

National Snaffle Bit Association

NSBBA

**SHOW MANAGEMENT
HANDBOOK**

2021

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Benefits to NSBA Show Approval

Since 1983, The National Snaffle Bit Association has been working to bring more value to the entire horse show experience. Whether you are a breeder, owner, trainer, or show manager the benefit of having NSBA at your shows is undeniable. Deeply rooted in tradition, NSBA is proud to offer the best venue for showcasing horses and exhibitors in a multitude of events. NSBA's founding purpose, to promote and improve the quality of the pleasure horse, has developed into the betterment of the equine industry as a whole. While there are a number of specific programs outlined below that will help to grow your shows, the real benefit of an NSBA approved horse show is the philosophy these programs are built on.

The benefits to you...

As show management, the application process for NSBA approval has been streamlined to be as convenient for you as possible. Every necessary document is available on our website and any questions should be directed to our office.

We offer:

- Dual approved classes
 - NSBA classes run concurrently with Affiliate Breed Association classes
 - Option for added money in dual approved classes
- NSBA Special Event stand alone classes
- Ability to offer futurity classes
- Custom packages to fit your show
- Rebates on Memberships/Horse Registrations taken at shows
- Entry Fee related income
 - Show management receives the profits on the difference between your entry fee and the NSBA sanction fee

For your exhibitors...

NSBA offers multiple means for exhibitors to be rewarded for their excellence. These programs add value to the exhibitor's showing experience, thus adding value to your horse show.

Exhibitor Programs:

- Stallion Incentive Fund
 - Open and Amateur riders can earn cash dividends for each point earned in a dual approved class.
- Smart Points
 - Youth members enrolled in this program can earn cash value for their NSBA points. All Youth classes are eligible for Smart Points. Those who "age out" of the youth program will automatically be mailed their accumulated earnings the year after they turn 18.
- Awards & Year End Titles
 - In each division of competition, National High Point Titles are awarded to members accumulating the most annual NSBA points. See NSBA website for a complete listing.
- World Show Qualification
 - Every time an exhibitor shows NSBA, they become one step closer to qualifying for The NSBA World Championship Show held every August in Tulsa, Oklahoma.



NSBA Show Approval

To be considered for NSBA approval the properly completed forms and fees must be received in the NSBA office by the application deadline. Show application forms can be found at www.nsba.com or by call the NSBA office at 847-623-6722. Show application forms will not be accepted without payment. Applications may be submitted with judges pending. Please send a copy of your showbill/prize list with the application.

NSBA Show Secretaries and Show Managers are required to be current NSBA members.

- **Established shows** will be automatically held for renewal the following year on the same numbered weekend or weekdays of the year. The application deadline for an established show is 90 days prior to the first day of your show. Applications for established shows that do not meet the 90 day deadline may be considered for approval if they are received by the NSBA office no later than 45 days prior to the first day of your show and the application is accompanied by a \$100 (U.S.) late fee.
- **New shows** must submit a copy of your proposed showbill/prize list, program and/or entry packets with the show application. The application deadline for a new show is 90 days prior to the first day of your show. Applications for new shows that do not meet the 90 day deadline may still be considered for approval if they are received by the NSBA office no later than 45 days prior to the first day of the show and the application is accompanied by a \$100 (U.S.) late fee.
- **International shows** must submit the show application no later than 45 days prior to the first day of your show. A copy of the proposed showbill/prize list is required with the show application.

Show managers will be provided with show kits upon approval of their first event each year. Additional materials (judge's cards, score sheets, results forms, etc.) are available at www.nsba.com. All forms necessary for your show will arrive two-three weeks prior to your event. Trophies and plaques will be provided by NSBA based on the added money in your classes and will ship directly from the manufacturer.

Judges

All shows, except for breed World shows and Congresses, must use only NSBA approved judges. A show may be approved without naming a judge or judges; however, the judge or judges must be named at least 30 days prior to the date of the event.

Show Classifications

1. Category I - the show has \$10,000 or more in guaranteed added money. Category I shows must use NSBA Category I judges and appoint a show steward. The application fee for a Category I show is \$250.
 - a. NSBA rules prevail.
2. Category II - the show has less than \$10,000 in guaranteed added money. The application fee for a Category II show is \$100. Category II shows must use NSBA judges. Appointing a show steward is optional, but recommended.
 - a. NSBA rules prevail.
 - b. It is optional to offer added money in Category II Futurity Classes. At a minimum,

the entry fee should be jackpotted. To offset show expenses, NSBA recommends no more than 45% of the entry fees ~~may~~ be retained.

