

**** ATTENTION SADDLE CLUBS ****

-IMPORTANT INFORMATION FOR THOSE HOSTING WSCA QUALIFYING SHOWS! –

WHEN RECEIVING WSCA QUALIFYING FORMS FROM THE WSCA APPROVED JUDGE ON THE DAY OF YOUR SHOW, PLEASE:

1. Ensure that all the spaces on the top of the forms are filled in and filled in correctly. Phone numbers are very important. This goes for all forms for that show, not just one.
2. Ensure that signatures at the bottom of all forms are obtained (both judge and show secretary).
3. If you do not understand something about the form – ask the judge to explain.
4. Please inform all individuals that will be entering information on the form during the show to **PRINT and print very CLEARLY** – this information needs to be transferred for official WSCA qualifications. This is VERY important.
5. Ensure all names of riders and horses are entered. Make sure this information is ACCURATE prior to the show ending. If entry cards can't be read, call the person to the entry booth to get the information that is needed.
6. DO NOT list NON-Qualifying classes on the forms – (such as jackpots, halter classes and lead line, etc.). If you are not sure of which classes are qualifying classes, ask the judge.
7. There are special Qualifications forms for team events. Make sure that the 4-in-a-line teams' horse & riders are accurately matched up on the team Qualifications forms.
8. The Qualifications forms are 4-part forms. The judge gets the white original and will send this to the WSCA Qualifications Coordinator, the yellow copy goes to the judge for his records, the pink copy stays with the show secretary/sponsor for their records and the gold copy goes to the show secretary/sponsor to send to the WSCA Qualifications Coordinator. The white copy must be sent to the Qualifications Coordinator SEPARATELY from the gold copy.
9. Questions on qualifications should be directed to: Ev Morehouse, WSCA Qualifications Coordinator: QUALIFICATIONS@WSCA.ORG.

Following the above guidelines/rules will ensure that the qualifications will accurately be entered into the WSCA database and assist the WSCA Qualifications Coordinator in transferring this information to the database in a timely manner. It will also avoid a large amount of extra work involved for the show secretary, the exhibitor and the WSCA Qualifications Coordinator with making corrections to mistakes made on the qualification forms. Questions on qualifications should be directed to: Ev Morehouse, WSCA Qualifications Coordinator: QUALIFICATIONS@WSCA.ORG. THANK YOU!