

## 2008 GYMKHANA

### REGION CHAIRMAN DEADLINES AND RESPONSIBILITIES

1. Register all interested riders in Region program. Collect necessary fees.
2. Make sure the Region Gymkhana Registration forms and CSHA membership forms are available at all Region Approved Gymkhanas.
3. For each Region Registered Rider , verify their CSHA or CSHA club membership.
4. Copy Region Gymkhana Registration forms and mail to State Chairman within 14 days from date of registration or September 15<sup>th</sup> , whichever comes first.
5. Publish a monthly list of all Region Registered Combinations. Send a copy to the State Chairman. Please list all riders in alphabetical order. Please do NOT include Lead Line riders on this list as they do not compete at the state level.
6. Distribute Region Show Approval Forms to all show managers. All Rated Shows must be approved by the Region Chairman/ Committee no later than 30 days prior to the show. A copy of the approved form should be returned to club management after Region approval is given.
7. A copy of the completed Show Approval Form for every Rated Show must be postmarked, faxed, e-mailed or hand delivered to the State Rating Secretary no later than 20 days prior to the show date.
8. Copy the Show Management Deadlines & Responsibilities handout and distribute it to all clubs/individuals who will be putting on Rated Shows.
9. At least 21 days prior to the show date or pre-entry deadline, whichever comes first, provide show management with a mailing list of all current Region Registered Riders and the appropriate official time sheet.
10. By April 15<sup>th</sup> submit to the State Chairman a typed copy of the Region's rules and point calculation procedures for the current year. This document must include how points will be figured for re-rated combinations. If you offer a split State division, you must include the procedure you will use to determine the combined Top 10.
11. By August 1<sup>st</sup> send an updated list of all Registered Riders to the State Gymkhana Chairman. Verify correctness of addresses please. Please indicate which riders are members of the same family. Send additional lists if new riders are added.
12. Maintain accurate accounting of rider's points. A two or three person committee to help handle this is often a way to assure accuracy.
13. Immediately after the last Qualifying Show submit the Year End Results Sheets to the State Gymkhana Chairman. These must be postmarked, faxed or hand delivered no later than September 20<sup>th</sup>.
14. After each show, check with the show manager to verify they sent in their State Rating Fees.
15. Copy and distribute the Stall Deposit forms and any accompanying information as soon as they are received. These need to be given to every Registered Rider. If you pass them out at a show, copies need to be mailed to any rider not at the show. FOR YOUR

PROTECTION - every rider who receives these forms at a show should sign a list acknowledging receipt.

16. Arrange for workers to help at the State Championship Show. Line up arena workers, time keepers and time sheet verifiers.
17. Upon arrival at the state show, give the State Chairman the list of your workers.
18. All Region Chairmen are expected to be at the State Show. You will be expected to be available Saturday evening and Sunday morning to help verify placings and points. If you are unable to attend the show, please notify the State Chairman and arrange for a responsible individual to take your place.