



# NRCHA Show Secretary Training



# Overview



The NRCHA is committed to provide helpful training for our NRCHA Show Secretaries. Our goal is to increase the efficiency and accuracy of results provided to the NRCHA and to our Exhibitors.

Starting in 2014, all NRCHA Show Secretaries must be certified. Successful completion of this PowerPoint presentation and earning a passing score on a test will result in certification.

## SHOW MANAGEMENT MATERIAL

[2014 Show Secretary training coming soon!](#)

If you have questions regarding show approval, please contact the office: 940-488-1500.

### Show Approval Forms

The show approval forms are now found in one packet. Fill out one cover page per show and use only what pages you need.

[2014 NRCHA Show Approval Packet](#)

### Show Management Forms

[Judges Contract](#)

[NRCHA Medication Form](#)

[Official Protest Form](#)

### Show Management Forms - Post Event

[Judge Evaluation Form](#)

[Show Management Evaluation Form](#)

[Judges Report](#)

[NRCHA Approved Show Final Report](#)

[NRCHA Class Entry Count Report](#)

[NRCHA Representatives Report](#)

[NRCHA Results Form - pdf](#)

[NRCHA Results Form - Excel](#)



## Overview

NRCHA Show Managers and Secretaries must be current year NRCHA members in good standing. An NRCHA Show Manager has the right to delegate responsibilities to an NRCHA Show Secretary.

### **Show Management Responsibilities**

- Rulebook knowledgeable
- Verify membership status
- Verifying ownership
- Verifying eligibility
- Recording accurate results
- Run an efficient and customer friendly show office
- Appoint a Bit Checker
- Appoint and post an NRCHA Representative



## Types of Events

There are 4 types of NRCHA Events

**Premiere Event** – An event produced by the NRCHA:  
Celebration of Champions, Stallion Stakes, Hackamore Classic,  
NRCHA Derby and Snaffle Bit Futurity.

**Affiliate Event** - An event produced by an NRCHA affiliate.

**Sanctioned NRCHA Event** - An event produced by a non affiliate.

**Introductory Event** – An event produced by a non affiliate that is  
to be used as an introduction to cow horse.

### AFFILIATE EVENTS

**Colorado RCA State Fair Futurity, Derby, Bridle Spectacular, Horse Show 1 and 2**  
Aug 29 - Sep 02 in Pueblo, COLORADO  
Colorado Reined Cow Horse Association  
Connie Henrichs  
402-395-9942  
[whitehorsemt@frontier.net](mailto:whitehorsemt@frontier.net)  
[www.coloradoreinedcowhorse.com](http://www.coloradoreinedcowhorse.com)

**Alberta RCHA Championship Cow Horse Show, Futurity, and Derby**  
Aug 30 - Sep 01 in Claresholm, ALBERTA,  
Alberta Reined Cow Horse Association  
Terri Holowath  
403-652-5434  
[terrih@catalystsolutions.ca](mailto:terrih@catalystsolutions.ca)  
[www.albertareinedcowhorse.ca](http://www.albertareinedcowhorse.ca)

**South Dakota RCHA Rode to Reno Stallion Stakes Horse Show and Limited Aged**  
Aug 30 - Sep 01 in Rapid City, SOUTH DAKOTA  
South Dakota Reined Cow Horse Association  
Jery Peters  
303-621-9625  
[jery\\_h\\_peters@yahoo.com](mailto:jery_h_peters@yahoo.com)  
[www.sdrcha.com](http://www.sdrcha.com)

**Utah RCHA Futurity, Derby and Horse Show**  
Sep 06 - Sep 07 in Box Elder, UTAH  
Utah Reined Cow Horse Association  
Rynde Thurston  
435-764-5797  
[urcha@live.com](http://urcha@live.com)



## Types of Events

Event Type	Show Approval Fee	# of Days Needed For Show Approval	Required Added Money	Required Classes To be Offered	Points awarded for Regional and National awards	Eligible for World Show Qualification
<b>Affiliate</b>	\$100.00	60	\$1000.00 Every other show	Open Bridle Open Hackamore	Yes	Yes
<b>Sanctioned</b>	\$100.00	60	\$1000.00 To every show	Open Bridle Open Hackamore	Yes	Yes
<b>Introductory</b>	\$50.00	30	\$0	Open Bridle Non Pro Bridle Non Pro Limited Youth Limited	No	No



## Types of Events

There are many benefits to producing NRCHA Affiliate Events

### Affiliate Benefits

- Ability to hold (1) show without added money for every \$1,000 added show held.
- Ability to hold (1) show outside their region and have it count inside their home region.
- Receive an annual affiliate sponsorship from the NRCHA for \$500 (3 show minimum).
- Take advantage of the NRCHA Youth Scholarship Program.
- Eligible for the Affiliate of the Year Award.





