



FAQ's for Show Managers/Secretaries

I have sent in my disk results, do I also need to send a hardcopy?

Yes. You have three options for doing this.

1. You can save them in a file and email them. This is the preferred method.
2. Put the file on a disc and mail it.
3. Print them and mail them to AHA.

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

The 9-90 fee is charged at any show that has had 100 or more horses in the last two years, or if the show is using a Regional/National judge. This fee is always charged for Regional shows. Local shows running concurrent classes only pay one 9-90 fee per horse. For complete rules, Please refer to the current AHA rulebook Chapter 11.

How much do I charge for a Single Event membership?

Single Event Memberships are \$35 per person. Any owner, trainer, rider, driver or handler who does not have current Competition Level Membership with AHA must purchase a Single Event Membership in order for their results to be recorded. If the recorded owner is an entity (Farm, Ranch, Syndicate, etc) and does not have a current AHA Business Membership, a Single Event Membership must be purchased for that entity. If the sponsoring organization is affiliated with AHA, only \$17.50 per person needs to be sent in to AHA; if non-affiliated, all \$35 is sent. Exhibitors competing in concurrently run classes need to submit one Single Event membership fee. Single Event Memberships are not accepted at Regional & National shows.

What class scores do I need to send in?

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

Can I have staff review my prize list draft?

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

Do I need to offer all AHA Medal Classes?

All USEF Rated (or EC equivalent), Arabian Competitions that offer a Junior Division must offer all AHA Medal classes. (Exceptions: AHA One Day Shows, Dressage Seat Equitation and Hunter Seat Over Fences. A show that does not offer any Dressage classes is not required to offer AHA Dressage Seat Medal). If Arabian competitions offer Hunter Seat Equitation Over Fences, they must offer the corresponding medal. All-Arabian Sport Horse Competitions offering a Dressage Division must only offer the Dressage Seat Medal class.

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

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

The rider/handler name should be reported *exactly* as it appears on the person's AHA Competition Card, not as it appears on their USEF card (USEF uses criteria other than the exhibitor's name to verify USEF membership). At this time, our program will only recognize exact matches, so please check for hyphenated names, initials and spelling.

Can I add classes after the prize list is done?

Yes, classes including TBA classes and/or TBA time slots can be added after the prize list is done. Once the prize list has been received by the AHA office, a \$30.00 per class fee will be charged. If a class is a concurrently run class, the added fee is per class per judge. For USEF rated shows USEF rule GR904 and AR 104.4 apply.

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

Any change to the prize list (date, location, manager, secretary, judge, steward, etc.) must be submitted in writing (email or fax) to the AHA office. Date & location changes will then be submitted to the Regional Director for approval. Also please submit any changes made from the Prize List Corrections sheet in writing as well. Please see above for added class fees. Please refer to AHA handbook, Chapter 11 COMP 3

What is included in my show packet?

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

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

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

What classes count for qualifications and AHA Programs?

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

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

Horse and Amateur Achievement Awards – Chapter 19

Arabian Breeders Sweepstakes – Chapter 16

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

Dressage

Working Hunter/Jumper/Hunter Hack

Working Western

Eventing/Trials

Combined Driving

Carriage Pleasure Driving

Driven Dressage

Competitive Trail Ride

Endurance Trail Ride

Please see Chapter 12 in the AHA Handbook for additional information regarding Open Qualifying Competitions.

How are qualification points determined?

The number of points a horse receives is based on the number of horses that are competing at the close of the gate to start the class for all classes shown as a group. This number is determined by all horses who pass through the gate in individual activity classes. Horses earn one point for every horse they beat, and one additional point for themselves. Qualification points are only awarded to horses that place at least 6th in the class. Regional and National qualification points must be obtained in the same AHA Section as listed in the AHA Class List. Please see the below chart for determining points.

Place	1st	2nd	3rd	4th	5th	6th
# in class						
1	1					
2	2	1				
3	3	2	1			
4	4	3	2	1		
5	5	4	3	2	1	
6	6	5	4	3	2	1
7	7	6	5	4	3	2
8	8	7	6	5	4	3
9	9	8	7	6	5	4
10	10	9	8	7	6	5
11	11	10	9	8	7	6
12	12	11	10	9	8	7
13	13	12	11	10	9	8

Do I need to report excused or disqualified horses?

It is not required, but will greatly reduce the amount of time it takes to complete your show. When this information is provided, it cuts down on write backs. If you are sending hard copy by mail, you can make notes on the class sheets. The other option is to make a list of classes that have excused or disqualified horses, and include their exhibitor numbers. Remember to remove scratched horses from the class count before sending in your results.

Can I run duplicate classes?

Yes, duplicate classes may be held *except* for Championship classes. Duplicate Championship classes are subject to a \$250 fine

Where can I locate the suspension list?

AHA keeps a current list of member censures and suspensions on its website. Please go to “Membership” and then to “Censures & Suspensions” to view the information. Also, please remember to check the USEF website as well as these lists may not contain the same information. The USEF website can be found at www.usef.org.

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

Yes, AHA does provide assistance in collecting on a returned instrument. The rules can be found in Chapter 4 of the AHA Handbook. In addition, the form for filing can be found by going to the “Competitions” homepage and clicking on the “Management Forms” on the lower right hand side of the page. Look for the “Returned Instrument Filing Form” under the “Additional Information” heading.