatory for judges to fill in run content columns on the score cards with the following symbols:

+Above Average ✓Average -Below Average

NCHA WILL NOT APPROVE TWO SHOWS AT THE SAME LOCATION ON THE SAME DAY.

“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 cancelled.”

- A judge may not judge his parents, children, spouse, spouse's parents, relatives of either the judge or his spouse if they live in the judge's household; or he may not judge his employer or employees.
- A judge may not judge a horse that he has owned, exhibited, trained, managed or sold for direct or indirect remuneration within the thirty (30) day period immediately preceding any NCHA approved or sponsored event at which said judge is officiating either in full or in part.
- A non-professional or amateur may change horses after the draw at weekend shows. If there is more than one-go-round or a finals, you must compete on the same horse throughout the competition.
- Every rider regardless of age must have a current non-pro or amateur card to be eligible to participate in a non-pro or amateur class.
- A non-pro or amateur may show a horse owned by your father, mother, adult son or daughter in any NCHA approved cutting competition, except non-professional or amateur classes, provided he or she pays all entry fees and expenses.
- NCHA will grant a permit during the show by calling the weekend hotline number 817-475-2918. This permit is only for the NCHA approved open and/or \$10,000 novice horse class (if eligible). Only one such permit will be granted a rider for a given horse, and any monies won will not count toward any NCHA annual award, title or certificate.
- Open riders will be permitted to ride two (2) horses in the open class only if said show application was approved as such an advertised as such in the coming events in the *Chatter*.
- To hold AQHA Cutting with Weekend NCHA Show: All show secretaries must be certified by AQHA. A letter sent to AQHA with \$50 fee for each date requested for (Cutting) Special Event. AQHA Cutting classes may be held separately or within the NCHA classes. For additional information contact Charlie Hemphill, AQHA, 806-376-4888, ext. 340.

Beginning with the 2003 Point Year, all classes that are eligible to be approved, must be approved in order for the show to be approved. Also, beginning with the 2003 Point Year there will be a \$2.00 per entry

on approved classes World finals fee to be submitted to NCHA with show results.

Beginning with the 2005 Point Year classes within an NCHA approved show which are unapproved must submit all results, however, NCHA fee and World Finals fee are not due on these unapproved classes.

Rule 7.a

Beginning with the 2004 Point Year, all NCHA Championship Shows must use the “SAM” System. It is imperative that the System be announced prior to the start of the show.

Rule 5.a

Beginning with the 2005 Point Year all Non-Affiliate Show producers, Stock Shows must provide NCHA a copy of the actual bond for any and all employees, owners, officers or secretaries whose duties require the handling of funds. The bond must be in the amount of the maximum funds for the largest show produced and include the producers’ names and the individuals covered along with the expiration date.

EVENT PRESS RELEASE TEMPLATE

For Immediate Release:

_____ is hosting a cutting competition set for _____.

_____ are expected to participate at _____ at _____ located _____.

The event is approved by the National Cutting Horse Association and will feature cutters competing in _____ divisions for a share of more than _____ in prize money.

The public is welcome to attend free of charge.

The sport of Cutting has roots in Western ranching traditions, where good horses were a necessity for everyday ranch work and cattle handling. "Cutting" horses specialized in their ability to separate or "cut" one cow from a herd of others for branding, doctoring or shipping. The National Cutting Horse Association was formed in 1946 by a group of cowboys and ranchers who wanted to promote cutting competitions, have standardized rules and preserve the cutting horse's Western heritage. Today, the Fort Worth based NCHA represents more than 14,000 members in 19 countries and oversees more than 1,400 NCHA-approved shows with more than \$24 million in total prize money awarded annually.

For more information, please contact _____ at _____.

MEMBERSHIP, CATEGORIES, FEES & BENEFITS

Membership

1. Membership shall be in four categories: 1) Life Membership, 2) Annual Membership, 3) Three Year Membership, 4) Youth Membership, 5) Affiliate Membership
2. Any individual, firm, partnership, corporation or organization of good character and reputation interested in cutting horses may become an active member of the Association.

Life Members

3. Any individual, firm or partnership may become a life member of the Association by payment of \$750.00.
4. Life memberships are non-transferable but shall cover the holder, his or her spouse and minor children, except as provided for participation in approved NCHA Youth Division events.

Annual Membership

5. An annual fee of sixty dollars (\$60.00) shall be paid for each annual membership; said fee to become due on December 31 of each year. Beginning January 1, 2002, all memberships not paid by the 1st of January will be considered inactive and delinquent and said member will be ineligible to compete in NCHA approved events.
6. Annual membership shall cover the holder, his or her spouse and minor children, except as provided for participation in approved NCHA Youth Division events.

(Example of Rule 6). A husband and wife may hold a joint membership under one NCHA number. Both are eligible to participate in any NCHA event. In such a case that one or both are Non-Professionals *or Amateurs*, they must individually send a Non-Professional *or Amateur* application into the NCHA annually with their dues. Non-Pro/Amateur fee \$20.00 per year.

Three Year Membership

7. NCHA members may apply for a three (3) year membership for one hundred sixty-five dollars (\$165.00). There is also an option to pay your Amateur/Non-Pro for three years to coincide with the three (3) year Amateur/Non-Pro application. If you choose to pay for the three (3) year membership and the three (3) year Amateur/Non-Pro option, you will need to submit a new Amateur/Non-Pro application with your membership renewal. If your Amateur/Non-Pro status changes within three (3) years, your Amateur/Non-Pro card will need to be returned to the NCHA office and a refund will be issued for any full year(s) remaining.

Youth Membership

8. Any youth 18 years of age and younger who is of good character and reputation and is interested in cutting horses may become a Member of the National Youth Cutting Horse Association. For horse show purposes, the age of an individual on the first day of the point year shall be maintained throughout the entire point year. (For example: A youngster who has a birthday in July of 2005 and is 18 years of age on the first day of the 2006 point year may show throughout the 2005 point year as an 18 year old).
9. Annual dues for NYCHA Membership shall be \$15.00 per year, due January 1st of each year. (This does not include "*Cutting Horse Chatter*"). Please write to NCHA membership for youth information.

Youth Classes

NCHA is recognizing both Senior and Junior Top Fifteen Standings. At the end of each point year there will be a Senior Youth and Junior Youth Champion.

Show applications indicating Senior and Junior will be separate classes, points will be awarded in each division, and they cannot be combined unless there are less than three (3) entries in either Division.

WEEKEND SHOWS

Points shall be awarded to winners in the NCHA Youth Cutting Horse contests on the following basis:

# of Horses in contest	Place					
	1st	2nd	3rd	4th	5th	6th
3-5	1 point					
6-8	2	1				
9-11	3	2	1			
12-14	4	3	2	1		
15-17	5	4	3	2	1	
18 & over	6	5	4	3	2	1

YOUTH POINTS

New point system would only affect the following shows: Lucchese NCHA Weekend, Summer Spectacular Scholarship cutting, and the World Finals (**Saturday only after NCHA Weekend**) (held in February 2006). All other shows would follow the existing point system.

# of Horses in contest	Points By Place									
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
3-6	1									
6-8	2	1								
9-11	3	2	1							
12-14	4	3	2	1						
15-17	5	4	3	2	1					
18-20	6	5	4	3	2	1				
21-30	7	6	5	4	3	2	1			
31-40	8	7	6	5	4	3	2	1		
41-49	9	8	7	6	5	4	3	2	1	
50 & over	10	9	8	7	6	5	4	3	2	1

NYCHA Youth Rookie Of The Year

Beginning with the 2004 Point Year NYCHA will present a Junior and a Senior Rookie Of The Year Award.