3. Dual Approved/Special Event – the show may hold NSBA approved events and run them concurrently with their corresponding breed class. The horses will work one time, the judge will judge one class, and participants will earn both NSBA and registered breed points. All NSBA dual approved classes are available for approval as stand-alone Special Events classes at shows where breed classes are not offered. These classes may offer added money or jackpotted entry fees, but it is not required. The application fee for Dual Approved/Special Event is \$75 per set of points offered.
 - a. All Dual Approved classes must be run concurrent with a recognized breed sanctioned class.
 - b. Special Event classes can be offered at shows when breed classes are not offered.
 - c. Breed rules prevail in Dual Approved classes.
 - d. NSBA rules prevail in Special Event classes.
 - e. It is optional to offer added money in Dual Approved/Special Event Classes and/or jackpot a portion of the entry fees collected. To offset show expenses, NSBA recommends no more than 45% of the entry fees ~~may~~ be retained.

Category I or Category II Class Formats

Classes having one or two go-rounds and one or more judges can be run in one of the following ways:

- a) One judge - one score - one placing.
- b) Two judges - two scores are averaged for one overall placing.
- c) Three judges - three scores are averaged for one overall placing.
- d) Four judges - four scores are averaged for one overall placing.
Four judges - low score on each exhibitor is dropped and 3 remaining judge's scores are averaged for one overall placing.
- e) Five judges - four scores are averaged for one overall placing.
Five judges – high and low score on each exhibitor is dropped and 3 remaining judge's scores are averaged for one overall placing.

The following class formats are approved:

- a) Open classes can be held in the following combinations:
 - 1) Open
 - 2) Open and Limited
 - 3) Open and Intermediate
 - 4) Open, Intermediate and Limited (Open and Intermediate – one entry fee 60/40 split)
 - 5) Open, Intermediate and Limited (all three separate classes with three entry fees).Classes may run concurrent or separate.

b) If you offer the Intermediate division it is recommended that it run concurrent with the Open Division but is at show management's discretion. The Open class will run first in whatever combination of go's specified in the show's format. An extra entry fee may be charged for entering the Intermediate portion of this class but riders declaring the Intermediate status must do so when entering.

- 1) The Limited Open Rider class will operate as a separate class with separate entry fees. Limited Riders may show in the Open/Intermediate classes as well, upon payment of proper entry fees.

Purse Options

Show management has the option of offering any of the following purse formats for each class

offering payback at an approved show:

1. Jackpot = totaling all entry fees and paying back a predetermined percentage of those fees to make the total purse. The show must list the percentage of entry fee jackpotted to the purse on the showbill/prize list NSBA recommends no less than 55% of each entry fee be added to the purse.
2. Added money = a dollar amount is determined as added money and then that amount is added to the jackpotted portion of entry fees to make the total purse. To qualify for the trophies, to be ordered previous to the show and awarded at the show, any added money must be “guaranteed added money.” That means that the amount to be added is guaranteed no matter how many entries the class has.
3. Jackpot Plus = When added money to an NSBA class is advertised to be dispersed based upon the paid entries, these stipulations must be met:
 - a. If there are six or more paid entries, the added money must be guaranteed.
 - b. The show contact person must stipulate on the NSBA show approval application that added money is dispersed based upon the number of paid entries being six or more.
 - c. If a show jackpots a portion of the entry fee it must list the percentage of entry fee jackpotted to the purse on the showbill/prize list.
 - d. The show bill must include an explanation that added money and NSBA trophies and/or plaques will not be awarded should there be less than six paid entries, and must be submitted with the show application.
 - e. Advertising must include explanation that added money and NSBA trophies and/or plaques would not be awarded should there be less than six paid entries in the class.
 - f. The show contact person must send copies of all advertising pieces pertaining to that show to the NSBA office.Should there be six or more paid entries, the show secretary and/or management has 14 days after completion of the show (along with the show packet results) to turn in the address of the winner of that class. The NSBA office will then order the appropriate trophy and/or plaque to be sent to the winner.
4. Guaranteed purse = a pre-determined dollar amount is set as the total purse, regardless of the number of entries received. There is no added money and no jackpoting of entry fees.

