



AHA Checklist – Prize List/Entry Form Requirements For All Shows

- ___ All Prize Lists must be submitted to AHA at least 90 days prior to the show. Prize list submitted 30 days or less are subject to a fine of \$150.00.
- ___ List the Region the show is qualifying for.
- ___ List Judges and the classes they are adjudicating, for which Region, and are from the approved list.
- ___ For Concurrent shows, list which judge is doing which show recognition number and or classes.
- ___ USEF Steward is from the approved list. (Not applicable for One Day Show).
- ___ **CURRENT** Class codes are listed in the schedule or class description. (in the schedule is preferred)
- ___ Contain the AHA recognition page with; 1. Show Recognition number, 2. Sponsor listed and 3. Membership Contact name and contact information. One Day Shows may use the abbreviate form without the picture.
- ___ TBA Time Slots **MUST** be listed in the time schedule or they will not be recognized (USEF AR 107.4.b) **AND** a TBA Statement must be in the prize list.
- ___ **TBA Suggested wording for Prize Lists**
Any class on the AHA Class List or that is recognized by AHA, (You Must List Exceptions i.e. *with the exception of Dressage, Sport Horse, Cutting, Reined Cow,*)
- ___ Offer all required AHA equitation and medal classes (Not applicable for One Day Show).

Saddle Seat Equitation JTR	AHA Saddle Seat Medal JTR
Western Horsemanship JTR	AHA Western Horsemanship Medal JTR
<i>Western Seat Equitation JTR</i>	AHA Reining Seat Medal JTR
Hunt Seat Equitation Not To Jump JTR	AHA Hunt Seat Medal Not To Jump JTR
Hunt Seat Equitation Over Fences JTR	AHA Hunt Seat Medal Over Fences JTR
* <i>Dressage Seat Equitation JTR</i>	* <i>AHA Dressage Seat Medal JTR</i> <u>* Required Only if Dressage is offered</u>

 - Medal specs no longer are required in the prize list since they are now in the USEF/EC rulebook
 - Western Seat Equitation can serve as the required equitation class for both the Reining Seat and Western Horsemanship Medal classes
- ___ Colt/Gelding In-Hand classes are limited to weanling/yearling. If not, classes will not be recognized.
- ___ List Halter procedure - if it is in ring or exit ring procedure.
- ___ If classes are split by age or type they must be all inclusive per AHA handbook. ie. Sport Horse In Hand if you offer Hunter type you must offer Dressage type, and Western PI if you offer 14-18 you must offer 13 & under.
- ___ Indicate if the show is holding Working Hunter Championships and if so results must be reported for the Championship as well as all sections (2 Over Fence sections & 1 Under Saddle Section).
- ___ May not offer more than 1 Championship class with the same title per show/recognition number. If entries warrant the class may be divided into section that run into a Final Championship. (exception: Concurrent shows)
- ___ Must fully disclose all fees including AHA, USEF & EC fees.
- ___ Contain the AHA Membership statement. The following membership statement must appear in bold type in a prominent place:

AHA MEMBERSHIP STATEMENT

EACH COMPETITOR (THIS INCLUDES AT LEAST ONE RECORDED OWNER AND ALL TRAINERS, DRIVERS, RIDERS, HALTER HANDLERS, COACHES AND THE PERSON(S) SIGNING THE ENTRY BLANK) IN AN ARABIAN HORSE ASSOCIATION RECOGNIZED ARABIAN DIVISION, AT THE TIME OF ENTRY INTO A COMPETITION, MUST SUBMIT A COPY OF A VALID AHA MEMBERSHIP/COMPETITION CARD, JOIN AHA OR PAY AN AHA SINGLE EVENT MEMBERSHIP FEE PER COMPETITOR.

WHEN AN AGENT SIGNS FOR THE OWNER AT AN AHA RECOGNIZED COMPETITION, BOTH THE OWNER AND AGENT MUST BE MEMBERS OF AHA OR PAY THE AHA SINGLE EVENT MEMBERSHIP.

SINGLE EVENT MEMBERSHIP IS NOT ACCEPTABLE AT AHA REGIONAL OR NATIONAL COMPETITIONS.