ELIGIBILITY:

Rider in both divisions must have less than \$500 NCHA Lifetime Earnings and less than fifteen (15) youth points at the beginning of the point year.

AWARD:

Rider in both divisions will receive a \$1,000 check (or scholarship) and a Rookie Of The Year Buckle.

MEMBERSHIP, CATEGORIES, FEES & BENEFITS CONT.

When an application is made for combined Senior and Junior, points will be received as a combined class. The class cannot be separated as Senior & Junior. However, if monies are paid, the monies can be paid to Senior and Junior separately.

AFFILIATE MEMBERSHIP & GUIDELINES

Affiliate Membership

10. Organizations qualifying for NCHA affiliate status shall pay an annual fee of twenty-five dollars (\$25.00); said fee to become due on January 1 of each year and to be considered delinquent if not received within ninety (90) days.
11. Each new affiliate organization shall pay in the first year an additional fee of twenty-five dollars (\$25.00) which represents a membership fee; total, fifty dollars (\$50.00).

NEW AFFILIATE

When an application for a new Affiliate is received in the NCHA office, notice will be sent to the directors in the area and/or region and ask them to please notify the NCHA office if there is a concern regarding the establishment of the new affiliate, and why. If NCHA receives concern from the majority of directors in the area and/or region they will not approve the affiliate. If no and/or little notice of concern is received within the time frame required the NCHA would approve the affiliate.

Affiliate Guidelines

12. Organizations having interest in cutting horses may be designated as Affiliates of the National Cutting Horse Association upon acceptance of their application and payment of required fees.
13. Every NCHA Affiliate shall have within its membership at least twenty-five (25) members who are also active individual members of the NCHA.
 - a. Members of NCHA Affiliates may join the National Cutting Horse Association by payment of annual fees only.
14. In order to retain the designation of NCHA Affiliate, each affiliate organization must:
 - a. pay its annual fee upon receipt of notice and submit a list of its twenty-five (25) members who are also members of NCHA.
 - b. provide NCHA with a copy of its Constitution and By-Laws.
 - c. provide the NCHA with a full list of its members, including addresses, no later than May 1 of each calendar year.

- d. provide the NCHA with the results of all cutting classes said Affiliate sponsors, which results shall be forwarded to this Association in a business-like manner and without undue delay.
 - e. conduct its affairs in compliance with the By-Laws and Standing Rules of this Association including, but not limited to:
 - (i) the annual election of officers and directors
 - (ii) the holding of annual membership and directors meetings with minutes thereof provided to NCHA, as well as documentation on the election of officers.
 - (iii) providing a fidelity bond for any officer, director or member whose duties require the handling of organization funds.
 - f. A person may serve as a President, Vice-President or Treasurer of one NCHA Affiliate only.
 - g. Any Affiliate found not in compliance with all sections of this rule on April 1 of each year will be denied membership renewal until all of the above rules have been satisfied.
15. Each Affiliate holding NCHA approved shows, upon receipt of a written request, will receive an annual trophy from the NCHA for presentation at an NCHA Approved Cutting Horse Contest or for its high point horse.

FASTERCUT SOFTWARE USERS

Submitting your show results to NCHA, choose one of the following:

EMAIL:

- *Send the file (nchamai2.txt) to email address nchashows@ev1.net*
- *NCHA will not enter show results till the following is received:*
 1. *NCHA show summary (printed copy of each day)*
 2. *NCHA show result forms every class (approved/unapproved)*
 3. *Judge(s) Sheets*
 4. *6% fee*
 5. *World Finals fee/World Finals form*
 6. *Any manual changes please send with your email*
 7. *Any class not held please let us know*

LAE held in conjunction with weekend you will still need to send in your paperwork for this event as you have in the past.

DISKETTE/CD:

- *Mail Diskette/CD that contains the file (nchamai2.txt) to NCHA along with information as listed above.*

During the point year NCHA will email corrections on horses, owner number and rider numbers requesting you correct your databases. You must submit the owner number without the 01 or 02 extension and the rider numbers must have the 01 and 02 extensions.

For users that have not been taking advantage of the corrections NCHA can no longer pay a portion of their user's fee and you will have to pay the full \$450 annual fee for their renewal. However, if you are making the corrections to your database based on the information our office supplies you; NCHA will continue to pay \$200 of your annual renewal fee.

On unapproved classes you must save to your mail packet, however, when you are asked "Do you want to calculate the payout using NCHA rules", answer "NO". The program still calculates the payout from NCHA guidelines. By following these procedures the unapproved classes will print on your NCHA Show Summary (with no 6% deduction) and will be included in your mail packet for your show.

PREPARATION FOR APPROVED CUTTING HORSE SHOW

Make sure all necessary forms are in order.

1. Secure an NCHA Application for Approval Form and note carefully the rule for its return. This application must be received no later than fifty (50) days prior to the closing date of entry. **Beginning with the 2003 point year, all classes that are eligible to be approved or recognized must be approved in order for the show to be approved.**
2. Obtain your judge or judges. All judges used in approved contests with an added purse *should* be named on the NCHA Approved Judges List. *It is mandatory that judges' names be listed on the NCHA website a minimum of seven days prior to the start of an NCHA approved show.* Check with the NCHA office by phone on the judge you plan to use or request a copy of the NCHA Approved Judges List. Our number is 817-244-6188.
3. The money added in your show's open and non-professional classes will determine what rating your judge must hold. Check the section on judges in the NCHA Rule Book for more information.
4. Carefully read the NCHA Standing Rules and the suggestions for Show Management or Committee in Charge contained in the current NCHA Rule Book.
5. Forward completed show approval forms to NCHA at least fifty (50) days before your cutting. Be sure to list dates, place (with directions if needed), time and judges along with purses, entry fees and other charges. Shows may be approved without judges; however, judges should be named at least fifty (50) days prior to closing date of entry.
 - a. **Check the acknowledgment received from NCHA granting your approval to be sure that the information to be published in the *Cutting Horse Chatter* is correct. You may also check our web site under Cuming Events. www.nchacutting.com.**
 - b. Fill out the sample news release on your show and send it to your local media if publicity is desired. This is highly recommended as a means of obtaining growth.
6. Entry fees should always be more than office charges, except in extreme cases when they may be the same.

Maximum Entry Fees & Office Charges

Entry Fees

*Classes with less than \$200 added should charge in accordance with other shows in their area. No entry fee shall be less than \$10.00. Except for jackpots, the following entry fee limits shall apply:

Added Money	Max. Entry Fee %
\$200-\$300	40
\$301-\$500	30
\$501-\$750	25
\$751-\$1000	22.5
\$1001-\$2000	15
\$2001-\$3000	11
\$3001-\$4000	10
\$4001-\$5000	9
\$5001-\$6000	8
\$6001-\$7000	8
\$7001-\$10,000	8
\$10,001 & over	8

Any show with more than \$3,000 added must have more than one go-round.

Office/Cattle Charges

At shows having \$500 or more in added money, the office/cattle charge combined should not exceed 40-45% of the total charges (entry fee plus office charge plus cattle charge). When it is possible, show management is encouraged to lower this percentage. Under no condition can the cattle charge exceed the entry fee unless fresh cattle is provided in jackpot classes only. No cattle charge may exceed \$250. However special consideration may be granted by the Executive Director for shows having \$5000 or more in added per division. A maximum charge of \$250 is permitted unless special consideration has been granted by the NCHA Executive Director.

The objective of the fees is to cover the cost of the cattle. In any class where re-run cattle are used, the cattle charge should be reduced.