The total purse for the class is the total amount paid back to all money winners.

In order to figure the purse for a class you must:

- a) Total all entry fees and partial entry fees received for the class. (at show managements’ option, late fees/penalties)
- b) Subtract your office charge (recommended no more than 45%).
- c) The remainder is your jackpot. If you are calculating a jackpotted class, you are done!
- d) For added money classes, add the jackpot figure from #2 to the amount of added money offered for this class #3. The total is your class purse.

Payback

It is recommended that the NSBA payback percentage chart be used in any NSBA approved event. If the NSBA payback percentage chart is not used, a show must supply NSBA with the payback percentage chart they will be using when the application for an approved event is made, indicating exactly how 100% of the class purse will be paid out.

Payback can either be done on an individual judge score or a composite score of multiple judges. Composite scores can be calculated from a one or two go format.

The number of places paid is based on the number of fully paid entries, and not the number of

horses shown.

See NSBA Payback Percentage chart below for the recommended percentages to pay places for go-rounds, finals and totals.

Class Purse Calculation Worksheet

1. Total full and partial entry fees collected for the class \$ _____
2. _ % of #1 is the amount of the jackpot
(Recommended minimum 55%) \$ _____
- +
3. Amount of added money in the class \$ _____
- =
4. The sum of #2 and #3 is the total class purse \$ _____

Distribute the purse according to the official NSBA Payback Percentage chart below. The total purse is then distributed according to the class format established for your show.
(If show management chooses to charge one entry fee for the Open and Intermediate classes, then 60% of the total class purse in step 4 is to be paid in the Open division and 40% of the total class purse in step 4 is to be paid in the Intermediate division no matter whether the class is shown concurrent or separately. Use the NSBA Payback Schedule below.)

NSBA Payback Schedule
Percentage of Payback based on Placing and Paid Entries

		Number of Paid Entries														
	1-2	3-4	5-6	7-9	10-12	13-15	16-19	20-23	24-27	28-31	32-35	36-40	41-44	45-49	50+	
# of Places	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
% Paid	100	60	45	40	34	32	28	26	26	25	25	25	23	23	23	
		40	35	30	27	22	22	22	19	18	17	16	16	15	14	
			20	20	20	19	17	14	13	13	12	11	11	10.5	10.5	
				10	10	10	10	10	10	10	9.5	9	9	9	9	
					9	9	9	9	9	8.5	8	8	8	8	8	
						8	8	8	8	8	7	7	7	7	7	
							6	6	6	6	6	6	6	6	6	
								5	5	5	5	5	5	5	5	
									4	4	4	4	4	4	4	
										3.5	3.5	3.5	3.5	3.5	3.5	
											3	3	3	3	3	
												2.5	2.5	2.5	2.5	
													2	2	2	
														1.5	1.5	
															1	

Awards

Based on show classification and the amount of added money in each NSBA class, the NSBA will supply your show at no cost, with award plaques and/or NSBA trophies. Trophies and plaques will arrive directly from the manufacturer prior to the show. However, shipping costs incurred for trophies provided to shows outside of the United States will be the responsibility of said shows. In addition, trophy requests added after the show application has been received may be charged the costs incurred for subsequent shipping. Trophies and/or plaques to be awarded to the class winner at the completion of the class as follows:

- a) For classes with \$500-\$999 guaranteed added money - NSBA plaque
- b) For classes with \$1,000-\$1,999 guaranteed added money - NSBA Pewter trophy
- c) For classes with \$2,000 or more in guaranteed added money - NSBA Bronze trophy

For Hunter/Jumper Special Event awards please contact the office.

Ties

In the event of a tie in any overall or go-round placing, the monies for the placing involved will be totaled and divided equally among those that are tied. The same tabulation of points will be used for the NSBA Awards Program. In the event of ties, the points for the placings involved will be totaled and equally divided among those that are tied. In the event of a tie in any final placing, a predetermined tie breaker judge must be used to determine the awarding of ribbons, buckles, trophies, saddles and other prizes.