EXHIBITORS IN WALK-TROT CLASSES ARE EXEMPT FROM AHA MEMBERSHIP REQUIREMENTS AT QUALIFYING COMPETITIONS, BUT MUST HAVE AN AHA MEMBERSHIP WITH COMPETITION CARD AT AHA REGIONAL AND NATIONAL COMPETITIONS.

EXHIBITORS IN LEAD LINE CLASSES OR PARENTS/GUARDIANS SIGNING FOR MINORS ARE EXEMPT FROM AHA MEMBERSHIP REQUIREMENTS. (BOD 5/12)

- ___ The Single Event Membership fee must be listed in the prize list and on the entry form except for Regional Show prize lists and entry forms, where membership is required for all exhibitors except those in Leadline only.
- ___ Show manager and secretary listed in prize list must be the same as the event application. If not, call AHA and update.

ENTRY FORMS must include;

- ___ AHA Waiver of Liability. *Please ensure all owners, trainers, drivers/riders/handlers sign the waiver.*
- ___ Single Event fee \$35.00
- ___ Education (9-90) fee (now due for all shows regardless of the number of horses)
 - \$7.00 per horse Concurrent shows (the \$7.00 per horse fee covers both A & B Shows)
 - \$5.00 per horse Regular shows

Additional Regional Show Checklist

- ___ All Prize Lists must be submitted to AHA at least 120 days prior to the show. Prize list submitted 30 days or less will be subject to a fine of \$150.00.
- ___ Use the CURRENT AHA **Championship** codes for all Regional Championship classes.
- ___ List all judges and what classes they will adjudicate. Judge can't judge more than 2 Regional shows in one year and can't judge 2 continuous Regions (excluding Specialty class judges).
- ___ State if a Full Top 5 will be awarded or if Top Five is 50% of the class rounded up method will be used
- ___ If awarding a full Top Five, then the statement must be included in bold type.
"Top Five Awards will be made regardless of the number of entries in a class. However, only awards made to the top 50% of the class (rounded up and not to exceed 5 awards) will receive Arabian Breeders Sweepstakes payout, AHA Horse Achievement Award, Amateur Achievement Awards, High Point Horse, Achievement Award, High Point Amateur Achievement Award and Distance Award Points."
- ___ ARABIAN BREEDERS SWEEPSTAKES: All Arabian Breeders Sweepstakes classes
All Sweepstakes Classes **MUST** be offered AND will be coded as such by AHA, and can't be on a TBA list (exception Reining Junior Horse & AAOTR, Western Trail Junior Horse & AAOTR, Working Cow Junior Horse & AAOTR, Cutting Junior Horse & Non-Pro, SH Under Saddle AOTR & Junior Horse, Dressage Training Level Junior Horse, Dressage Second Level AOTR, and Regular Working Hunter AOTR) or pay \$500 fine per class. Please use a symbol (*, \$, #, etc.) before or after the class title in the prize list.
- ___ If you are using Leveling you can also offer the age break of that class (example: Hunter PI AAOTR Select Champ, Hunter PI AAOTR Choice Champ, Hunter PI AAOTR Elite Champ, Hunter PI AAOTR 19-39 Champ, & Hunter PI AAOTR 40 & Over), but the Level classes will be the allocated sweepstakes classes.
- ___ List Off-Site Regionals, their classes, Judges location and date and contact. (Comp 302.3)

REGIONAL ENTRY FORMS must include;

- ___ AHA Waiver of Liability. *Please ensure all owners, trainers, drivers/riders/handlers sign the waiver.*
- ___ Education (9-90) fee
 - \$15.00 per horse Regional Shows

Additional things to remember

All shows must submit a certificate of insurance with AHA named as additional insured at least 3 weeks prior to the show. **Please have your insurance company include your AHA show recognition number and/or show name so we can track the insurance back to the correct show.**

Prize lists may be submitted to AHA for review prior to printing. **It must state it is a DRAFT and that you would like it reviewed.** At least 2 weeks must be allowed for the review.

Common/Competitions/Recognition/checklists