

# **PROCEDURES FOR TEMPORARY AMATEUR APPLICATIONS**

1. **What if an exhibitor comes to my show without an Amateur or Novice card?**

The exhibitor has two choices: Either complete the “temporary application” with applicable fees made payable to the APHA -OR- they can only be allowed to compete in the Open division.

2. **What if the exhibitor says they have a current Amateur/Novice card, but left it at home or can't find it? (i.e. needing a replacement card)**

The exhibitor again has two choices: If they cannot show you their card or a copy per rule AM-015.A, they can either fill out the temporary application with all fees made payable to APHA -OR- they can only be allowed to compete in the Open division. \*Yes, this means they will be required to pay the full price for the temporary card (with Rush fee) in order to exhibit that day. However, if it is determined they have a current card once the application is processed in the APHA office, a refund will be issued in the amount of \$10. They will only be charged for a duplicate card and rush fee.

3. **What if they brought their renewal form with them to the show and they want to compete?**

Renewal forms *should not* be accepted. Refer to question #1. They will HAVE to fill out the temporary application in order to receive the perforated “temporary card” to carry with them. This application will be used in lieu of the renewal form. Rush fee will apply.

4. **What if they applied for a temporary card at a previous show and have not received an original card from APHA yet,**

**but want to exhibit with their “temporary card”?**

This is acceptable. You will need to make a copy of the temporary card for your files as well as a copy to insert into the envelope coming to the APHA with your show results. This extra step will be beneficial to our staff when processing your shows.

5. **What if a Novice is unsure of his/her Novice status or points on file with APHA or other breeds?**

If the exhibitor cannot verify points prior to handing you the application, rather than running the risk of being disqualified from the show, we STRONGLY suggest they show Amateur only (can fill out the application as Novice though) and wait for their Novice card while APHA verifies Novice eligibility. If they show Novice and we find they are ineligible, they will be disqualified. \*\*Being more safe than sorry might save your show from presenting a “Novice High Point” award to an exhibitor only to find out from APHA they were not eligible.

6. **What if they are totaling their fees and are not sure if their APHA membership is up to date?**

Our suggestion is if they aren't certain their membership is current, have them add the \$35 membership in. APHA will be glad to refund them once we verify that information. This will eliminate the delay of show results being posted due to Amateur balance dues. Refunds can be processed approximately two weeks after we have processed the applications (which will be the first thing processed from the show results packet once they are received from you). OR - they can call the APHA office the next business day to either verify their membership status or pay the membership fees over the phone if needed with credit card information.

**\*\*NOTE\*\*** *Cash, money orders and credit cards are the acceptable methods of payment for the temporary applications. If we receive checks, we have to wait on those to be cleared. We are trying to speed up the processing of the applications. Credit Cards are the preferred method of payment.*

## **SHORT SHOTS**

- ✓ Please be cautious with these temporary applications, it is not our intent to have these forms “readily available” to everyone. The initial goal is still for them to bring their cards to the shows. If a spectator wishes to purchase an Amateur/Novice Amateur card, please give them a regular application and have them fax or mail it in on their own behalf.
- ✓ If you submit show results by diskette, you can either leave the Amateur ID # blank or enter all zeros.
- ✓ Complete the enclosed Temporary Amateur Application summary sheet that indicates how many applications you took at the show (list to be sent in with the show results).
- ✓ ANY temporary applications completed at the show will incur a \$25 Rush fee.
- ✓ Please make sure the applicant fills the application out completely. That will allow the show results to be posted quicker. This includes the Novice portion for Novice applicants.
- ✓ There will be a designated envelope provided for you (in the Show Approval packet) for the Temporary Amateur Applications and fees to be returned with show results.
- ✓ Be sure to complete your part on the temporary card before they tear off their section – it is important for you to sign where indicated and list your show number.

## **FEES**

**Temporary Amateur or Novice Card: (\$15 + \$25 Rush) = \$40**

**Temporary Amateur or Novice Card and APHA Membership:  
(\$15 + \$25 Rush + \$35 APHA Membership) = \$75**

**Replacement Card fee: (\$5 Duplicate Card + \$25 Rush) = \$30**