NSBA Point System

The following point system will be used:

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
3-4 entries	½									
5-9 entries	1	½								
10-14 entries	2	1	½							
15-19 entries	3	2	1	½						
20-24 entries	4	3	2	1	½					
25-29 entries	5	4	3	2	1	½				
30-34 entries	6	5	4	3	2	1	½			
35-39 entries	7	6	5	4	3	2	1	½		
40-44 entries	8	7	6	5	4	3	2	1	½	
45 & over	9	8	7	6	5	4	3	2	1	½

Points are awarded for the overall winner, not for each go-round. NSBA points are determined by the number of NSBA entries shown in the 1st go.



Showbill/Prize List Best Practices

When offering NSBA classes at your show, the showbill/prize list must clearly indicate the NSBA classes that will be offered, when they will be offered, how many sets of NSBA ~~dual~~ approved points will be offered, the entry fee, the payback (if applicable) and the entry requirements.

A **Great** showbill/prize list will offer all of the following:

- Show dates and starting time each day/arena.
- Name and GPS location of facility. Maps and/or directions are recommended for those facilities with difficult navigation.
- Names of judges and which days/classes they are judging.
- How many sets of points will be offered. If Dual Approved, indicate how many sets of breed points and how many sets of NSBA points will be available to exhibitors. Ie. 6 AQHA judges/sets of points and 3 NSBA judges/sets of points. ***This is important information for exhibitors.***
- Complete class list.
- Show officials and contact information. Include contact information for prior to and during the show.
- Stall Reservation fees and instructions – include contact information for stall reservations as well as fees to include stalls, shavings, stall mat rental and/or fan rental
- Fee Schedule – include individual class fees, NSBA class fees, office fees, warm-up fees and any additional fees that apply to your horse show.
- List of awards and the requirements to be eligible. Indicate whether any prize money will be paid at the show or mailed after the show. Entry form should ask who receives the prize money and where to send the prize money if mailed – owner, exhibitor or designated agent.
- Breed class requirements – Membership and registration that is required.
- NSBA class requirements – Membership required for Owners and Exhibitors. Horse Registration for any NSBA Stand-alone and/or Futurity class (non-Dual Approved).
- Pre-registration information and entry closing date if applicable.
- Arrival time and date.
- Health requirements for horses.
- Motel information and RV accommodations.
- Liability disclaimer for injury to exhibitor, horse, property, etc.
- Show Sponsors.
- Name of benefiting charity if applicable.
- Any special events such as parties, games, fundraisers, etc.

Example Class Designation

August 9, 2019 – 8:00 AM Judge 1 (NSBA), Judge 2

601. NSBA 3 Year Old Open Western Pleasure \$1000 Added*
 602. NSBA 3 Year Old Intermediate Open Western Pleasure \$1000 Added*
(Classes 601 & 602 run concurrently)
 24/224. L1/Green Open Western Pleasure & NSBA
 602. NSBA Maturity Non Pro Western Pleasure \$500 Added
 25/225. YA L1/Nov Western Pleasure 13 & Under & NSBA
 26/226. YA L1/Nov Western Pleasure 14-18 & NSBA
 27/227. YA Western Pleasure & NSBA
 28/228. JR Western Pleasure & NSBA
All 200 class #'s are NSBA Dual Approved classes



Eligibility

Membership Requirements

The **EXHIBITOR** and **OWNER**, as recorded on the NSBA Recognized Equine Association's registration papers, are required to be current NSBA members in order to show in any NSBA class (please refer to the most current NSBA Official Handbook for Small Fry Walk Trot, Non Pro Walk Trot and EWD ownership/membership requirements). Memberships may be purchased at the show. NSBA membership forms will be included in the show kit provided to show management. Anyone who is unable to provide proof of NSBA membership will be required to purchase a membership or a duplicate at the show.

**For additional NSBA Show Management resources, please contact the NSBA office.

For all NSBA events, it is the responsibility of the owner and/or exhibitor to be aware of the ownership requirements and the official earnings of the horse and/or exhibitor as recorded by NSBA. When limits of eligibility are surpassed during the show year, the exhibitor can complete the year in that specific class or division. Any exhibitor participating in a class or division in which he/she (or the horse he/she is riding) is not eligible will be fined and the awards/earnings/points will be forfeited. All participants showing in a dual approved class must follow the corresponding breed rules in order to be eligible. Breed rules may differ from NSBA rules and breed rules will prevail in the Dual Approved classes.

Class Categories

Please refer to the most current NSBA Official Handbook for complete eligibility rules for each class.

Rider Categories

Open - Any rider not eligible to compete under NSBA Non Pro rules is considered an Open Rider.

