



Show Organizers: Please make sure to include the following statement in the prize list you mail out. Thank you.

Year End awards will only be awarded to MEMBERS of the NLEA. Riders must be members to receive year end awards in EQUITATION classes and horses and riders need to be members (horses need to be recorded) for HUNTER and JUMPER awards.

NLEA SHOW ORGANIZER PACKET EFFECTIVE 2019 SHOW YEAR

SPECIFICATIONS FOR SHOW APPROVAL AND RECOGNITION

SHOW DATE \_\_\_\_\_

To apply for recognition by NLEA for your club or organization show and for NLEA members to receive year-end awards your show management must comply with the following NLEA requirements on your checklist:

1. Send a copy of your proposed class list and date and a check for \$100.00 (\$50.00 to be refunded after all requirements met including results and show documents as delineated in packet) to the President of NLEA, Raegan St. John, 1860 Adner Road, Haughton, LA 71037 45 days in advance of the proposed show date.
2. APPLICATIONS WILL BE CONSIDERED IN ORDER OF POSTMARK AND MUST INCLUDE CHECK. Please refer to our "Divisions" page to see which classes are recognized by NLEA. You may submit your own list or E-mail any NLEA board member for a copy of an NLEA class list.
3. Your insurance for the event must be indicated with a copy of the insurance company verification enclosed.
4. Select an approved Judge.  
\_\_\_\_\_  
Judges name and home (city and state) and USEF rating
5. Select an experienced course designer.  
Name: \_\_\_\_\_
6. Provide jump crew.
7. Provide ribbon presenters.

8. Provide experienced paddock master.
9. Provide experienced announcer and experienced assistant for point tabulation.
10. Provide hospitality for judge and volunteers.
11. Provide concessions or statement of unavailability of concessions.
12. Provide restroom facilities.
13. Send premium with class list to judge in advance. Provide acceptable lodging for judge with transportation if necessary.
14. Name of show manager must accompany application.
15. Name of show secretary must accompany application.
16. Prize list must be postmarked a minimum of 2 weeks prior to show.
17. It must include following:
  - a. Name of show
  - b. Date
  - c. Location (with directions)
  - d. Judge
  - e. Course designer
  - f. Show manager
  - g. Name, address and phone number of show secretary
  - h. Closing date for entries and policy for post entries. Any late fee policies should be indicated in writing
  - i. Fence heights and prizes must be included
  - j. It must include safety disclaimers for NLEA & property owner headgear requirements
  - k. Coggins requirement.
  - l. Application for membership to NLEA
  - m. Horse Recording page
18. Provide back number and string for each exhibitor.
19. Provide initial bedding.
20. Adequate communication capabilities among show personnel.
21. Adequate and safe school areas.
22. Courses posted at least 1 hour before start of the show – warm-up is to be second hunter course and equitation courses consistent with industry standards.
23. WITHIN 10 DAYS MUST SUBMIT TO NLEA TREASURER ALL CLASS SHEETS, CHAMPIONSHIP SHEETS AND RESULTS, NEW MEMBER APPLICATIONS AND HORSE RECORDING SHEETS AND ANY OUTSTANDING CLUB MONEY. SHOW MANAGEMENT MUST MAINTAIN ORIGINAL JUDGES CARDS WITH ALL PLACINGS FOR 1 YEAR IN THE EVENT OF FUTURE DISPUTES. FAILURE TO

COMPLY WITH THESE REGULATIONS WILL PREVENT NLEA RECOGNITION FOR FUTURE SHOWS.

24. Show manager agrees to personally investigate any serious accidents where rider needs assistance leaving the arena and will provide concise written report for NLEA board of directors. \_\_\_\_\_  
(Initials indicating understanding of and agreement with this requirement)
25. Show secretary will provide class results to Web chairman within 2 weeks in ready for publication on web.
26. Show management agrees to support NLEA position that no one may be considered for year-end awards if they are indebted to NLEA or to the management of any NLEA sanctioned show.
27. Our show management would like to rent the NLEA computer for our show YES/NO (circle one) for \$50.00.
28. Must start on time unless absolutely unavoidable.

\*FAILURE TO MEET 3 OR MORE REQUIREMENTS MAY RESULT IN CLUB DENYING RECOGNITION IN THE FUTURE AND WILL PREVENT REFUND OF \$50.00 of your DEPOSIT\*

Comments or questions:

\_\_\_\_\_  
Signature of Show Manager