7. Have plenty of entry forms. This form should include space for the name of the horse, its rider, owner's address, phone number and social security number, as well as entry fees. Check for non-pro cards and NCHA membership identification number.
8. Print or obtain official NCHA Judges Sheets. NCHA will provide these on request, but you may prefer to have your own printed using the NCHA form as an example. Always list the horse, and it may also be helpful to list the rider. Based on how often you like to confirm your scores, have room for from seventeen (17) to thirty-two (32) horses on each sheet. Having self carbon sheets for three copies will save a lot of time.
9. Check with your judge(s) in advance to make sure their plans are made. Make sure that someone has the responsibility of having the judges at the showground on time. Use more than one judge whenever possible.
10. Check to see that you have sufficient video tapes. All approved classes must be video taped. These are to be held by management for thirty (30) days and may then be reused.

The Cattle

1. NCHA recommends that you have available at least two and one-half cattle per horse at approved events.
2. The cattle should be fresh (never used before in a cutting event) when the contest begins. This should definitely be specified when arrangements are made with the supplier.
3. Yearling or two-year-old cattle will usually provide a good show. It is important that the cattle be in good physical condition. They should weigh five hundred (500) pounds or more.
4. Use your cattle in such a way that all cutters in a class are treated equally. Try to never work part of a class on fresh cattle and the rest on re-runs.
5. If there are not enough fresh cattle for both the open and non-professional classes, and the added money, entry fee and office/cattle charge for each is equal,

then a coin should be tossed to determine which class will be held first on the fresh cattle.

6. If re-run cattle must be used later in the day, try to put additional cattle per cutter in the groups. For example, if two and one-half to three cattle were provided when they were fresh, then four or five cattle per horse should be provided when they are re-run.

On Show Day

Check your equipment:

1. Loud speaker system. Where electricity is not available, it should be battery powered.
2. Time clock equipped with a buzzer, horn or loud bell. Try to have a spare. If a stop watch must be used, blow a whistle or signal when time expires.
3. Score reporting system. Several methods are available for use in obtaining the judges' scores. Among the best are closed circuit telephone system or walkie-talkie radios on separate channels. Chalk boards may also be used or a runner to bring the scores from the judges to the secretary. Any of these methods will work; however, the score given by each judge when more than one is used should not be known by the other judge(s).
4. Secretarial equipment should include a good supply of pencils and pens, plus a calculator or adding machine, as well as a whistle for the judge.
5. Taking entries:
 - a. Have each exhibitor or agent fill out the necessary entry forms.
 - b. When the entry forms are turned in, collect all entry fees due. No one should be allowed to enter or work without paying first. Where post entries are allowed during the show, require an open check from the exhibitor which you can complete after the final entry is made. Be sure that the exhibitor fills in the date and payee along with signing the check.
 - c. Check for current NCHA membership and/or **non-professional/amateur card**. NOTE: Show management will be fined \$50.00 per occurrence for permitting a non-member to enter or show a horse.
 - d. Sort your entry forms to assure each entry is in the proper class.
 - e. Read your entries for the first class using the name of both horse and rider, if possible, and announce when the draw will take place. (Repeat this procedure for each class.)
 - f. It is also a good idea to announce how entry closings and draws will be handled for the classes which follow. Before the draw is made for working order, the number of horses to work in each group of cattle should be determined with a maximum of fifteen (15) recommended. The cattle should then be separated in direct proportion to the number of horses to be worked (i.e. 12 horses, 30 cattle minimum; 15 horses, 37 cattle minimum). Where finals are to be held, additional cattle should be provided in the same ratio.
6. At shows holding classes which have equal added purses, entry fees and office or cattle charges, Show Management is to determine which class

will be held first, if there are sufficient cattle to work all entries on fresh cattle.

7. In many cases, shows will want to schedule other classes in addition to NCHA Open and Non-Professional classes. It is recommended that Open and Non-Professional classes be held first at NCHA approved events since higher entry and cattle fees are usually charged for these classes. Youth classes should always be provided fresh cattle. (If Open, Non-Professional and Youth classes are not held first, separate fresh cattle should be provided and held back for them.)
8. Whenever possible, show management is urged to provide a means of announcing the score for each horse immediately after its work. This will greatly increase spectator interest and enthusiasm for the contest.
9. Whenever possible, it is highly recommended that stands be provided for the judges and that they be placed out in the arena. This is particularly true for large shows where a complete go-round will be worked without interruption. During rodeo or horse-show performances, the judges can be mounted on horseback or in pickups to assure them a good view. It is also recommended that judges stands should be a minimum of 100 feet from the back fence and be located in the center of the arena. If pickups are used, the tailgates should remain latched. Panels should be placed in front of the stands.

Procedures for video taping NCHA cutting horse contests

1. Appoint an individual as official camera person. He/she should be knowledgeable of video equipment and trained in the techniques of video taping cutting horse contests.
2. Use only VHS or DVD equipment.
3. All NCHA approved classes must be video taped.
4. Tapes should be held by you for thirty (30) days before reusing. You may be requested to forward videos to the Director of Judges for review.
5. Camera should be positioned as near the center of the arena as possible and should be at approximately the same height as the judge's stand.
6. Try to get horse, rider and cow in picture at all times. Do not zoom in on rider too closely to prevent getting the overall action. ***Do not omit any horses in any class.***
7. **Allow lead-in footage before horse begins to work and after buzzer sounds and horse begins to leave arena. Be sure the horn sound is heard on tape.**
8. Do not leave the camera stationary.
9. If camera is not capable of producing titles, it should be left on long enough to obtain names of horses and/or riders.
10. Camera operator should distinguish between classes and horses, with graphic or sound.
11. Speak into microphone and announce the required information or leave camera on while announcer is speaking.
12. Take all precaution to insure the lighting is proper.
13. Do not reuse video tapes repeatedly as quality is diminished.

14. If the secretary receives numerous complaints regarding a judge's performance, the secretary may submit the VCR tape along with the judge's score card to the Director of Judges for review. This will not replace a formal protest!
15. If a judge is going to use the Self Adjusted Monitor System, please have adequate equipment available. A judge should be allowed to review the tape in a place where he is completely separated from the contestants.
16. Whenever a video tape is received at the NCHA office that is of poor quality, the NCHA Judges Department will notify the event's producer, and the show will be fined \$25.00. Additional film may be requested. Upon receiving a second inferior tape from a show producer, the show may be fined \$200, which must be paid prior to the producer's next event. Upon receiving a third inferior tape, the director of Judges shall take action as deemed necessary to correct or eradicate the problem. If there is no tape received from a show producer, the show will be fined \$500."

The Representative

1. If the show management has not appointed representatives (of the contestants), then one should be elected for each class after entries for the class have closed and before any work from that class begins.
2. Only contestants in a class are eligible to be the representative of that class.
3. It is the duty of the representative to be the contact between show management and all contestants in the class when questions arise. The representative is not a liaison between contestants and the judge(s) and is restricted from talking to judges by Standing Rules, as are all contestants.
4. The NCHA Representative's Report should be delivered to each representative before the class begins.
5. You may want the representative from the first class to assist in determining where cattle changes should occur and how many cattle are available for each group of horses. Care should be taken to assure like treatment for classes having similar entry fees and cattle charges. Follow this procedure for later classes.

The Draw

1. Draw as soon as you comfortably can after entries have closed. This gives your contestants more time to get their horses ready.
2. The judge or judges shall draw the working order for all horses after cattle changes have been determined. (NCHA Standing Rule #11.) NOTE: Random computer draws may be used.
3. Do not draw from entry cards. Use numbered ping-pong balls, metal discs, tags or some similar method drawn from an opaque container. It is essential that the judge be unable to see the numbers in the container to assure a creditable draw.
4. **State the name of the horse and the position drawn as they are determined.**
5. Announce the working order as soon as possible after the draw, along with the cattle changes.