Non Pro - The purpose of the NSBA Non Pro Event is to provide a specific event for the youth and amateur exhibitors to show their horses using the guidelines of the NSBA.

The exhibitor must be a Youth/Junior (youth/junior must be 18 years of age or younger) and hold a current and valid card as defined by one or more of the NSBA REA or the NGB (National Governing Body) or an Amateur with a current and valid Amateur card held with one or more of the NSBA REA or the NGB or an Amateur/Youth/Junior that has completed and submitted an NSBA Non Pro Declaration form that states he/she has NOT within the past three years:

1. Shown, trained or assisted in training for remuneration directly or indirectly.
2. Instructed another person in riding, driving, training or showing for remuneration directly or indirectly.
3. Judged a horse show for remuneration or been an approved horse show judge of any kind including but not limited to 4/H, breed associations, open show.

Remuneration is considered any form of compensation directly or indirectly for a service.

The horses, to be exhibited, must be registered with a NSBA REA. Unregistered horses may be registered for NSBA competition per Rule #55. Ownership of the horse being shown by the youth/junior, as evidenced by the horses' NSBA REA registration papers, must be solely the

contestant's, the contestant's immediate family including but not limited to, father, mother, step-parent, sister, brother, grandparent, half sibling, step sibling, niece, nephew, aunt, uncle, sibling's spouse, half sibling's spouse, step sibling's spouse, or legal guardian or owned by the institution in which the contestant is enrolled as a ward. Separate legal entities, such as family corporations, trusts or partnerships, and farm or ranch, are also authorized owners of the youth exhibitor's horse so long as all legal and equitable owners and beneficiaries of the legal entity are individuals specifically authorized by this rule. Ownership of the horse being shown by the amateur, as evidenced by the horses' NSBA REA registration papers, must be solely the contestant's, the contestant's immediate family including but not limited to, spouse, child, step-child, parent, step-parent, grandparent, grandchild, sibling, half-sibling, step-sibling, spouse's parent, spouse's stepparent, sibling's spouse, half-sibling's spouse, step-sibling's spouse, niece, nephew, aunt, uncle, great aunt, great uncle, legal ward or legal guardian. Persons whose relationship is legally recognized as a domestic partnership or civil union under the laws of the jurisdiction in which they sought such relationship are considered immediate family. Separate legal entities, such as family corporations, trusts or partnerships, and farm or ranch, are also authorized owners of the youth/junior/amateur exhibitor's horse so long as all legal and equitable owners and beneficiaries of the legal entity are individuals specifically authorized by this rule. Exception: in Hunter/Jumper Special Events this rule only applies to owner classes.

"Owned" means, in addition to other legitimate methods of acquiring ownership, the bona fide legal ownership obtained for adequate consideration in reasonable relationship with the actual market value of the horse. For example, a \$5 payment for a world champion quality horse does not meet the required character of required ownership for competition in Non Pro events.

Non Pro/Amateur/Youth/Junior Leases

Leased horses are eligible to show in NSBA events. NSBA will accept leases that are recorded and approved with their appropriate NSBA REA, provided the lease is also recorded with NSBA and the horse holds a current registration with NSBA.

All appropriate lease paperwork must be received in the NSBA office prior to competition. A \$35 fee and a copy of the lease authorization is due with the completed NSBA Lease Authorization Form. Current NSBA membership is required for both the lessee and the owner. Only one lease per horse will be recognized at one time.

During the term of the lease, only the lessee (and those related to the lessee) may show the horse in NSBA non pro, amateur and/or youth/junior events. During the term of the lease, all NSBA issued incentive fund money will be paid to the recorded owner. During the term of the lease, any money won by the horse at NSBA stand-alone events, including the NSBA World Championship Show, will be paid to the lessee and earnings recorded to the rider.

Horse Registration Requirements

For all NSBA classes other than Dual Approved classes, the horse is required to be registered with NSBA and registered in the current owner's name exactly as recorded on the NSBA Recognized Equine Association's registration papers. Registration and/or transfer of ownership may be purchased at the show. NSBA horse registration forms will be included in the show kit provided to show management. ***A copy of the horse's NSBA Recognized Equine Association's registration papers must be included with the registration form when sent to NSBA.*** Anyone who is unable to provide proof of NSBA horse registration will be required to register the horse or purchase a duplicate registration certificate at the show. Any age stallion, mare or gelding registered with a NSBA REA is eligible to be registered and/or exhibited in any NSBA approved event except when

specific class stipulations restrict participation. An NSBA membership is required to register or transfer ownership of a horse.

