**Western Hudson Valley**

**Professional Horsemen’s Association Inc.**

**Guidelines for Horse Show Results Reporting**

**2015**

**General Guidelines:**

**Results Reporting Form:**

Please use the form that is available on the WHVPHA Website. Use one form (page) per class. Do not report multiple classes on one page. Please report one class per page.

**Rider must be a member of the WHVPHA in order to be awarded points. The Rider’s WHVPHA Membership number must be filled in on the Results Reporting form!!**

Points will only be awarded to riders who are members of the WHVPHA as of the date of the horse show in question. This applies to Hunter and Jumper classes as well as Equitation.

It is recommended that the Show Secretary have a list of WHVPHA Members and Riders available for reference to be used when reporting results. This is readily available on the WHVPHA website: WHVPHA.org.

**Membership Application Pending:**

If a rider signs up to join the WHVPHA at the horse show in question, please designate: “Application enclosed”, as the rider will not have a membership number assigned until the application is received by the WHVPHA Points Keeper.

**Approved WHVPHA Classes:**

Only report results for approved WHVPHA Classes that are listed as follows:

**Hunter:**

Short /Long Stirrup Hunter

Pre Child/Pre-Adult Hunter

Schooling Hunter

Low Hunter

High Hunter

Childrens/Adult Hunter 2 Ft.

Childrens/Adult Hunter 2’6”

Childrens/Adult Hunter 3 Ft.

Pleasure

**Jumpers:**

Itty Bitty Jumpers

Low Training Jumper

High Schooling Jumper

**Equitation:**

Leadline

Mini Stirrup

Beginner Rider Equitation

Short/LongStirrup

Pre Child/Pre Adult Eq

**Medal Classes:**

Childrens/Adult Medal 2 Ft.

Childrens/Adult Medal 2’6”

Chldrens/Adult Medal 3 Ft.

**Combined Classes:**

If classes are combined, the results form must clearly indicate which class the rider is competing in for points. For instance, if Childrens/Adult Hunter classes have been combined, the Height jumped by each rider must be clearly indicated on the Results Form, as points will be awarded to the specific class as designated above in “WHVPHA Approved Classes”.

**Split Classes (Divisions):**

If a class is exceptionally large, and management makes the decision to split the class, each section must be reported separately. Thus, the riders in each section will be awarded points (from First – Sixth place).

**Number of Entries Per Class:**

At the top of the form, the number of riders competing in the class must be reported. The $5 fee per rider per class must be remitted to the WHVPHA whether the rider is a member or not.

**Top Six Places per class:**

Only the top 6 placings will receive points, however, if 10 riders competed, the number 10 must be reported as the total number of riders competing. Please list the names of all riders competing, as this will enable us to keep a record that these riders actually showed in this horse show, even if they did not receive points.

**Minimum Number of Riders:**

Full points will only be awarded in classes in which there are a minimum of 3 riders competing. Leadline is the only exception, which only requires 2 riders to compete in the class. Any other classes with only two riders, will count for points, however, only half points.

**Equitation Classes:**

Only the rider needs to be reported, not the horse. No addresses need to be supplied, as these are already retained within the database.

**Hunter and Jumper Classes:**

Points in Hunter and Jumper Classes are awarded to the horse, not the rider. However, once again, the Rider must be a member of the WHVPHA as of the date of the horse show in question in order for points to be awarded to the horse!!!!

Thus, the horse’s membership number must be reported on the results form for Hunter and Jumper classes (in addition to the rider’s number).

**An Important Note Regarding the Owner of the Horse:**

The Org Pro Program requires that the owner of the horse must be a member of the WHVPHA in order for points to be awarded in the Hunter and Jumper Classes.

Therefore, if we find that points have not been calculated for a specific horse by the program because the owner is not a member, we will register the horse as being owned by the rider. This is our way of ensuring that the horse and rider receive their points.

**Final Review Prior to Submitting Results to the WHVPHA Points Keeper:**

Before mailing the results, please review your work to ensure that the results being submitted are accurate, and meet all of the above requirements.

Careless mistakes take an enormous amount of time and effort to clarify and correct!

* Make sure that every PHA Class is actually reported.
* Make sure that the actual PHA class of the respective division is being reported, not a non-PHA class.
* Make sure that the entry fees being remitted have been properly calculated.
* Double check to ensure that all members have their correct membership number reported and that all horses ridden by members in the Hunter and Jumper Divisions have their numbers reported.
* Make sure that any newly applied member is marked as “application pending”.