



## *The NAMHSA Guide to Show Membership*

### ***Part 1: Becoming a NAMHSA Member Showholder*** ***NAMHSA Show Membership Requirements***

#### Show Memberships

Any live model horse show shall be eligible for NAMHSA membership provided all [requirements for membership](#) are met. Every edition of a model horse live show is considered a separate entity; therefore, a show held twice within the NAMHSA show year is considered two separate entities.

NAMHSA member shows are qualifying shows for the North American Nationals, i.e., "NAN". **Each member show shall have one vote** on issues submitted to the membership by the [Board of Directors](#) and shall have all responsibilities as stated in these [Bylaws](#).

The NAN-qualification show year runs from May 1 to April 30, so any member show held after May 1 in a given year will qualify models to enter in the following 2 years of NANs. (For example, April 30, 2009 is the cutoff for earning qualification for entry to NAN 2009. Shows held on or after May 1, 2009 will qualify models to show at NAN 2010 or NAN 2011.)

#### Core Classlist Requirement

The core classlist has been eliminated as a requirement. However, it is still recommended as a [minimum classlist](#) in breed halter.

#### Draft Show Packet

A draft version of a show's entire show packet must be submitted as a part of the application process. This draft show packet must include:

1. Show date;
2. Show location;
3. Complete final list of classes (no draft classlists will be accepted);
4. Rules, regulations, and limits for showing; and
5. Name, address and phone number of person responsible for show (i.e., show secretary)
6. An advertising plan listing any venues the show will be advertised in.

#### Qualification Information

Show must inform entrants that first- and second-place equids or approved fantasy animals (see page 4 of our [Policies Document](#) for details) in its OPEN classes qualify for NAN. An open class is defined as competition where the entrant is not limited by skill level, age, or years of competition. Any classes that limit entrants by these criteria cannot be counted as NAN qualifier classes.

#### Advertisement

The show must advertise the show publicly, in print or over the Internet, in advance of the show date. Please submit a list of your intended advertising venues with your application. Ads in newsletters and postings on Facebook groups, Twitter, or model horse related Yahoogroups are acceptable forms of advertising.

## Open Entry

Show must not be "by invitation"; all persons must be allowed to enter. Show may limit entry by number of entrants but in that case must accept entries on a first-come, first-serve or other impartial basis.

## Essential Fairness Requirements

No showholder **or** relative of showholder may enter a NAN-qualifying division at a show held by the same showholder. A showholder is defined as the individual or entity that ensures NAMHSA rules and policies are followed and recruits, selects and assigns judges (or has an agent who recruits, selects and assigns judges) to the show's divisions. The showholder (or agent for the showholder) must be present at the show. In the case of an absentee showholder, the agent will be considered the showholder. A "relative" is any person related to showholder as grandparent, parent, step-parent, aunts or uncles (by blood or marriage), spouse, significant other, son, daughter, step-son, step-daughter, sibling, in-law, niece, nephew, first cousin, or any person residing with showholder or other relatives of showholder. Any non-relative, non-cohabitating individual who co-owns models with a showholder may enter a NAN-qualifying show hosted by that showholder. The individual will be allowed to show only models not co-owned with the showholder.

A person may not show and judge in the same division at a NAMHSA member show. A division is defined as one or more grouped classes such as "OF Breyer Plastic", "Custom Glazed", or "OF Performance". A judge may not judge any model that he/she has worked/collaborated on. A judge may not judge any model which he/she owns or has owned within the last six months. A judge may not judge models owned by relatives of the judge, as defined in paragraph above. A judge may not judge any models owned by any individual who co-owns one or more models with that judge.

## NAN Cards

The show must agree to distribute the NAN Cards that are sent to each showholder. There will be 2 NAN Cards sent per NAN qualifying class at the show; one for the first place winner and one for the second place winner. Showholders must agree to put down the cards along with the ribbons in each class. Extra NAN Cards are included in anticipation of class splits. A minimum of 9 extra Halter and Non-Halter NAN Cards (up to 10% in the case of a very large show), and a handful of performance Cards are generally included. Count your cards as soon as you receive them and let the Show Member Secretary know if you are missing any.

Additional information:

[Showholders: How to distribute tickets](#)

[Show Entrants: What to do with your tickets](#)

## Results

Show must send results of the show, *including the name, date, and location of the show, show holder name, and a listing of the entrants' names* to the **Show Results Processor** at [showresults@yahoo.com](mailto:showresults@yahoo.com). "Results" can be full results or just first/second places in qualifying classes. Results must be submitted in a searchable digital format (not hand-written and scanned) by email within 30 days of show date. By becoming a Member Showholder you obligate yourself to submit these results. It is **NOT** optional!

More information on how to prepare your show's results, and how to send them to the Show Results Processor, can be found here at our [How to Send Show Results](#) page.

## Notification of Changes

If the show date, location, classlist or any other substantial change is made, the showholder must inform the Secretary.