## Types of Events



### Introductory Events

- This is for organizations to introduce Cow Horse into their event.
- Money counts towards horse and rider Lifetime Earnings.
- Show Approval Fee is only \$50.00.
- No minimum added money requirements.
- Must offer the following classes:
  - Open Bridle
  - Non Pro Bridle
  - Non Pro Limited
  - Youth Limited
- No points will be awarded for Regional or National Standings.
- Must use approved NRCHA Judges and Show Secretaries.

# Show Approval



## Show Approval Process

**\*\*\*\* A show is not approved until you receive an approval letter from the NRCHA office. At that time, the show will appear on the calendar of events on the website and Reined Cow Horse News. \*\*\*\***

- Show approval applications must be at least 60 days prior to the event. (except Introductory Events)
- Show approval applications received between 30-60 days are subject to \$50 fine.
- Show approval fee is \$100. (except Introductory Events)
  - If all show management materials are sent to the NRCHA within 14 days of the last day of the show, this entire amount is refunded .
  - If a show is cancelled without 30 days notice, the show approval fee is forfeited.

**Refer to section 12.1 in the NRCHA Rulebook**



# Show Approval



- Show approval application can be found on the NRCHA website under resources, show management materials.
- The show approval packet will contain a cover sheet and all form necessary for all categories of events.
- You will only need to complete one cover sheet and category form(s) specific to your event.



## National Reined Cow Horse Association 2014 Show Approval

1017 North Highway 977 - Pilot Point, Texas 76258

Affiliate Name: _____	Show Types Included:
Show Name: _____	Horse Show: _____ Limited Aged Event: _____
Event Website: _____	Special Event Category 1: _____ Special Event Category 2: _____
Start Date: _____	Judge 1: _____ NRCHA # _____
End Date: _____	Judge 2: _____ NRCHA # _____
Facility Name: _____	Judge 3: _____ NRCHA # _____
Facility Address: _____	Secretary: _____ NRCHA # _____
_____	Manager: _____ NRCHA # _____
Secretary: _____ NRCHA # _____	Address: _____
Address: _____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____

**The show approval fee must be included with show approval paperwork in order for the approval process to begin.**

We hereby agree to abide by the National Reined Cow Horse Association rules and regulations. We guarantee payment of all prize monies to participants, as well as agree to forward results, required fees and funds to the NRCHA within 14 days after the completion of this event. We also acknowledge that because these rules have been established on the basis of experience and fairness to all who are interested in the betterment of the reined cow horse competition, the undersigned therefore agrees to indemnify and hold harmless NRCHA for any injuries, damages or claims of whatever nature, arising from the performance conducted under the NRCHA rules and regulations.

Authorized Print: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

# Show Approval



## Filling out your Show Approval Form

- Verify your show dates: Did you have the same weekend last year? If not, confirm there is not another show within a 300 mile radius.
- Any shows during the NRCHA Snaffle Bit Futurity must be at least 1,250 miles away and have less than \$5,000.00 in added money. No show will be approved during the Finals weekend.
- Any shows held during the other NRCHA Premier Events must be more than 750 miles away.
- The add back is at least 1.5 times the office fee.
- All columns add up to the Total Fee.
- Make sure your added money meets the event requirements.

### National Reined Cow Horse Association Horse Show Approval

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Class	Add Back Min. = 1.5 x Office Fee	Office Fee Required	Judge's Fee	Cattle Fee	NRCHA Fee	Total Fee	Added Money
Open Bridle					\$8		
Limited Open Bridle					\$8		
Non Pro Bridle					\$8		
Novice Non Pro Bridle					\$8		
Intermediate Non Pro Bridle					\$8		
Open Hackamore					\$8		
Limited Open Hackamore					\$8		
Non Pro Hackamore					\$8		
Open Two Rein					\$8		
Non Pro Two Rein					\$8		
Youth Bridle					\$8		
Non Pro Limited					\$8		
\$5,000 Non Pro Limited					\$8		
Youth Limited					\$8		

\*Please list all fees individually. Only combine fees in the Total Fee column.

