



2017

KWHA Secretary Packet

Welcome to the 2017 KWHA show season. This information is to help you become prepared and have a successful year. There is a list of the **KWHA Officers and Board of Directors** on the web. You elected these folks to represent you and your club, so please feel free to contact any one of them if you have a question, suggestion, concern, or problem.

Saddle Club KWHA Dues

Your Saddle Club has already paid their dues for 2017 or you would not be receiving this packet. Dues are \$30.00 for the year. This allows your club to hold two qualified KWHA shows a year and have two voting delegates at the Annual Meeting. **Reminder: I will need your name, address, telephone number, and email address if you have one.** I may need to contact you about your show or have additional questions, etc., so this information helps make sure we can communicate. **Note:** If you have clubs in your area that would like to join KWHA, I have Saddle Club Membership Applications that I can either email or send.

Scholarship Applications

KWHA has a Scholarship program, which was set up to support our members who want to further their education. We believe in our membership and any member that wants to better themselves by advancing their education. The scholarship committee would like to contact all eligible members for this program, so if you could provide me with a list of your members that are in High School or an institute of higher education we can start our contact sheet. Anyone can apply for this scholarship even adults that want to continue their education, please let them know they are eligible as well.

State Show Sponsorships & Scholarship Donations

Enclosed are forms for additional denomination donations as KWHA Sponsors, KWHA State Show Sponsors, and for the KWHA Scholarship Donations. Without our sponsorships, we would not be able to purchase the wonderful awards that we provide for the State Show winners and year-end high point winners. Along with the Scholarship program which is strictly funded by donations. There have been some clubs that have hosted shows in the past with the donation of their office charge or funds from silent auctions and other fundraisers, to be donated to KWHA Scholarship Fund. We would like to request similar donations to keep this program going. The enclosed form can be used for your Saddle Club, individuals, or other businesses in your community to contribute towards the KWHA Organization, State Show sponsorship or the Scholarship program. Please let me know if you need any other forms and feel free to ask your members to help support these causes as well. Please consider donations or specific fundraisers by your club to support the Scholarship Fund.

KWAH Show Dates, Show Bills, Checklist Before & After the Show

KWAH Show Dates along with the Show Bill must be approved by the KWAH State Secretary 45 days before the show. Dues must also be paid before a show can be approved. Your show bill has to be done on web. \$25.00 per show.

If your scheduled show has to be run on the Rain Date or is canceled and no rain date listed, you must notify the State Secretary and the Points Recorder (names, phone numbers, e mail addresses listed on Officer and Director Sheet and located on web. It also helps to contact the Treasurer so she will know not to expect the office charge.

Here is a “check list” of information to help with the Show Bill, before and after the show:

Show Bill Checklist	Before the Show Checklist	After the Show Checklist
Name of Show (Host Saddle Club Name)	Entry Sheets Prepared & Copied	Check Entry Sheets for Completion (all placings marked)
KWAH	Numbers & Safety Pins for Judged Events	Sign Show Bill
Date & Rain Date (if applicable)	If Entry Fees-Make payback envelopes	List on Show Bill events not full
Judge's Name(s)	Contact Judge to Confirm	Entry Sheets and show bill Mailed to Point's Recorder
Office Charge Amount (\$1.00 per contestant per show will go to KWAH & additional up to \$5.00 can be charged to go to the host Saddle Club)	Office Charge Sheet Prepared & Copied	Office Charge \$1.00 per contestant sent to Treasurer
Entry Fee Amount (if applicable)	Change for Office Charge/Entry Fees/Payback	
Entry Close Time	Office and Announcer Stand help	
Show Start Time		
Minimum of 3 Events per Age Group (only events in the KWAH rulebook can be used in qualified shows)		
2 Contact Names & Numbers for Arena Information		
Mailing Address for Early Entries (if accepted)		
Mailed or E-Mailed to State Secretary		
Mailed Check for Printing of Show Bill to State Secretary		

Miscellaneous reminders:

- Judge or Judges names must appear on the show bill. If the judge that you have scheduled cannot attend for some reason, you can substitute with another qualified judge or judges.
- Name of host club and that it is a KWAH show
- Minimum of 3 events for each age group, 1-9, 10-13, 14-17, Women, Men, Sr. Women, Sr. Men
- Only events in the KWAH rule book may be run during a *qualified* KWAH show, but you are not limited to the events that will be run at the state show. Other events are listed in the KWAH rule book that can be run.
- \$1.00 Office Charge Per Person (**sheet attached**) must be collected and sent to KWAH after the show.
- Any other Office Charge up to \$5.00 additional per contestant may be charged but must be listed on the show bill along with any money to be collected from contestants for stalls, camping, etc.
- Office Charge applies per show. Two-Day show, only 1 office charge applies.

During the Show & Entry Sheet Information

Have plenty of helpers lined up....many people would help if only asked, so don't be afraid to ask. Office help to take entries, an announcer & announcer stand help, gate person, ringmaster, and arena help. Your office help must be aware of the 5-second penalty rule. As a reminder, a contestant with a 5 second penalty cannot place above someone with a clean run. Please mark the placing clearly on the line provided on the entry sheets. It is the responsibility of the contestant to fill out his or her entry sheets correctly.

- Please read and make sure your members understand the attached directions for filling their entry sheets out.
- When your office help and announcers are working with the entry sheets, although it is not required or their responsibility, they should look over the sheets to make sure they are complete. If an error is found, they should call the contestant to the announcers stand and have them correct it.
- If a sheet is turned in to the Points Recorder that cannot be recorded due to incomplete information, the Points Recorder will bring the sheet to the Board to be voted on. You will be contacted if a sheet cannot be recorded so the contestant from your club can be notified. The KWAH Board of Directors do not arbitrarily "throw out" points and entry sheets, however, they will support the Points Recorders efforts and the entire entry sheet will not be accepted when it cannot be recorded because of missing or incomplete information.
- Make sure your members know that their sheets need to be filled out the same at all shows for their points to add up the same as the example indicates on the Entry Sheet Information.
- REMINDER: It is the responsibility of the contestant to fill out his or her entry sheets correctly.

Since we have many new members joining and riding in our shows, the KWAH Board would like to suggest reading the rule of the event to be run as your arena help is setting up the event. It helps everyone understand the rules and if there are any questions or confusion, these questions can be answered by the judge before the event is run.

After the Show

- Collect all entry sheets that have a placing on them
- Make sure the placings are clearly marked in the space provided....it's a good idea to check to make sure each placing is marked for each event before mailing to the Points Recorder.
- The winning sheets, a copy of the show bill signed by the secretary or judge or a club official, and a listing on the show bill of those classes that were not full must be sent to the Points Recorder within 15 days after the close of the show. They should be sent certified mail with return receipt or may be hand delivered to the Points Recorder, with the Points Recorder providing a written receipt of such.
- Mail the \$1.00 per person Office Charge and the Office Charge sheet to the Treasurer, Norleen Knoll within 15 days of the close of the show. Make check payable to KWAH.

Preparing for State Show

- It is the responsibility of the Saddle Club Secretary to make sure that sheets for the State Show are filled out completely and correctly and especially in a "readable" form.
- Entry sheets will be provided by the Points Recorder and must be complete with dates, name of shows, and points needed to qualify (4) on the reverse side of the entry sheet for each event entered at the State Show. NOTE: It is not necessary to list all of the points and placings, only enough for the 4 points to qualify.
- The sheets will be checked for accuracy and if the contestant is qualified by the Points Recorder
- **Attached is a sample sheet** that can be used to help keep track of points throughout the year. Please share this with your members. Reminder: contestant must accumulate 4 points as a joint rider, horse and saddle club in each event entered at the State Show.
- Entries for State Show must be mailed together with one Saddle Club check to the Points Recorder.

In Closing:

All this is *general information* concerning KWAH, shows, events, etc. Many of you may know it better than I do, but you need to make sure that your club members know it also. Encourage your members to have a current rule book Read through your rule book there is always something that you may have forgotten.

One of the new rules that passed was that no KWAH shows could be scheduled during the KWAH Benefit Show Benefit.