Horses unregistered with a NSBA REA may be registered with NSBA by submitting the horse's microchip number and verification of age.

Horses enrolled in the Breeders Championship Futurity, Color Breeders Championship Futurity, Stallion Incentive Fund or current Youth SmartPoints are considered registered. See Frequently Asked Questions for a complete list of registration certificate examples.

Beginning in 2022, all horses will require a registration in the current owner's name to compete in any NSBA class.

Color Horses

Horses entered in any NSBA color approved futurity or stand-alone class must follow the current NSBA rules to qualify for the color class. A color horse is one who is registered with IBHA, PHBA, PtHA, ABRA, ApHC, APHA or POA. A solid bred/breeding stock is considered a color horse only if the sire or dam has regular registry papers with one or more of the following associations: APHA, ApHC, ABRA, IBHA, PHBA and POA. PtHA solid registered is not considered a color horse unless it is also registered with one or more of the aforementioned breed associations.



Show Rules

All horses are subject to drug and/or tail testing. Please refer to the most current NSBA Official Handbook for current rules regarding illegal practices, therapeutic medications and/or humane treatment of the horses at a NSBA approved show.

Horses and equipment are also subject to examination by the Steward, Show Management and/or Judges. This includes, but is not limited to the use of the NSBA bit gauge, magnet or other equipment. At the judge and/or show steward's discretion, exhibitors may be requested to drop the headstall for the bit/bosal inspection. In the importance of safety when doing an equipment check of dropping the headstall/bridle, whether this inspection takes place in the warm up arena, at the entry gate of the arena or following a class in the center of the arena, the participant will be asked to "dismount" from the horse when the headstall/bridle is dropped.

Broken equipment or equipment that becomes unattached shall be cause for disqualification. This includes headstall coming off, any part of the rein(s) becoming detached or coming out of the riders hand(s) and/or touching the ground or cinch/girth becoming detached from the saddle. The exhibitor will immediately be brought to the middle of the arena or excused from the show arena. Any other equipment failure that does not potentially endanger any exhibitor will not be a disqualification. (i.e., curb strap coming loose, tail falling out, breast collar breaking. etc.)

In all NSBA Two Year Old and Three Year Old western classes, entrants must use a snaffle or bosal. In combined aged classes (Three Years Old and Older) or Maturity classes, horses may be ridden with one hand and a standard western bit as approved by NSBA or with two hands and a snaffle bit or bosal as described under NSBA Western equipment rules. Horses 6 years of age and older MUST be shown in a standard western curb bit.

The show management is required to provide a 5-minute warm-up period for yearling longe line which can be suspended upon the consensus of all exhibitors in the class. This warm-up period is closed to NSBA class contestants only and is prior to the start of the class. If warm up is offered in any class(es), all horses being handled/ridden in the show arena should be presented as if they were being judged.

There shall be no substitutions of riders if there is more than one go-round or if there are go-rounds and finals.

A contestant may drop out of or be disqualified from any go-round or finals without forfeiting previous money won. Entry fees, or any part thereof, will not be refunded. Contestant is eligible for overall placings and/or winnings.

At the show management's discretion, prize money may be mailed rather than paid out at the event. It is suggested that if the prize money is to be mailed, the show management should have this noted on the showbill/prize list or premium catalog and also state as to whether it will be sent to the owner, exhibitor or designated agent. If prize money is mailed, show management is required to post at the show, at least the purses won in each class.



Processing Show Results

Show Results

Show results for all NSBA classes must be provided in their entirety to NSBA. Computerized show results via excel (.csv file) are preferred. Results are also accepted via pdf or completed NSBA results forms. Results must include the horse roster as well as individual class results. The horse roster must include horses name, breed registration number, NSBA registration number, owners name/NSBA membership number, exhibitor name/NSBA membership number and ***all classes entered for each horse (NSBA entries only)***.