6. If late entries are permitted, they must be handled as outlined in NCHA Standing Rules.
7. Horses should be listed on an entry sheet along with their working order number.

Monies

NCHA has adopted the following payout schedule:

Mandatory Payout Schedule (Effective 2004 Point Year)

All Classes

Added Purse	0-499	500 - 749	750 - 999	1000 - 1499	1500 - 1999	2000	Others
	Number of entries						
	Monies paid						
3	1	1	1	1	1	1	1
4	2	2	2	2	2	2	2
5	2	2	2	2	3	3	3
6-8	2	3	3	3	3	3	3
9-12	3	3	4	4	4	4	4
13-16	4	4	5	5	5	5	5
17-20	5	5	5	6	6	6	6
21-24	5	6	6	6	6	6	7
25-28	6	6	6	7	7	7	8
29-32	6	6	7	7	7	8	9
33-36	7	7	7	8	8	8	10
37-40	7	7	8	8	8	9	12
41-44	8	8	8	9	9	10	12
45-48	8	9	9	10	10	10	12
49-52	9	10	10	12	12	12	12
53-up	10	12	12	12	12	12	12

Example:

*If a show has \$500 added in the open and non-pro and \$100 added in the novice classes, the novice classes will be paid according to the (\$0-\$499) payment schedule. The open and non-pro will be paid according to the schedule for \$500 added money class. The Percentage Payout System described below is to be used when determining distribution of the purse for all the classes.***PERCENTAGE**

WEEKEND PAYOUTS

2 M'ies	3 M'ies	4 M'ies	5 M'ies	6 M'ies	7 M'ies	8 M'ies	9 M'ies	10 M'ies	12 M'ies
60%	50%	40%	30%	30%	28%	25%	23%	20%	20%
40%	30%	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%

Note: The number of places paid in a finals shall be equal to at least 50% of the number paid in each go-round. Monies paid in finals shall be based on finals' score only. Trophies are to be distributed at NCHA shows with added money in the Open and Non-Pro of \$3,000 or more, to winners based on accumulated scores.

The Contest

1. Consult with your judge or judges and determine the back fence. If there is an objection from a contestant, establish the back fence as provided for in the Rules for Judging Cutting Horses (#6). The back fence should be clearly marked.
2. Read NCHA Standing Rules on conduct of contestants (#35).
3. Tell or show contestants where their time will start. Time line should also be marked.
4. Ask the first rider in each group to have his help and cattle settler ready, unless cattle are to be settled by an official settler.
5. Ask all other cutters in the class to have their herd holders and turn back riders ready.
6. Announce the name of each horse loudly and clearly, along with the name of the owner, the owner's address (city and state) and the name of the rider. If horses have been assigned an entry number, this should be announced as well.
 - a. Call the name of the next horse and rider so that they will be ready.
7. Start the time at a pre-designated spot. NEVER STOP THE CLOCK unless ordered to by a judge.
8. When two and one-half minutes have passed, stop the work by a horn, whistle or bell and again tell the name of the horse, owner and rider.
9. Obtain the score of the judge and announce it. Then call the next rider and repeat items 6, 7 and 8 of this section.
10. Do not make announcements or use your loudspeaker while a horse is working unless all judges and riders have been warned this will happen.
11. As soon as the class is finished, or when a judge's card is completed, check their official scores against those you have announced. If you find an error, announce the correct score (determined from the official judge's cards) as soon as possible.
12. Announce the winners in the class based on NCHA required number of monies.

Paying Off

1. Determine what your total purse will be and how much is to be paid in each go-round or the go-rounds and finals.
 - a. Add all entry fees for the class together. (Be careful to add entry fees only; no office charges, etc.)
 - b. Deduct six percent (6%) of this amount from every NCHA approved/recognized class. This must be sent to the National Cutting Horse Association. **Six percent (6%) deduction not required on unapproved classes. Results on all unapproved classes must be sent to NCHA.**
 - c. Subtract the six percent (6%) deduction from the total entry fees. This will give you the amount of entry fees to add to the purse offered by the show.
 - d. Now add in your total show purse and you will have the total amount to be paid the contest winners.

- e. Divide the total in section d. by the percentages specified on your Application for Approval and you will have the amount of money to pay out for go-rounds and finals. Remember that when go-rounds only are held, the total money must be split equally between each go-round.
 - f. Now refer to NCHA Standing Rule #14.e. to figure premiums.
2. Pay off your contest winners as indicated by the percentage payout system, unless there is a question concerning novice eligibility. Where there is such a question, hold your novice checks and ask NCHA to check this eligibility.
 3. If you have plenty of competent help, write your checks and pay off at the show. If you cannot do this, then make every effort to mail your payoff checks within one week of the show date.
 4. Remember that NCHA guarantees the entry fee portion of checks given by NCHA members. If a check is returned, you may first want to notify the exhibitor or re-deposit the check. When a check is not made good either by another clearable check or re-deposit, send the returned check to the NCHA office with a letter stating what the check was for. NCHA will then issue you a check as specified under Standing Rule 4. Relief must be requested within ninety (90) days of the show.

After Your Show

1. *At the conclusion of weekend show, show management will make available to the judge a copy of video and judges sheets.*
2. *Complete fully all official NCHA result forms applying to your show, making sure all horses, owners and riders names are spelled correctly.*
 1. *Submit result forms on all NCHA approved/recognized classes.*
 2. *Submit separate check for six percent (6%) entry fee deduction on all NCHA approved/recognized classes.*
 3. *Submit separate check for World Finals Fee on all NCHA approved classes with the World Finals Fee Recap form.*
 4. *Submit results on all unapprovable classes held (six (6%) not required).*
 5. *Send Judges cards on all classes.*

Mail to NCHA, 260 Bailey Ave., Fort Worth, Texas 76107

FASTER HORSE USERS submitting results electronically, send to nchashows@ev1.net

If the steps in Item 1 of Paying Off have been followed, this will present no difficulty since you have already determined the correct answer for all questions asked. **NOTE: NCHA ID numbers must be provided for both owners and riders on the official result forms.**

- a. If more than one go-round has been held and more room is needed to list the winners from additional go-rounds, use the back of the official NCHA form.
2. If you have difficulty, either in completing the necessary forms or with any participant in the contest (owners, riders, judges, etc.), notify the NCHA Show Department, and we will give you all possible immediate assistance.

3. Write early for your application requesting NCHA approval of your next show.

For A Better Show

1. Have a tractor on hand with the appropriate dirt working equipment necessary to properly maintain the arena.
2. Have a good method of wetting down the arena, cattle pens, etc. to control dust.
3. A good arena surface should be cushioned to protect the competing horse. It should not be too deep and should have enough consistency to enable the horse to turn hard without fear of the ground slipping or rolling away.
4. Make sure that you have adequate lighting for late evening or nighttime shows.
5. Small arenas need an adjacent warm-up area. Here, too, consideration should be given to good, safe footing.
6. Take care of your cattle. Give them plenty of space along with water to drink.
7. Place your judges where they can see the horses work without interference, and keep all bystanders away from them and their stands.
8. Have a concession stand available if you can. If not, at least be sure there is drinking water.
9. Have some sort of restroom.
10. Follow the rules and treat everyone alike. Smile when you can and always remember that courteous treatment will generally result in courtesy in return.

Ground

It takes three things to make a great cutting; good cattle, good judges and good ground. where show management may not always be in total control in providing perfect cattle and judges, there is little excuse for bad ground.

