

SHOW SECRETARY

Below are the rules concerning your responsibility at APHA shows. Please read carefully.

Rule SC-115

- A. **ELIGIBILITY.** Any reputable person may act in the capacity of show secretary who can furnish proof that he or she is capable through ability and experience and is familiar with APHA rules.
1. The show secretary may not hold the position of show manager or ring steward at a show manager or ring steward at a show at which he/she serves as show secretary.
 2. The show secretary shall be the primary person responsible for verifying exhibitor and horse's eligibility and correctness of show results, **thus requiring MANDATORY attendance of the show secretary on the show grounds throughout the duration of his/her responsibilities at the show.**
- B. **RESPONSIBILITY.** The responsibility of the show secretary shall be to:
1. **Serve as the primary contact for show results by maintaining and recording** both entries and show results. If a horse is disqualified, it is not to be placed, regardless of the class, but counts as an entry in the class.
 2. The show secretary must submit show results to the Association within **fifteen (15) days** of the last date of the show.

SHOW RESULTS

- A. Show results must be submitted in the format specified by the APHA Performance Department accompanied by the original, signed, final judges' card(s). Electronic submission of results is preferred. Continuous form computer printed results will be accepted but will not be furnished by APHA. Show management must return completed judges evaluation forms provided in show packet in order for show results to be processed, or any future show approvals will be denied until evaluation forms are completed and returned to the office.
- B. At the close of the show or contest, the show management shall retain copies or duplicates of the judge's original, signed, final placing cards, copy of show results as received from APHA and show entry cards for **one (1) year** from the date of show.
- C. Failure to mail the completed show result forms or notification of cancellation to the Association within fifteen (15) days of the last scheduled show date may result in future approval being denied. Shows which are more than thirty (30) days delinquent in filing their results forms are to be listed in the *Paint Horse Journal*.
- D. Show results of approved shows and contests will be listed on the official Association Web Site www.apha.com. A period of one year from the date of the show will be allowed for a correction of printed show results. After that date, no request for show result correction will be considered. It is the responsibility of the owner of record at the time the horse is exhibited to notify APHA of any possible errors in show results.
- E. Discrepancies between APHA approved show classes and classes actually offered and conducted at the show shall be presented to the Executive Committee for judgment when properly submitted by the contestants or show management.