#### Horse Show Approval Requirements

- Minimum of \$1000.00 added
- Must offer Open Bridle and Open Hackamore with \$250.00 added to each class
- Each entry must pay NRCHA fee
- There can be no scheduling conflicts



1017 North Highway 377 - Pilot Point, Texas 76258  
940-488-1500 office - 940-488-1499 fax  
[allison@nrcha.com](mailto:allison@nrcha.com) - [www.NRCHA.com](http://www.NRCHA.com)

# Show Approval



## Add Back?



- This is also known as the jackpot.
- This portion of the entry fee is multiplied by the number of entries.
- Then you add in the added money to equal your total purse.

## EXAMPLE

You have an Open Bridle class with \$250.00 added money and the add back is \$50.00 .  
You have 6 entries and all 6 showed. You'll take the  $\$50.00 \times 6 = \$300.00$  (add back).  
 $\$300.00$  (add back) +  $\$250.00$  (added money) =  $\$550.00$  (total purse).

**\*\*This total purse must be paid in full to the entries. Horse show classes must follow the payout chart located in 7.2.\*\***

# Show Categories



## Limited Aged Events

- Events for which only horses of a specified age are eligible.
- Futurities are limited to 3 year olds only.
- Derbies are restricted to 4 and 5 year olds only, but may be held for 4 year olds only.
- Category 1 Classes:
  - Open
  - Intermediate Open
  - Limited Open
  - Level One Limited Open
  - \$5,000.00 Novice Horse
  - Non Pro
  - Intermediate Non Pro
  - Novice Non Pro
  - Amateur
  - Non Pro Limited
- Anything outside the classes listed above will be a Category 2.

# Show Categories



## Horse Show Events

- Event open to all horses.
- Category 1 classes:
  - Open Bridle
  - Limited Open Bridle
  - Non Pro Bridle
  - Intermediate Non Pro Bridle
  - Novice Non Pro Bridle
  - Open Hackamore
  - Non Pro Hackamore
  - Open Two Rein
  - Non Pro Two Rein
  - Youth Bridle
  - Non Pro Limited
  - \$5,000 Non Pro Limited
  - Youth Limited
- Anything outside the classes listed above will be considered a Category 2.
- Equipment is age specific.

## Bridle Spectaculars

- Points will **not be awarded** when a regular bridle class is offered.
- Points will **be awarded** when only a bridle spectacular is offered and no regular bridle classes were offered.

# Show Categories



## Examples

### Category 1

- 14 Regular Horse Show classes or the 10 Limited Aged classes.
- World's Greatest Horseman, All Around Competitions, and Bridle Spectaculars held in addition to Horse Show Bridle classes.
- Monies won will count towards Lifetime earnings and Merit Awards.

### Category 2 – Limited Aged Event

- Events that do not meet established NRCHA Limited Age Event guidelines.
- Feature at least the Rein work and Cow work.
- Stallion programs other than the NRCHA Stallion Stakes.
- Invitational events other than the NRCHA World Show, horse sales, or closed event.
- Monies won will not count towards merit awards, but will count for Lifetime earnings and Limited Aged Event eligibilities where applicable.

### Category 2 – Horse Show

- Fence work only challenges.
- Invitation only events (Maturities).



# Show Details



## Judge Contracts

Items to discuss with your Judge:

- Get a signed contract!
  - There is a Judge Contract template available on the NRCHA website. This can be found under resources, show management materials.
- Decide on a daily rate.
  - Typical Judge's rates are \$300.00 - \$500.00 per day.
  - Overtime rates should be discussed.
- Who is covering travel expenses?
  - Most organizations cover all travel expenses.
- Decide who is booking the travel.
  - Set a deadline for when travel should be booked; air fares increase significantly if booked within 14 days of travel dates.
- Touch base with your judge(s) 1–2 weeks before your show to finalize any details.



