



APHA HORSE SHOW ROSTER INSTRUCTIONS

Location of show:

List the city and state where the show was held.

Date of show:

List the date of the show.

Show Reference number:

List the show reference number. This number is found on the approval letter.

Name of the judge and show number:

List the full name of the judge for that date only. Rosters must be completed for each day unless all the judges judge every day of the show. Example: Two judges for Saturday and two different judges for Sunday will require **two** rosters. Single judge shows having two or more single judges require a roster for each judge. Two back to back Paint O Ramas require two rosters. The judge show number is found on the approval letter.

Back number:

List the back number assigned to the horse (**one back number per horse**). Please list back numbers in **NUMERICAL** order.

Registration number:

List the registration number of the horse from the registration certificate which must be inspected (original or photocopy). **WORKORDER NUMBERS ARE NOT ACCEPTED in the absence of registration papers. Only weanlings may be shown without papers in the Open Division. WEANLINGS SHOWN IN AMATEUR AND YOUTH CLASSES MUST BE REGISTERED.**

When listing unregistered weanlings use 99999996 as the registration number.

Horse name:

List the registered name of the horse from the registration certificate. **Verify** that the **correct number and spelling** is listed. Unregistered weanlings should be listed as **UNNAMED**. Also verify sex for halter and youth classes.

Class code:

List all of the class codes for the classes in which the horse has been exhibited (**list only the classes in which each horse actually participated**). DO NOT LIST Scratched, Futurity, OR Non-Approved APHA Classes (including Walk Trot and Leadline classes which are Club sponsored). Include all APHA classes even if all horses have been disqualified.

Class description:

List the class description. **Be sure the class description and the class code match.** Example: YEE1- Youth Hunt Seat Equitation 18 & Under. See your class code list in your Show Approval Notebook and CD.

APHA exhibitor ID numbers:

List the ID number for **ALL EXHIBITORS**. *All exhibitors must be APHA or AjPHA members*. Be sure that you do not list a joint ID number. All open exhibitors must possess a current year exhibitor card or membership card or complete a temporary open membership/exhibitor application (see procedures and forms enclosed). All amateur and novice amateurs must possess a current year card including membership or photocopy or complete a temporary amateur or novice amateur application (see procedures and forms enclosed). All categories in novice amateur must be checked for eligibility. The category numbers are listed on the front of the card and the category descriptions are on the back. All novice youth must possess a current year novice youth status card including an AjPHA membership or photocopy or complete a temporary youth card application (see procedures and forms enclosed). Show management must inspect the current card or a photocopy of all cards and be sure that the card or cards are not expired.

Relationship:

List the exhibitor's relationship to the owner of the horse. Relationship codes are listed in the top right-hand corner. This **MUST** be listed for all youth, novice youth, and amateur and novice amateur exhibitors. See Rule AM-020.A. *All amateur and novice amateur exhibitors MUST be related to the owner as listed on the registration papers to be eligible to compete*. The exhibitor must be related if the horse is jointly owned or ranch or farm owned,. If the horse is jointly owned, please list the relationship to all joint owners or ranch/farm owners. **DO NOT** put "self". *The exhibitor must prove ownership at the time of the show* by presenting the APHA registration certificate or a legible photocopy with the correct owner's name printed on the certificate by the APHA office. See Rule AM-020.B.

Youth and Amateur Exhibitor Birthdates:

We must have the youth's and amateur's birthdates. This will allow eligibility for the honor roll, zone and Top 20 awards.

Additional Information:

The horse show roster is designed to be used for one judge or up to six judges on the same day. When a roster is complete with all horses that exhibited in the show (the number of entries on the roster should equal the number of entries on the judge cards), mail the roster and the ORIGINAL judge placing cards for each class including Grand and Reserves to the APHA office in the envelope provided.

Remember: class codes, judge name, signature of the judge, and number of entries must be included on the judge cards. Please sort the judge cards by judge. DO NOT put judge cards on the same sheet of paper. Judge cards should be separated. Be sure to keep a copy of the judge cards for your records (these copies are to be kept along with the copy of the show results received from the APHA office and the show entry cards for a period of one year according to Rule SC-125.B. of the APHA rulebook)

REMEMBER: ALL INFORMATION MUST BE LEGIBLE

Results are to be submitted to the APHA office and postmarked or e-mailed within fifteen (15) days from the date of the show. Before the APHA office will process a show, the following must be submitted.

- 1) Horse show roster (electronically recommended) complete with all correct information.**
- 2) Show fees-POR's and ZOR's are \$5 per horse per judge and all other shows are \$2 per horse per judge.**
- 3) Original judge placing cards with the correct information.**
- 4) Completed judge evaluations for each judge.**
- 5) Temporary open exhibitor/membership applications and the open membership summary.**
- 5) Temporary amateur applications and the amateur summary sheet completed with fees.**
- 6) Temporary novice youth applications and the novice youth summary sheet completed with fees.**
- 7) Keep copies of everything that you send to us.**

When the results and judge cards are received in the office, they will be processed, edited and posted according to the date of the show. We do not post shows out of order unless we are waiting on fees, additional information or judge's evaluations. A copy of the results will be forwarded to the show secretary for their records.