The results file or printouts must include ALL NSBA entries in each class and indicate NSBA placings and money earned (if applicable). Horses name, breed registration number, NSBA registration number, owners name/NSBA membership number and exhibitor name/NSBA membership number is required for each entry. ***Please ensure that results information is included for EACH NSBA ENTRY, including those that were scratched (SCR), were disqualified (DQ), or did not place (NP)***. For best results when using excel for results, please do not add any additional lines between classes. Each S/C or judge should be in a separate tab or file. NSBA horse numbers must NOT contain additions, subtractions or space. The NSBA horse number starts with L with 6 numbers after the L (L001284). Exhibitor and owner names should be listed in a single cell with a single space between them. Make sure any earnings are included in the spreadsheet with the results. ***Please do not include non-NSBA entries.***

A sample format may be obtained via the NSBA website or by contacting the NSBA office. NSBA results forms are available upon request for those shows not capable of producing computerized results. Incomplete results will be returned to show management for completion or correction.

Return to NSBA Office within 14 days of the event:

1. Completed Horse Roster
2. Individual Class Results
3. Memberships Collected
4. Horse Registrations Collected
5. Judges Class Cards (optional for dual approved classes) – Copies are acceptable
6. Score Sheets if applicable (optional for dual approved classes) – Copies are acceptable
7. Show Managers Report, Exhibitor Reports, Drug Forms, additional forms (if applicable)
8. Payment – Memberships/Horse Registrations/Sanction Fees

Sanction Fees are collected on each NSBA approved entry. The sanction fee is 6% (minimum \$3 per entry) of the entry fee and should be collected with the 1st payment of entry fee to each class.

Shows failing to properly complete and return all memberships, results and fees to the NSBA within 14 days after the completion of the show will be charged a \$50 (U.S.) late fee. Memberships, results and fees submitted after 30 days will be charged a \$100 (U.S.) late fee and may result in disqualification of the show.



FunnWare Horse Show For Windows

If you are using Funnware Horse Show For Windows to process your show entries and results, please see the following for information on how to setup the NSBA classes and print the results.

Setting up your NSBA Show (these instructions apply v8.341 and later).

1. Set up your NSBA classes using the correct NSBA Class ID. Class ID's can be found at Reports, Listing of Class Codes (shortcut R, O). These class numbers are required in order to send electronic results.

HINT: If you generate this report and print or save to a pdf, you will be able to search easily through the document to find the correct class id's. This does require that you have software installed on your computer that will allow "Print to PDF". Microsoft Word is an example of software that will allow "Print to PDF".

HINT: A class list with NSBA Class ID's is also available from the NSBA office by request.

2. Add your NSBA dual approved and single judged futurity classes into the subsidiaries of each S/C show for each class that is dual approved. In the Go area of a class being added to a show, the Held With field tells HSW which classes to run concurrently. Add the appropriate breed class number into the Held With field for each NSBA Dual Approved class. When using the Held With field, the results are automatically populated for the NSBA class when they are entered in the breed class.

3. Add your multi-judged futurity classes into the master show (Category 1/Category II Futurity Events). In the Go area of a class being added to a master show, the Held With field tells HSW which classes to run concurrently. Add the appropriate class number into the Held With field for each NSBA class. When using the Held With field, the results are automatically populated for the NSBA class when they are entered in the corresponding class.

Please send the following reports to NSBA. Electronic .csv file is preferred.

Horse Roster (Required).

1. Select "Reports" from the Main Screen (Shortcut R)
2. Select "Roster For One Show" (Shortcut L)
3. Make sure the "Include classes entered?" checkbox is checked
4. Make sure the "Include scratched horses?" checkbox is checked
5. Make sure the "Include Year Foaled?" checkbox is checked
6. Make sure the "Include Owner's Reg#?" checkbox is checked
7. CHECK "NSBA" and UNCHECK all other breeds
8. To mail report, select "Print/Export", then print report and mail
9. To email report, select radio button "Export to: PDF", then "Print/Export", then save file and email
10. Repeat for each show (split/combined) that offers NSBA classes

Individual Class Results (Required).