# Show Details



## Getting ready for the show

### Requirements

- Use the most recent NRCHA Judge Cards, check the effective date on the card in the top right corner.
  - Color coding the Judge's Cards is suggested:
    - Herd Work – Tan
    - Rein Work – Pink
    - Fence Work – Blue
    - Ltd. Boxing - Green
- Video taping is required if the added money is greater than \$5,000.00 to an NRCHA approved event.
- Patterns must be determined and posted at least 2 classes ahead.
  - Show Management may require exhibitors to lope in the arena when using pattern(s) that begin with circles.
  - If used a pattern is used as a lope in, it must be posted at the back gate and on the pattern handout.

# Show Details



## Getting ready for the show

### Requirements

- Bit Checker's duties include standing at the back gate to inspect every NRCHA exhibitors headgear/equipment after they have completed their run. If the Bit Checker finds a violation (blood in the mouth or illegal equipment) the exhibitor and Judge will be notified. The exhibitor will be disqualified. The Bit Checker must be a current NRCHA member in good standing and should have a very good understanding of the NRCHA rulebook. Ideally an NRCHA approved Judge.
- NRCHA Representative acts as a liaison between the Exhibitors, Show Management, and the Judge. This person should be a neutral party, who is a current NRCHA member in good standing, have a very good understanding of the NRCHA rulebook and **cannot** be the Show Secretary or Show Manager. Before the start of the show this person must be selected, announced, and posted.

# Show Details



## Getting ready for the show

### Requirements

**\*\*\*Entry form must contain the following disclaimer  
and all participants must sign.\*\*\***

NRCHA Rulebook 12.1.15

**“By my signature below I hereby acknowledge that I  
meet the criteria for eligibility to compete in the classes entered  
according to the guidelines set forth in the NRCHA rulebook.”**

This is to ensure that competitors are aware of the criteria for the  
different classes in which they are indeed eligible to compete.

# Processing Entries



## You must check:

- NRCHA memberships
  - Owner and rider must be current NRCHA members.
  - If an owner or rider is found to not be current, they will be fined \$50!  
Show management may also be fined \$50!
  - Anyone can renew/join at the horse show.
  - Be sure to verify rider eligibility for all classes entered.

**\*All of the above can be verified at NRCHA.com\***
- Non Pros
  - Must complete a Non Pro Declaration every year.
  - Must own their own horse.
    - \$5K Non Pro Ltd. is the only exception, ownership does not apply.
  - Registered horses must shown under their registered name.
  - Grade horses or unregistered horses must consistently be shown under their barn name.
  - Go to AQHA.com to verify ownership for quarter horses.

**\*\*If any person is found in violation of the above rules, he /she will be removed from the show results and forfeit all earnings and points. No part of the entry fee will be refunded.\*\***

# Processing Entries



## Youth

- 18 years and under as of November 16<sup>th</sup> of the current show year.
- Do not have to own their own horse.
- **Cannot** show a Stallion in any Youth class according to Rule 2.2.
- May show both, Youth and Non Pro as long as specified on their membership form and a Non Pro Declaration is completed and approved.

Non Pro horse ownership rules will apply.

- Youth Membership - \$40
- Youth w/ Non Pro Membership - \$75



NRCHYA YOUTH

# At the horse show



## Draws

- Should be completed by the Show Secretary or Show Manager.
- Horse show classes shall be drawn and posted at least 2 classes ahead.
- We recommend Limited Aged Event draws be posted before the show begins.
- Draws must **not** be manipulated in anyway. They must be **completely random**.
- Once the draws have been posted, only late entries can be added.

## Late Entries

- If a horse was properly entered but left out of the draw, the entry shall be chipped in
  - A numbered token shall be drawn based on the number of entries
  - This token represents the left out entry and shall work behind the number drawn
  - e.g. if token 9 was drawn, they shall work after draw 9 and before draw 10
- If any entry is received after the draw, this is the standard working order
  - Herd Work: last in the first set
  - Rein Work: first
  - Cow Work: first
- An organization may elect to put all late entries last in the draw so that proper entries are ensured fresh cattle. (NEW for 2014) They may also chip them in.

# At the horse show



## Scratches

- Horse Show Classes
  - Before the draw, they get refunded all fees.
  - After the draw, they will be refunded Video and NRCHA fees only. The add back portion of their entry fee must remain in the total purse. Total payout scale is based on the number of horses shown.

### **EXAMPLE**

You have 5 horses entered in the Non Pro Bridle and 1 scratched after the draw. 4 horses were actually shown, so you will payout 2 places (see rule 7.2) The total purse will be based on 5 entries. Points will be based on the number of horses shown, which is 4, in this example.