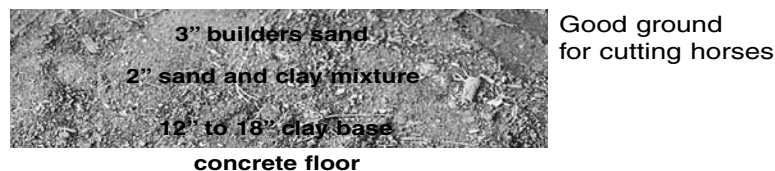
Cutting horses must be loped before working. For a horse to lope and work on hard packed ground can be compared to a diver having to dive into a pool with no water; it is very tough on joints and muscles. The loping pen and the working pen must be deep enough to provide protection to the horse. Riders and horses can be injured from falls that result from slick or hard ground. Backs (both horse and rider) take a pounding loping on hard ground.

Most arenas are multi-use area. Participants in different events may want different kinds of ground. Some horse events want a surface that will be harder than that of cutters. They may want their horses to slide. Many arena directors are reluctant to change the ground for the cutting horses. It requires the use of heavy equipment to haul in sand and more direct, it requires a tractor with a drag and harrow. It may mean extra expense and it will mean more labor.

At a well run show, the pen is dragged (the surface is leveled off and sometimes the ground is broken up if it is hard) prior to each bunch of cattle. If the pen is dragged prior to each bunch of cattle, the cutter feels like management is trying to promote a level playing field as well as level arena. It is more fair.

If the ground is soft and prepared prior to the cutting, less labor and time will be spent in dragging the pen.

Good ground consists of sand (preferably cement sand) laid on a transition area of a mixture of sand and clay based soil over a base of clay. The base is generally the kind of ground that is already in the arena for most stock events. If the arena is concrete, then a base must be provided. A mixture of sand and clay is then added to this base to provide a transition area. If sand is added to the base without a transition area, the ground will be hard under the sand and can be slick and dangerous. Horses will try to get traction to stop and turn and instead can slide or even fall. If sand is not added to the transition area, the ground will pack and be too hard after several horses work.



Management cannot please everyone. Some people will want to have a very deep sandy arena, others will prefer a more shallow sand. For a general guideline that should please most cutters we would like to suggest *three* inches of sand, free from gravel or rocks, on a two inch transition area, free from gravel or rocks, on twelve to eighteen inches of base if over concrete. (see figure)

In addition to good ground, both contestants and spectators will be pleased to be in an arena with good air quality. This is achieved by wetting the entire arena with a sprinkler system or a hose. Care must be taken not to get the arena too wet. The ground can become sticky or soupy. Without sufficient sand, a clay soil will pack and become hard when sprayed; another good reason to haul in sand.

Again, both the working area and the loping pen need to have soft and secure footing for cutting horses. Your cutters and their horses will appreciate the extra time, expense and effort you take. It will help to insure a great show.

DRAW PROCEDURES NCHA RULE 11

Judges must draw for places (working order of horses) before each go-round and finals. Cattle changes must be designated before working order is drawn. The draw will be conducted by using numbered tokens or balls. The number of tokens or balls corresponding to the number of entries will be placed in a container, and a blind draw shall be conducted. The Show Management is to state the name of the horse, and the judge will state the position drawn. **Simply shuffling entry cards and placing draw numbers on the back is not permissible.** Any show management wishing to pre-draw must use a judge from that event to draw or have prior approval from NCHA for someone other than the judge to conduct the draw. **NOTE: (Random computer draws may be used providing the judge is present and working orders are printed immediately.)**

- a. 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.

- b. If a horse is drawn twice, the judge shall draw to determine which draw position is to be used. The original cattle changes are not affected.
- c. If a horse is drawn which is not in that class, the entry shall be scratched. 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.
- d. ***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 his or her appointed time.***

Rule 31. A contestant may drop out of any contest due to injury to himself, or his horse, or due to sickness or death in his family. A contestant shall not at any time withdraw from any contest he is participating in due to dissatisfaction or grievance with the judge or judges, show management, or other contestants without forfeiting all money he may have won in previous go-rounds. ***After the draw is complete, a contestant will forfeit all fees***

STANDING RULE 35

Rule 35. The following provisions regarding conduct shall apply at any NCHA approved or sponsored show:

- a. Training activities of any kind while on the show grounds, other than in designated practice facilities, are prohibited.
 - 1. Official practice areas are required to post a sign containing Standing Rules 35.b. and g, no smaller than 24 inches square, at the entrance to such areas.
- b. Inhumane treatment or abuse of a horse in any manner in the show arena or on the show grounds is prohibited. Effective with the 2003 Point Year the 'ZERO TOLERANCE POLICY' will be enforced.

ZERO TOLERANCE POLICY

- a. Slapping or hitting a horse on the head, **or any other part of the body**, one time or more than one time, in any manner, either with the rider's hands, reins or any other object.
- b. Using a bit in such a way that a horse is caused to bleed from its mouth or face.
- c. ***Using any object held in the rider's hand to hit a horse.***
- d. ***Any act which the general public would perceive to be a violation of 35b.***

This includes such 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.

1. If show management or judge at any NCHA approved or sponsored event discovers inhumane treatment or abuse of a horse, ***they should*** immediately bar the responsible party and horse from further competition in the event and ***the judge will give a score of zero***. The Executive Director must be notified within seven (7) days of the closing date of the show involved, and the complaint will be referred to the appropriate committee for investigation and consideration.
 2. Inhumane treatment is the exhibition of a crippled or injured horse, or a horse with any other health abnormality, which could thereby result in the horse's undue discomfort or distress. The decision of show management or judge as to inhumane treatment should be based upon consultation with a veterinarian. If show management or judge determines, in the sole discretion of either, that the welfare of the horse requires immediate action, and a veterinarian is not available, show management or judge may implement any action allowed by this rule.
 3. Abuse includes excessive jerking, spurring, whipping, ***slapping***, or any other act intended to cause trauma or injury to a horse. Any act of abuse, or intent to abuse a horse, in the show arena or on the show grounds which could also potentially endanger the safety of other persons or animals will be dealt with in the strongest possible manner as provided by sub-section g. of this Standing Rule.
 4. Administration of drugs while on the show grounds, including show arena and practice arena, is strictly prohibited unless administered in a life-saving situation.
Such an instance must be reported to show management. The decision of show management as to lifesaving treatment should be based on consultation with a veterinarian. Show management shall disqualify and/or refuse entry to any contestant and/or owner for violation of this rule.
- c. Unsportsmanlike conduct in the show arena or show grounds is prohibited.
- d. A contestant shall not talk with the judge(s), beyond the exchange of normal greetings, during a show, nor shall a contestant discuss with the judge any previous scores, events, or related happenings within thirty (30) days after a contest in which both parties participated.
- e. A contestant shall make no comment, either positive or negative, within a judge's hearing regarding any exhibition of a cutting horse during a cutting event.***
- f. No alcoholic beverages may be consumed or brought into any part of the arena while an NCHA approved or sponsored cutting horse contest is taking place.
- g. A violation of sub-sections (a), (b), (c), (d), (e) or (f) of this rule will call for a minimum \$500.00 fine or a minimum of ninety (90) days ***probation or*** suspension, or both, for an infraction of each of the above stated sub-sections. ***“Any violation of subsection (b) involving use of any device in a horse's mouth including without limitation, lip wire***

or other similar device, other than a bit authorized by the Rules, will be punished by an automatic \$1,000 fine and six (6) months suspension”.

