

# RMQHA

ROCKY MOUNTAIN QUARTER  
HORSE ASSOCIATION

## *Thank you for your interest in hosting an RMQHA-approved horse show!*

For more than 70 years, RMQHA has shared your dedication to and enthusiasm for the American Quarter Horse. Whether you race, breed, show, ranch, trail ride, or just like to socialize and keep up with Regional Quarter Horse news, this association is for you. RMQHA provides the leadership vital to the protection and enhancement of our industry, heritage, education, programs, and activities. Join us as we continue to support and promote the American Quarter Horse and our members in the Rocky Mountain region

Through our website, social media outlets, and calendar of events, we feel your show will get you that extra outreach necessary to reach existing horse clientele, as well as new, up and coming horse enthusiasts. We have an outreach of over 1500, including approximately 600 RMQHA members. Open another avenue for your youth competitors to be eligible to apply for scholarships and attend leadership conferences. Join us at our annual convention to acknowledge our industry leaders and memorialize our Hall of Fame recipients.

Listed below you will find the guidelines RMQHA has set forth to help promote your show and help you provide our office with the most accurate data to input into our Year End Awards Points program and service our members quickly with up to date data after an approved show has been completed.

We want your show to be successful, so please don't hesitate to tell us how we can try and help you.

### **Show Approval Requirements**

1. A written request for show approval will be accepted, provided that the request is received in the RMQHA Office at least 180 days prior to the 1<sup>st</sup> day of the show. For your convenience we have attached that form. Please submit a copy of your class schedule along with any other pertinent information our office may need to help facilitate any questions our office might receive directly regarding your show.
2. In the case of two shows requesting the same date for RMQHA approval, and provided that both shows have been granted AQHA approval, priority will be given to the show with the most RMQHA-approved shows in consecutive years on the anniversary date. (i.e. established RMQHA-approved shows for five (5) consecutive years.) and the second show requesting RMQHA approval will be evaluated by the RMQHA office for such criterium as class schedule, location and distance between shows, and service area of RMQHA clientele.
3. In the event a show has been cancelled or needs rescheduled, please notify our office immediately. We will help notify our membership of the changes. The RMQHA office will need to defer to #2 of the show approval requirements should the revised date fall on top of another RMQHA.
4. All RMQHA approved shows are **required** to pay an advertisement fee in the amount of \$125 (discounted from \$275) which includes one full page color ad in our magazine, and an E-Blast.

We currently run 10 issues a year and the **advertising deadline is the 5th of the month prior to publication.**

January/February-Stallion & Reproduction  
March-Horse Show Prep  
April-Join The Fun!  
May/June-Racing  
July-Horse Show  
August-Youth Issue  
September-Autumn Activities Issue  
October-Congress & World Show Issue  
November-Business Issue  
December-Awards Issue

The ad must be camera ready and sent to our Magazine Editor, Rachel Spencer Gabel at [rachelspencermedia@gmail.com](mailto:rachelspencermedia@gmail.com)

E-Blast Information. Please provide a one page PDF and a target date range for us to send out to our membership and email to [office@rmqha.com](mailto:office@rmqha.com).

5. All RMQHA approved shows, will be billed \$1.50 per Open & Amateur entry per judge, and \$.50 per Youth entry per judge. It is suggested that this amount be embedded into your normal class fees for bookkeeping ease at your horse show. A portion of fees paid to RMQHA will be used to buy Year-End Awards for each division.
6. Please note that in order to be eligible for the RMQHA Year End Awards Program, a current RMQHA membership is required at the time we process the results in house. A membership application can be found on our website, [RMQHA.com](http://RMQHA.com). Memberships can be paid by Cash, Check, or Credit Card, or you are more than welcome to put on a persons show tab and remit the balance to our office prior to us inputting the show results. Our office can outreach to past members we have accurate information on, but otherwise the show secretary is the lifeline to connecting new members with our state affiliate office.
7. If at all possible, show results should be processed with **“Horse Show for Windows: Funnware”** brand software and prepared to email to RMQHA no later than **10 days** after the final show date. RMQHA processes show results and points through its MemberEase program, which is compatible with Funnware. If this software is not used or not available, please call the RMQHA office. A charge of \$15 per show number will be charged for manual input. **If results are sent in a different format, all entries (not just placings) need to be included for eligibility verification.**
8. Instructions to prepare show results for transmission with **Funnware**: **(1)** From the main screen, choose (U)Utilities. **(2)** From the next screen, choose the letter “B”, Association/Disk File Creation. **(3)** From the next screen, choose (S)State Association (Points System or MemberEase). **(4)** The program will prompt for location to save the file. **(5)** The program will create a file called SHWRSLT(show number). **(6)** Attach the file(s) to an email and send to [office@RMQHA.com](mailto:office@RMQHA.com).
9. In the event of a deadline for tabulation of points for RMQHYA World Show Qualifying, or RMQHA Year-End Awards, Show Management shall forward, if requested, to RMQHA, printed results of certain RMQHA approved classes rather than waiting for the official results from AQHA.

**If there are any changes in the unofficial results you have submitted to our office, please notify the RMQHA immediately. This includes any DQ’s received from AQHA. Tiny changes can affect year end standings.**

10. The show's responsible person, secretary, or show manager must sign here to indicate that this person has read and agreed to the conditions of being granted RMQHA approval.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

*Please provide a shipping address so the RMQHA office can send you a “Show Packet” of items to be displayed at your show.*

Address: \_\_\_\_\_