- Limited Aged Event
  - Before the draw, they are refunded video, cattle, and NRCHA fees.
  - After the draw, they will be refunded Video and NRCHA fees only.
  - The add back portion of their entry fee **must remain in the total purse regardless of when they scratched**. Total payout scale is based on the number of horses shown. The total purse is based on the total number of entries, including scratches.

# Processing Results



- Payouts
  - Multiply the add back money by the number of entries.
  - Add in the added money for the total payout.
  - Refer to the payout chart 7.2 in the NRCHA Rulebook for percentages.
- Ties
  - There **cannot** be a tie for first place.
  - In the event of a tie for first place, winner is determined by high cow score.
  - If the cow scores are the same, a cow work off may take place or a coin may be tossed to determine the winner.
  - If a tie still remains refer to the NRCHA Rulebook, 7.3.1.3
  - Ties may occur between any placing after first, the money and points for the placings will be combined and divided by the number of ties. See below for example.

Money	\$0.00	Total Money			\$400.00	
	Rein	Steer Stopping	Fence	Composite	Amount	Points
1	74.00	0.00	74.00	148.00	\$160.00	12
2	72.50	0.00	73.00	145.50	\$120.00	10
3	71.50	0.00	73.00	144.50	\$60.00	8 7
4	69.50	0.00	75.00	144.50	\$60.00	6 7



# Processing Results



## Ineligible riders

- If a rider is found to be ineligible he or she will be removed from the results.
- Their earnings will be given back to the affiliate for redistribution.
- An ineligibility letter goes to the rider, the show secretary, and manager.
- There will be no refund of entry fees.

### EXAMPLE

In this case, there were 4 entries and the second place exhibitor was found to be ineligible for this class. They were removed from the results. Then returned their earnings to the affiliate to be redistributed to the original 3<sup>rd</sup> place exhibitor. Total purse remained the same.

Number of Horses Shown		4			
Added Money		\$200	Total Money	\$700	
Herd	Rein	Fence	Composite	Amount	Points
71	67.5	69	207.5	\$420.00	office use only
60	66.5	61	187.5	<del>\$280.00</del>	
72	0	68	140	\$280.00	
72	0	67	139		

# Processing Results



**Results must be received in the NRCHA office within 14 days  
from the last day of the show**

The following forms must be completed and returned:

- Results forms
  - You must use the format provided by the NRCHA. Any other format must get prior approval from the NRCHA office.
- NRCHA Representative Report
- Final Report
- Class Entry Count
- Judge's Report
- Judge's Evaluation
- Original Judge's Cards
- Completed Membership Forms
- Showbill

# Processing Results



**Results must be received in the NRCHA office within 14 days  
from the last day of the show**

## Fees and Fines:

- Results received within 14 days - the \$100 show approval fee is refunded.
- Results received after 14 days but before 30 – the \$100 show approval fee is forfeited to NRCHA.
- Results received after 30 days - \$500 fine.
- Results received after 60 days – the show is not recognized.

**Errors MUST be reported within 30 days of posting to the NRCHA website to be corrected.**

# Processing Results



- What the NRCHA does with results:
  - Verify the final report against the number of entries.
  - Process memberships and payment.
  - Send reports to the Judges Committee.
  - Verify judge's cards against the result forms for accurate scores.
  - Assign points, the NRCHA database calculates the extra point/ \$100.
  - Computer checks eligibility and membership.
  - Results posted to the web.
  - Results go to Equistat immediately; AQHA and APHA annually.

f\_Shows

ShowID: 3624 Name: NRCHA June Derby Finals City: Paso Robles State: CALIFORNIA Start Date: 6/10/2013 End Date: 6/15/2013

Secretary: Kelley Hartranft Judge: Bobby Ingersoll, Tom Buckir Stds. Yr: 2013 ShowType: Limited Agt ShowCategoryId: 1 specialShow

Northeast  Southeast  NorthCentral  SouthCentral  Northwest  Southwest  Canadian  International  Australian  Eastern

nationalStandingsOnly  qualifyingShow  Do Not Add Money To Standings  Add to Results and Standings Affiliate: [dropdown]

Website (start with www. ): [text box]