- h. A contestant shall not intimidate, or attempt to intimidate, a judge(s). The penalty for violating this sub-section will be a minimum of six (6) months suspension from the Association.
- i. Any member of the NCHA who threatens, or actually inflicts, bodily harm or injury to another person based upon that person's actions, conduct, or decisions while acting in any official capacity for the NCHA or for any NCHA sponsored or approved event shall be suspended from membership in the NCHA for a period of not less than one (1) year.
- j. 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.

k. If the Director of Judges is not present, the Staff Monitor or the Field Monitor will act in the capacity of Director of Judges pertaining to a member's conduct in regard to intimidating a judge, and a liaison will accompany the Staff Monitor or Field Monitor when a discussion is necessary. Monitor interaction with contestants:

1. A contestant may speak directly to the monitor(s) provided a liaison representative is also present. Any other conversation will be limited to the exchange of normal greetings during a show.
2. A contestant will make no comments within a monitor's hearing regarding any work taking place at a performance.
3. A violation of sub-sections 1 or 2 of this rule will call for a minimum \$500 fine or a minimum ninety (90) day suspension, or both, for an infraction of each of the above stated sub-sections.
4. A contestant shall not intimidate, or attempt to intimidate, a monitor(s). The penalty for violating this sub-section will be a minimum of six (6) months suspension from the Association.
5. Show management has the right to consult the NCHA Director of Judges at any time with regard to the Adjusted Monitor System.
6. Show management may appoint any non-contestant NCHA member to act as a liaison between contestants and show management at limited age events. The Chief Operating Officer of the Association may act for the NCHA Director of Judges in the event of an emergency situation.

RULES FOR JUDGING CUTTING HORSE CONTESTS

RULE 16

16. Horses Must be ridden with a bridle having a bit in the mouth or with a hackamore. A bridle shall have no nose band or bosal and hackamores shall be of rope or braided rawhide with no metal parts. Braided rawhide balls across the horse's nose are not permissible. A judge must be able to freely pass two fingers between the hackamore and muzzle completely around the horse's nose. Choke ropes, tie downs, wire around the horse's neck, nose, or brow band, tight nose

band, quirt, bat or mechanical device giving the rider undue control over a horse will not be permitted in the arena where an NCHA approved or sponsored event is being held. Wire of any kind and on any part of the curb device is not permissible. Leather curb straps or curb chains must be at least 3/8 of an inch in width and must be attached to the bit by nylon string, nylon straps, or leather straps. Decorative knots, rawhide balls or tassels are not permitted on curb devices. Breast collar may be used, no portion of which may pass over the horse's neck. Breast collars attached to the swell of the saddle on competing horses will be considered illegal. Chaps and spurs may be worn. A competing horse's tail cannot be tied in any manner which would restrict movement of the tail. Any time a contestant is guilty of an infraction of this rule or any part therein, he shall be disqualified. A judge has the right to have a contestant report to him if he is suspicious of any infraction of

Rule 16.

- a. All horses must comply with Rule Sixteen while in the arena.
- b. Any person HORSEBACK in the arena (*both in and outside the working area*) after the start of an NCHA approved weekend or LAE or NCHA sponsored event must wear western attire, including hats. The hat requirement may be waived, both in and outside of the working area of the arena, at outdoor shows in extreme weather conditions with the consent of both show management and the judge(s). Contestants must wear long-sleeved shirts with collars and buttons or snaps completely down the shirt front. T-shirts and slipover knits are not permissible. Sweaters may be worn over an appropriate shirt. Long sleeves must be worn rolled down. *For Youth classes only, safety helmets are permissible in place of a western hat.*
- c. Rule Sixteen shall become effective one (1) hour prior to the published starting time of championship and jackpot cuttings. At limited age events and other special events approved by the NCHA, Rule Sixteen shall become effective three (3) hours prior to the published starting time each day and shall remain in effect until one hour after each day's performance is concluded.
- d. Rule Sixteen may be set aside by show management for an official practice session provided that the practice session ends at least one hour prior to the start of any performance.
- e. Contestants are limited to a maximum of four (4) helpers.
- f. If an Officer, Director, or duly elected or appointed contestant's representative of the NCHA witnesses a violation of Standing Rule Sixteen, they must report the violation immediately to the Association Executive Director.
- g. Violations of Rule Sixteen shall result in:
 1. First offense—\$200.00 fine.
 2. Second offense—\$500.00 fine.

- 3. Third and subsequent offenses within 12 months - 90 day suspension.**
- h. Any member seeking approval to use an electronic hearing device during an NCHA approved contest must meet or exceed the minimum criteria for hearing impairment, based on the results of an audiogram administered by a licensed physician.**

1. An application to use an electronic hearing device must be submitted to NCHA, along with the member's audiogram results.
2. The transmitter of the device must be one of the contestant's four (4) helpers.
3. The user of an electronic hearing device can be required to be tested by an NCHA appointed physician if a complaint or protest arises in connection with the user's degree of hearing impairment.

WESTERN ATTIRE/-DOGS IN THE ARENA

Any person *horseback* in the arena after the start of an NCHA approved weekend show or an NCHA sponsored event must wear western attire, including hats.

No dogs will be allowed in any part of the arena, including warm-up area during any NCHA approved or sponsored cutting. If on the grounds, they must be on a leash. (The Executive Committee recommends that show secretaries send NCHA the names of violators of Rule 16.b (western attire) and Rule 6.0 (no dogs in the arena) and NCHA will invoice the appropriate owners/trainers. The fine money collected will be directed back to the appropriate show management.

NCHA JUDGE RATING SYSTEM NCHA APPROVED SHOWS

AAAA -Can judge all shows

AAA - Can judge a \$1,000 added class alone.

Show with over \$1,000 added must be with another AAA judge.

AA - Can judge alone an added purse of \$499 or less.

Can judge alone an added purse of \$500 to \$999 (provided he/she has a minimum of fifteen (15) lifetime judging credits.)

Can judge an added purse of \$1,000 or less (provided he/she has a minimum of fifteen (15) lifetime credits) with another "AA" or with a "AAA" judge.

Can judge any show with five (5) Judge System. ***CANNOT judge LAE with more than \$10,000 added Money. CANNOT judge judge over \$1,000 Added unless with five (5) Judge System.***

ALL NCHA CHAMPIONSHIP SHOWS MUST USE THE "SAM" SYSTEM.

It is imperative that the system be announced prior to the start of the show

SELF ADJUSTED MONITOR SYSTEM

SAMS cannot be used with five (5) judges.

1, 2 or 3 judges can use SAMS.

NCHA SELF ADJUSTED MONITOR SYSTEM

Effective 2004 Point Year All NCHA Championship Shows must use SAMS (Self Adjusted Monitor Sysytem).

It is imperative that the system be announced prior to the show.

I. There will be no adjustment to the following:

- A. No change in run content.
- B. No change in one (1) point penalties.
- C. No review of any run not reported to the announcer at the time the judge calls in his score.

II. The following criteria will be followed when either a three (3) or a five (5) point penalty is in question on the judge's card. The judge must report the score and indicate that a review will take place on that particular score. For instance, if a horse has a completed run with run content score of 74 and has incurred a three (3) point infraction, he must designate the specific infraction in the appropriate penalty box.