You **MUST** inform the Secretary of ANY classlist changes that result in MORE classes being added, so that more tickets can be sent in time for your show. There is a fee of \$10 imposed if a show changes its classlist within 60 days of the show date. Changes do not include class splits, but would include addition of a new division or completely new classes. No fee will be assessed if changes are made 60 days or more from the show date. This new policy is intended to decrease the number of "rush" changes requested of the Member Show Secretary.

## Due Date for Application

The show must apply for membership and pay the fee not later than 60 days prior to the show. The show may not be advertised as a NAMHSA Member Show or NAN Qualifier until dues have been paid.

This gives NAMHSA time to process your application, approve your classlist or inform you of parts that do not conform to NAMHSA requirements, and mail your tickets. This also gives you time to advertise your show once membership is given.

## Publication of Information

The showholder's email address and show date will be included in member show listings NAMHSA maintains for the public including our website, unless the showholder requests that such information not be published.

## Loss of Membership

a) Voluntary Resignation: A member may resign from membership of NAMHSA by sending written notice to the President. A refund of 60% of funds paid will be issued if the resignation is received by NAMHSA 60 days prior to the show date.

b) Involuntary Loss of Membership: A membership may be suspended or revoked by NAMHSA for violation of membership requirements set forth here and in the NAMHSA bylaws. Such revocation will not relieve said member from the obligation to pay any outstanding dues.

## Show Membership Application Tips

A few tips on how to make the Show Membership application process smooth and easy...

The NAMHSA Board appreciates the time and effort of the NAMHSA Member Showholders. From veterans to first time show holders, there are some easy guidelines to making the NAMHSA member show application process a smooth, quick, and easy one:

**1. Respect the 60 day rule.** All components of the show membership application, including the completed application form, the draft show packet, the advertising plan, AND payment must be received **at least 60 days before** the show date. You can send in your application materials up to a year before the show date, but never later than 60 days before the show date. The Member Show Secretary cannot make any exceptions to this policy, for any reason, so please don't ask!

**2. Provide all components of the membership application packet.** Please do not ask the Member Show Secretary to track down information from a show website, third party, or other source. Send all required information - it's really not much!

**3. Make payment to NAMHSA.** When paying by check, it's essential that the check be made out to NAMHSA. Checks made out to individuals will be returned. When paying by PayPal, please include a note with the

member SHOW NAME. The Treasurer (who receives the PayPal notification) will not know what the payment is for, unless you tell her!

**4. Make your card count count.** Please be thoughtful with your classlist and count your classes carefully. Late additions of classes, and corrections of class counts that require more NAN cards, will cost you a \$10 late fee (after the 60 day mark), and will cause stress for you and the Show Member Secretary. **Count your cards as soon as you receive them and let the Show Member Secretary know if you are missing any.**

**5. Keep NAMHSA informed.** If you need to change your show date, location, website, or contact information, please let the Member Show Secretary know so that they have a proper record and can request the changes be made on the NAMHSA website show listing.

**6. Be kind.** Please remember that your Show Member Secretary performs a challenging and time consuming volunteer job for the benefit of you and the hobby public. Treat them with the courtesy and professionalism they deserve.

Happy showing!

## Membership Application Procedure

Please note that a COMPLETE application MUST include:

1. Completed [member show application](#);
2. Membership fee made payable to NAMHSA;
3. Draft show packet; and
4. Advertising plan.

If you are interested in having your show approved, send your completed application, including all of the above-listed items, to:

Lindsay Diamond  
NAMHSA Show Membership Secretary  
2001 N Rankin St  
Appleton, WI 54911

Showholders may send their application information via email to the [Show Membership Secretary](#) as long as ALL required information on the application form is provided. You may forward your PayPal receipt as proof of payment.

## ***Part 2 -NAMHSA Show Approval Procedures after Approval***

### **Show Advertisement**

Your show is now permitted to advertise as a NAN qualifying show. The show must advertise the show publicly, in print or over the Internet, in advance of the show date. Please submit a list of your intended advertising venues with your application. Ads in newsletters and postings on Facebook groups, Twitter, or model horse related Yahoogroups are acceptable forms of advertising.

### **NAN Cards**

Your NAN cards will be ordered during the next card/label order closest to your show and you will receive your show packet a few weeks prior to your show date. Shows usually have their cards within 60 days of their show being approved (give or take a few weeks depending on when the last card order has been placed and how soon your show is). If you do not have your NAN Cards two weeks before your show, you should contact the Show Member Secretary. If you receive an email from USPS that a package is on the way, and have not received the package within a week, you should contact the Show Member Secretary. If you have emailed the Show Member Secretary, and have not heard back within a week, please contact your regional rep, or the NAMHSA President, to insure your emails have been received.