ShowClassID	ShowID	ClassID	MoneyAdded	Entries Override	<input checked="" type="checkbox"/> Enforce Membership	2013 Year	<input checked="" type="checkbox"/> Enforce Rider Classes
31906	3624	Open Derby	\$80,000.00	20			

Horse Name	New Owner	Rider I	Rider Name	Herd	Rein	SteerS	Cow	Totals	Points	Earnings
Travelin Jonez	Christopher C. Dawson	3862	Chris C. Dawson	228	219.5		223	670.5		\$35,465.59
PRF Spoonful Of Gold	Cathy Corrigan Frank	2936	Corey D. Cushing	216.5	225		221	662.5		\$26,132.54
CD Diamond	San Juan Ranch	2936	Corey D. Cushing	222	217.5		219	658.5		\$21,466.02
Short And Smart	Rocking J Ranch Inc.	139	Doug Williamson	222	219		216.5	657.5		\$16,799.49
High Brow Shiner	Belle Meade Ranch/Su	139	Doug Williamson	221.5	216.5		218	656		\$13,066.27
Smart Dueling Chic	Linda McMahon	447	Todd A. Bergen	216.5	220		219	655.5		\$11,199.66
BFR Igniting Sparks	Beechfork Ranch	3089	Boyd J. Rice	219.5	213		222.5	655		\$9,333.05
Lenas Buddy Nic	Judy A. Siebel	1256	Brandon C. Buttars	222	218.5		214	654.5		\$7,466.44
Red Moons Rising	Newt White	1260	Jake A. Telford	224	211		218	653		\$5,599.83
Callme Mister Mister	Stephen L. Roseberry	3862	Chris C. Dawson	218	218		216.5	652.5		\$5,599.83
High Roller Rey	Davis Bros Perf Horses	1256	Brandon C. Buttars	215	221.5		215.5	652		\$4,666.53
Highbrow Fletch	Kit/Charlie Moncrief/Bu	3089	Boyd J. Rice	221	214		216.5	651.5		\$4,199.88
Nic It Smartly	Les Vogt	492	Les Vogt	215	218		218.5	651.5		\$4,199.88
Onetimeatbandcamp	Allan M. Kaplan	2936	Corey D. Cushing	218	215		217	650		\$3,733.22

Record: 1 of 22 Unfiltered Search



## Bounced checks

**\*\*Report them to the NRCHA ASAP\*\***

- If your organization has a problem with someone bouncing a check, please contact the NRCHA office immediately.
- Automatic disciplinary action will be taken against any member who fails to make any payment of any kind, to the NRCHA, Reined Cow Horse News or any NRCHA approved show, in a twelve month period.  
Rule 1.1.6
- No points or certificates shall be awarded to owner, rider, or horse until full restitution has been made on outstanding fees.

# Animal Welfare



**The National Reined Cow Horse Association acknowledges the valuable role of animals in our lives, in our history and in horse shows and is committed to providing a proper environment for the animals in competition, in transportation and at rest and providing humane guidelines for care and treatment of both horses and cattle.**

- A veterinarian should be in attendance, or reasonably available at every cow horse show.
- Please refer to list of forbidden medications beginning with rule 14.2.3 of the NRCHA Rulebook.
- If there is any doubt if the administered medication is acceptable or not, a medication report must be filed with show management. This can be found on the NRCHA website under resources, show management materials.
- Zero Tolerance Policy signs should be placed in an easily visible and high traffic area.



## Quick Tips



### How to run a smooth and successful show:

- Be prepared! The more you know, the better.
- Do as much before the horse show as possible.
- Communicate with the announcer, the scribe, and back gate help about schedule changes, breaks, drags, scratches, and adds to classes.
- Post the results at the show. This will help eliminate errors in scores, payouts, and eligibility.
- Finalize as much of the horse show as you can before you leave. The last thing you'll probably want to do on a Monday night, when after you've had a long day at your 9-5 job, is work on more horse show paperwork.



# THANK YOU!!!

This training may be used as reference at any time. If you have any further questions regarding this training or wish to become an approved NRCHA Show Secretary, please contact the office for testing material.

Contact: Carrie McBride ♦ 940 – 488 -1498 ♦ [carriemcbride@nrcha.com](mailto:carriemcbride@nrcha.com)  
Allison Walker ♦ 940 – 488 – 1493 ♦ [allison@nrcha.com](mailto:allison@nrcha.com)