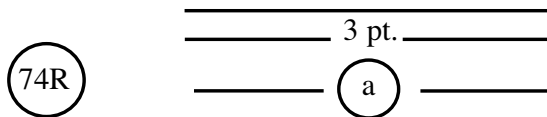
3 pt.	5 pt.
(a)	

a - denotes hot quit penalty

If the judge wishes to review the penalty, he will report the score as follows to the announcer:

“74R”

The announcer must announce “74R” for the review to be valid, and this announcement must be made when the run is complete and before the next run takes place. It is the judge's responsibility to be sure the call indicating the "R" is announced. At the same time he records his score with the "R", he circles the penalty to indicate where the review will be made. The score on his card would appear:



All reviews should be made during a cattle change, but in no case will the review be permitted to take place during the following class. A judge must resolve any and all reviews in that particular class before moving on to the next class. A judge should have an NCHA Casebook with him in case he needs to aid his decision making process. If the judge, after reviewing the video tape, decides that his score must be lowered based on the penalty review, he does the following:

- A. He leaves the original mark for the horse and circle in place. He does not erase the original mark or alter it in any way.
- B. Next to the original score and circle he indicates the new score and initials same. If there is no room on that horse's score line, a judge may use the bottom of his judge's sheet or the back of his score sheet to record the "adjusted" score and initial the change. Under no circumstances should the judge use another piece of paper or any other mean to indicate a change of score. The judge then turns his score sheet in to the announcer (show management) and the announcer will make the following statement:
"Horse #19, Docs Tommy, has a score of 74 (if no adjustment) or 71 if adjusted."

If there are more adjustments in that group of cattle, each announcement will be the same.

Under this system, it is imperative that the elected representative and show management enforce each and every rule pertaining to "judge-contestant" contact. If any contact is made with the judge by a contestant over the review process before, during or after the process, the cutter will be excused from the arena, all entry fees forfeited and the judge will file an immediate letter with the NCHA stating the situation and all related facts. The system is being implemented not only as aid to assist the judge but also to provide the contestant with a more fair and accurate score.

To aid this system, show management must provide video equipment by which the review process can take place. Any system will work as long as it provides a clear picture and is consistent for all contestants. The procedure has been designed to add an element of fairness to our judging system and the better the review process and equipment, the easier the review becomes.

At the judge's discretion, this system may be used in any cutting class.

Judges should approach the use of the system as an aid to their overall success in placing horses in the correct order. The following is offered to all judges based on our successful NCHA monitor system that is currently in place at all NCHA sponsored events and is being used by many Affiliates at their aged events and/or major circuits

Summary of "SAMS"

1. Deal with the three (3) and five (5) point penalties only. You are never to re-judge the run or the run content or adjust any one (1) point penalties.
2. Make your call after careful thought process and move on to the next review. Do not dwell on the call. Our current system has taught us that

after three reruns of the same situation the judge should have a working knowledge and basis in fact for a decision.

3. Rule 21 is in the rulebook to determine in favor of the cutter, if a penalty situation does not have an absolute conclusion. However, it is important that Rule 21 is used as an aid, not a crutch.
4. Do not let the review process affect your concentration or confidence. All judges will make an error, and the review process, along with the Casebook, will increase your capacity to make the correct call when the situation reoccurs. The goal of any judging system is to put the money and horses in the proper order.
5. The penalty review will not have any impact on the run content except to add or subtract the penalty value (3 or 5 points) to the score.
To recap, here are the important points:
 - a. Record your score as normal. Designate the appropriate penalty for reviews.
 - b. Communicate your score to the announcer

3 pt.	5 pt.
Ⓐ	

3a - (hot quit review)

i.e. 74R

- c. Review the major penalty only; 3 or 5 points as designated.
- d. Use the Casebook, if necessary, to aid your decision.
- e. Complete the reviews and make the class complete before moving to the next class.

In the event of equipment failure, all scores reviewed or not reviewed will remain official, and the judge continues to mark his card in the normal fashion.

III A. Two or three judges—one uses the “R” and the other(s) did not:

The judge(s) marking the “R” will review the situation first. If the judge(s) do not change their score, the other judge(s) will not be required to look at the run. If the judge(s) change the score, then the other judge(s) will be required to review the situation. This should be done totally SEPARATE WITH NO COMMUNICATION BETWEEN THE JUDGES during the reviews.

III B. Two or three judges—no “R” is called:

If during any run one judge calls a major penalty (3 or 5 points) and the judges do not call a review, then all judges must look at that particular situation, SEPARATELY WITH NO COMMUNICATION among them. *It is the Show Secretary’s responsibility to review each judge’s score card to determine if there are any major penalties (3 or 5 points).* They may agree there is, or is not, a penalty. The purpose is that all judges reviewed the situation. This is to better help the judges and also the contestants.

- IV The NCHA does not allow the use of the “self review” system where more than three judges are being used. The NCHA has trained and qualified a number of “field monitors” available at an affordable cost to monitor large shows. With three or more judges, the system has difficulty because of the

many review situations created and the time factor involved. A “field” or “staff” monitor can be used with much greater efficiency.

The “SAMS” is a positive step toward better NCHA judging and more accurate placing of horses. The goal of the NCHA judging system has been and remains the proper purse distribution based on credits and penalties.

If you have any questions about the system or its use, please contact the NCHA judging office, and we will attempt to answer all inquiries.

Attention Show Management: In order for the judge to use the Self Adjusted Monitor System you must provide an isolated location for the judge to review the runs in question. The room is to include a good sized TV, video player and NCHA Case Book.

Under no condition is a judge to review any runs in the arena or in the presence of contestants or other judges.

SUGGESTED SHOW MANAGEMENT/JUDGE CONTRACT

TO: _____
(Name of Affiliate or Event)

RE: Judging at _____
(Name of Event-Location-Dates)

I will be at show site at _____
(Date, Time, a.m. or p.m.)

I hereby confirm my agreement to serve as judge of the above-entitled event. I understand that I will be compensated at the rate of \$____per working day for judging a maximum of____horses. If the number of entries should exceed this amount, another judge will judge the balance of the bunches.

I will also be provided room and board for the specific period of time and furnished a round-trip coach class airline ticket, or round-trip mileage at the rate of____cents/ per mile, provided the maximum payment is no more than the cost of the airline ticket. Any charges for changes in the airline ticket will be my responsibility.

I will be reimbursed for mileage to and from the airport at the above rate per mile; for any airport parking expense; and taxi or shuttle expense to hotel or show site. I will be allowed \$____ for laundry expense. Transportation will be provided for me during the show if the duration of the show is more than one day. It is my responsibility to provide receipts to recoup any out-of-pocket expenses.

In lieu of the above paragraph concerning covered expenses, and alternative per diem suggestion would be as follows:

I will be compensated \$____per day to cover room, board, local transportation, and miscellaneous expenses during the specific period of the show.

You are hereby referred to NCHA Standing Rule 29 of the NCHA Official Handbook; "29.a: A judge who fails to judge after accepting an assignment will be subject to removal from the NCHA Approved Judges List as well as additional disciplinary action."

I have read the terms specified in the above letter and agree to abide thereby.

Judge Name _____

Judge Signature _____

Date _____

(Prepared in duplicate; Judge to sign and return one copy to Show Management)

The NCHA has no obligation to intervene in any dispute arising between Judge and Show Management regarding the terms of this contract.

NCHA MANAGEMENT REPORT

Please print or type

Name of Show _____ Date of Show _____

Location _____

Name of Judge(s) _____

- | A. Report of judge's performance | Yes | No |
|---|--------------------------|--------------------------|
| 1. Did he stay within rules of association?
(Rule 26) | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Was he at the show on time? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Did he confine his association with
contestants to normal greetings | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did he conduct himself professionally? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Drinking prior to or during the show? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Abusive language? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Showing favoritism to horse?
or individual? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Any other action unbecoming of a judge? | <input type="checkbox"/> | <input type="checkbox"/> |

B. Complaints

1. Contestants _____

2. Management _____

3. Judges _____

C. Remarks

Signed _____

Title _____

Date _____

NCHA REPRESENTATIVE REPORT

SHOW NAME _____

CITY, STATE _____

DATE OF SHOW _____

We also remind you of a representative's duties as stated in your current NCHA Rule Book.

He/she must represent all contestants with the show management and be sole liaison with said management.