### **Judges**

Remember that judges are NOT permitted to show in the division that they are judging. No exceptions! Please be aware of this rule and be certain to address it with your judges as well. A judge may not judge any model that he/she has worked/collaborated on. A judge may not judge any model which he/she owns or has owned within the last six months. A judge may not judge models owned by relatives of the judge, as defined in the [NAMHSA Bylaws](#). A judge may not judge any models owned by any individual who co-owns one or more models with that judge. Refer to the [NAMHSA Bylaws](#) and [Policies Document](#) if you have any questions on judges or any other Member Show requirements. Please make your judges aware of NAMHSA's Fantasy Equine policy. Only those specifically included on the [Policies Document](#) (page 4) are allowed to earn NAN cards.

### **Show Results**

Your show results need to be sent to the **Show Results Processor** at [showresults@yahoo.com](mailto:showresults@yahoo.com). Results must be submitted in a searchable digital format (not hand-written and scanned) by email within 30 days of show date. See Part 3 for complete details.

## ***Part 3 - After the Show***

### ***Send Your Show Results to NAMHSA***

#### **Why are results needed?**

In order for the horses that earn qualification at your NAMHSA member show to be properly recorded by NAMHSA for the Nationals, you **MUST** send in your show's results to NAMHSA!

For many showers, getting horses NAN qualified is extremely important because their goal is to show at NAN. It may be why they chose to go to your show. To show at NAN, showers must submit their NAN cards which are then verified against the show results sent in by NAMHSA Member Showholders. If NAMHSA does not receive the results, all NAN cards are deemed invalid and showers cannot use them for NAN entry or Merit Awards. As a NAMHSA Member Showholder you are obligated to submit these results.

Show results, for those not familiar with the term, are a written report of the show's winners. The name of the class, the number of models who showed in the class, then the names of the horses that won placings, in order, with the name, initials or other model owner ID. Shows also report the champions awarded. It is considered a common, expected hobby practice to provide such results to every entrant of your show.

A typical result report for one class looks like this, although NAMHSA only needs the first two places in each class (those that earned NAN cards):

20. Open Western Performance (18): 1. Vanity KG; 2.Pride MS; 3.Joy DF; 4.King LI; 5.Queen RE; Prince ST; 7.Princess BC; 8.Baby AS; 9.Socks LK; 10.Tiny SW

**If initials are used, a key to entrant names must be provided.**

Showholders who do not submit results will be listed in the NAMHSA News and on the NAMHSA website and risk invalidation of all NAN cards and much ire from those who attended the show.

#### **Does NAMHSA need full results?**

NAMHSA does not require full results from the whole show, just the names of the models that won 1st and 2nd place in the NAN qualifier classes, and a list of entrants and a key to identifying them in the results, if entrant names are not used. If it is easier for you to just send to NAMHSA a copy of the same results you send to your entrants, that is perfectly okay!

#### **When must results be submitted?**

We require that your show's results be sent to the NAMHSA Secretary by no later than **ONE MONTH (30 DAYS) AFTER YOUR SHOW DATE.**

We are aware that after a show the last thing a showholder wants to think about is results. A good suggestion is to find a friend to gather judge's sheets, type and send your show's results for you! This "show secretary" can make the process go smoother for you, while you handle the other duties. You can reward them with a suitable gift like a waived entry fee to your show!

Any show that does not send its results to NAMHSA by the deadline risks denial of renewal as a future member show, and the sincere ire of that show's entrants, whose horses will **NOT** be qualified for a NAN! We recommend whenever possible that you release the results to the entrants for them to double check owners and horse's names.

#### **Results Checklist**

Here's how your show's results should be formatted/organized for NAMHSA. Use the checklist below to be sure you've included everything.

- Show results need to be submitted in a searchable format (PDF, doc, excel). No hand-written or scanned, unsearchable results will be accepted after 12/31/2012.
- The names of the horses that won first and second place in each NAN qualifier class. We do NOT need to see all placings, so if you can format your results to show just the first 2 placings in each class that would be great.

If you cannot reformat your results, then a copy of the full results in each class is just fine! We do not need anything but the Open classes, those that were approved as qualifiers. No Novice, Youth, Fun, Collector classes, etc.

- **Full name of each entrant** who owns the horses that win first and second place in each NAN qualifier class. Be sure to indicate clearly what initials you used in the results to identify each entrant. (ex: SC=Suzie Creamcheese)
- Your show's name, date, and your name and address must be somewhere on the results!

### What if I have corrections?

Occasionally there will be corrections to results, whether it was typed in incorrectly, or was missing a placing. Corrections may be submitted in the same format as the original results. Just resend the entire file once you have made the correction. Do not send us just the portion needing corrected, please edit your file yourself. **We recommend whenever possible that you release the results to the entrants for them to double check owners and horse's names to minimize the necessity of sending in edited results.**

### Where to Send Results

Send your show's results to the **Show Results Processor** at [showresults@yahoo.com](mailto:showresults@yahoo.com). Results must be submitted in a searchable digital format (not hand-written and scanned) by email within 30 days of show date.