He/she must report if he/she observes any horse being abused or if there are actions by any contestant detrimental to the best interest of the Association such as loud and profane language, drunkenness or being under the influence of intoxicants, use of devices not permitted by the NCHA rules or any other infraction of Standing

Rule 35.

1. Were you called on to assist with any problem? _____
2. Did show management make this report readily available? _____
3. Please explain fully the circumstances which prompted you to complete this report.

Class represented _____

Representative's Name (please print) _____

Representative's Signature _____

NOTE: ANY REPRESENTATIVE SO ELECTED OR APPOINTED MUST BE A CONTESTANT IN THE CLASS INVOLVED

JUDGES REPORT

SHOW NAME _____

CITY, STATE _____

DATE OF SHOW _____

Quality of cattle: Excellent Fair Poor

Fresh cattle provided: Yes No

Number of Classes: _____

Arena Conditions: Excellent Fair Poor

Arena ground properly maintained: Yes No

SAMS System used: Yes No

If so, was adequate equipment used Yes No

Name of Secretary: _____

General attitude: Excellent Fair Poor

Conducting contest: Excellent Fair Poor

Additional comments: _____

.....
Please complete report, sign and return

Judges name & NCHA number: _____

Address: _____

Signature: _____

NCHA SHOW SUMMARY

SHOW NAME _____

CITY, STATE _____

SECRETARY _____

Classes:	Entries:	Total Purse:	NCHA %:
Champ. Open			
Champ. Non-Pro			
\$50K Ama			
\$20K NP			
\$10K Ama			
\$10K NH			
\$10K NH NP			
\$2K LR			
\$3K N			
Youth - Combined			
JR Youth			
SR Youth			
\$3K NNP			
SELECT Non-Pro			
Miscellaneous			
Miscellaneous			
LAE - 3 yr Open			
LAE - 3 yr NP			
LAE - 3 yr \$50A			
LAE - 4 yr Open			
LAE - 4 yr NP			
LAE - 4 yr \$50A			
LAE - 5/6 yr Open			
LAE - 5/6 yr NP			
LAE - 5/6 yr \$50A			
Total NCHA %			

WORLD CHAMPIONSHIP FINALS FEE

SHOW LOCATION: _____

SHOW DATES: _____

AFFILIATE/SHOW PRODUCER: _____

Classes:	# Entries:	X \$2.00	Fee
Championship Open (\$200 or more added)		x \$2.00	
Championship Non-Pro (\$200 or more added)		x \$2.00	
\$50,000 Amateur		x \$2.00	
\$20,000 Non-Pro		x \$2.00	
\$10,000 Amateur		x \$2.00	
\$10,000 Novice Horse		x \$2.00	
\$3,000 Novice Horse		x \$2.00	
\$3,000 NH Non-Pro		x \$2.00	
\$10,000 NH Non-Pro		x \$2.00	
\$2,000 Limit Rider		x \$2.00	
Youth (combined)		x \$2.00	
Junior Youth		x \$2.00	
Senior Youth		x \$2.00	
Total		x \$2.00	

AFFILIATE STANDINGS FORMAT FOR EASTERN/WESTERN NATIONAL CHAMPIONSHIPS AREA WORK OFF

The top ten horses from each NCHA approved class may be determined by using the total dollar figure, total points or any other credited method by which your Affiliate normally determines its year-end figures. The NCHA is not designating any one procedure for determining your Affiliates top ten horses, but we do ask that you use the same procedure throughout the point year. Your Affiliate Officers/Board of Directors should approve the method used. Your standings are to be certified by the affiliate secretary and president.

An affiliate may drop down in their standings, only if you go to NCHA Area standings check to see (in each class) how many have qualified in your standings. The ones who also qualified in NCHA Area Standings you can line through and drop down on your standings. This is with a written statement that your Affiliate wants to do this. This has to be done when the Affiliate standings are sent into this office. It will not be done after the deadline for the Affiliate standings to be in the office or at the time the entries are being processed.

Your Semi-annual Affiliate standings report should be sent to the NCHA office Attention: Carolyn Crist no later than June 1st for publication in the July Chatter.

Your Final Affiliate standings report must be forwarded to NCHA no later than December 1st for publication in the February Chatter.

The top ten from each class as determined by NCHA Area standings will also be eligible to compete in the area work offs.

Please note the semi-annual and final standing are to be emailed to lsmith@nchacutting.com if you have the fastercut program. Also please submit a hard copy for the office to verify all information came across on the email.


You must include membership numbers, city/state for all owners and riders.

Contestants must have NCHA membership for point year to participate.

NCHA SECRETARY'S RESOURCE TOOLKIT


National Cutting Horse Association
Secretary Resource Toolkit

Certified Secretaries
Horse Earnings
Rider Earnings
Member/Rider Status
Forms
Active Horses
Aged Events
Weekend Events



You may need Adobe Acrobat Reader to view or print forms.

Information in this document is subject to change without notice.



By using any of the items on the page you will be able to check for Rider and/or Horse Earnings, status of NCHA members as well as if the individual has an active Non-Pro /Amateur status.

A new feature that has been placed on the internet is a listing of Horses that have earned money within the past 5 years. This information is in the PDF format that will allow you to search for a horse by name or number. You can also print out the information on your own printer. The contents of this information will be updated weekly.

Screen shot of sample information is on next page

http://www.ncha.cutting.com/activehorses.pdf Microsoft Internet Explorer

Address http://www.ncha.cutting.com/activehorses.pdf

2001 - 2006 NCHA Horse Records as of 6/16/2006

A BIG CAT DADDY	3695844	A LITTLE FOUR LYNX	2790859
A BIT OF CADALLIAC	3892663	A LITTLE GUN	3719559
A BIT OF FLASH	4327438	A LITTLE HIGH	3613685
A BLACK MAX	3901928	A LITTLE LECTRIC	4280871
A BLACK WIDOW	4065764	A LITTLE RAINY	3808320
A CAPTIVE HEART	4005857	A LITTLE SNAKE	4210545
A CAT ABOVE	4052868	A LITTLE STAR	3524609
A CAT NAMED HERCULES	4216539	A LITTLE STARLET	3675920
A CAT NAMED SUE	P644770	A LITTLE SUG	3196055
A CEE DEE CEE	3582066	A LITTLE TOO SMART	3449580
A CHANCE SHE WOOD	3482675	A LITTLE WISE ACRE	4216209
A CHIC IN TIME	3195597	A LOADED PISTOL	4446216
A CHRISTA CAT	3798527	A LOT LIKE CD	4080980
A COOL PISTOL	4152211	A LOTTA LITTLE HAIDA	3692123
A DASH OF HEAVEN	3931806	A MASTER DESIGN	P406108
A DATE TO TANGO	4108573	A MERADA STAR	4221692
A DEMI TASS	4032167	A MERADA TEDDY BEAR	3708798
A DIME AN ACRE	4455143	A MESS OF STRESS	3865903
A DOUBLE SHOT ALENA	3603481	A MILLION IN CASH	3923082
A DUET	3786736	A MILLIONHEIRPLAYBOY	3923010
A DYNAMITE SMOKE	P477740	A MIST OF LYNX	3334593
A FANCY DUALY	4404644	A MODEL MERADA	4099572
A FILLY FROM CHILLI	3897469	A NEW PLAYER	3059307
A FINE SQUEAK	3620810	A NU HIGH 029	3706420
A FIRST CLASS FLITE	3373151	A OKIE QUIXOTE	2514978
A FLICKER OF LYNX	2870600	A P SHOCKER	U00005205

8.50 x 11.00 in 1 of 165

Please keep checking the NCHA website as new enhancements to this section will be implemented.