Follow these steps to produce a .csv file to email

1. Change the Appr Assn to NSBA for **each** show (master show if Category/Category II Futurity Events, subsidiaries for Dual Approved/Special Events) with classes to be reported in the Shows. This change happens in the "Edit Existing Show Information area".
2. Select "Utilities" from the Main Screen (Shortcut U)
3. Select "Association Disk/File Creation" (Shortcut B)
4. Select "National Snaffle Bit Association" (Shortcut N)
5. Check "Create File For Master Show" (if the master show results are also to be reported for Category I/Category II Futurity events). Leaving this checkbox unchecked will create the subsidiary files for each set of NSBA points in the S/C show.
6. Choose destination to create the file
7. Select "Create" to create the file(s)
8. Repeat for each split combined show and the master show
9. Email the created file(s). NOTE: One file is created for each set of NSBA points

NOTE: You can also uncheck "Use Show Approving Association subsidiaries only" box instead of #1 above. This will create a file for every subsidiary – make sure to send only the subsidiaries that are NSBA approved. (You may potentially create more files than necessary with this option)

Follow these steps to produce printed results to mail

1. Select "Reports" from the Main Screen (Shortcut R)
2. Select "Results By Class" (Shortcut J)
3. Select radio button "Subsidiary Shows Only" for Dual Approved/Special Events or "Master Show Only" for Category I/Category II Futurity Events
4. Type NSBA in the "Only this association:" box
5. The following boxes should be checked and all other unchecked:
 - a. Include owner's reg#
 - b. Include results for each judge
 - c. Include those not placed
 - d. Include money won (only if offering payback)
 - e. Include class w/no entry
 - f. Include additional horse reg #'s
 - g. Include DQ's and/or No Scores
6. Choose your NSBA class numbers (ie. from 200-299)
7. Repeat for each split combined show and select Print/Export to print and mail.



SHOW RESULTS SUBMISSION CHECKLIST

THE FOLLOWING ITEMS MUST BE SUBMITTED WITHIN 14 DAYS OF THE ENDING SHOW DATE

1. _____ **HORSE ROSTER**
The horse roster must include horses name, breed registration number, NSBA registration number (if known), owners name/NSBA membership number, exhibitor name/NSBA membership number and **all classes entered for each horse (NSBA entries only)**.
2. _____ **INDIVIDUAL CLASS RESULTS**
Computerized show results via excel (.csv file) are preferred. Results are also accepted via pdf or completed NSBA results forms. The results file or printouts must include ALL NSBA entries in each class and indicate NSBA placings and money earned (if applicable). Horses name, breed registration number, NSBA registration number, owners name/NSBA membership number and exhibitor name/NSBA membership number is required for each NSBA entry. **Please ensure that results information is included for EACH NSBA ENTRY, including those that were scratched (SCR), were disqualified (DQ), or did not place (NP). Please do not include non-NSBA entries.** Results can be sent electronically to shows@nsba.com.
3. _____ **MEMBERSHIP FORMS/HORSE REGISTRATION FORMS**
White – original – return to NSBA with payment.
Yellow – copy – this is for show management's records.
Pink – copy – this is the member's receipt.
4. _____ **JUDGES CLASS CARDS**
Originals or photocopies are required for futurity and/or stand-alone classes and optional for dual approved classes.
5. _____ **SCORE SHEETS (IF APPLICABLE)**
Originals are required for futurity and/or stand-alone classes and optional for dual approved classes.
6. _____ **SHOW MANAGERS REPORT/EXHIBITOR REPORTS/DRUG FORMS (IF APPLICABLE)**
Include any additional NSBA Show Documentation.
7. _____ **PAYMENT**
Please include payment for all memberships and horse registrations paid on a show tab or by cash at the show and applicable sanction fees. Sanction fees are calculated at 6% per entry per class (**minimum of \$3 per entry**).
Please mail to:

National Snaffle Bit Association
ATTN: Show Department
1391 St. Paul Avenue
Gurnee, IL 60031

***Please note: complete show results and payment of applicable fees is due 14 days after completion of the show. If not received, late penalties may be incurred at a rate of \$50 for results/payment received more than 14 days after completion of the show and \$100 for results/payment received more than 30 days after completion of the show.

For Hunter Jumper Special Event sanction fees and approval fees contact the NSBA office at 847-623-6722 or shows@nsba.com



Frequently Asked Questions

Is there a minimum amount of added money per class?

Payback is optional in all classes, however, in the Category I/Category II Futurity classes, it is recommended that the entry fee be jackpotted. In order to be eligible to receive the awards, the added money must be designated on the show approval form at the time of application.

Can I get the NSBA awards for my state or closed futurity?

Yes, you can apply for NSBA approval for your state or closed futurity classes. In order for the state or closed futurity class to be considered "NSBA Approved", **ALL** entries in the class must follow NSBA rules, including membership and horse registration. In order to receive the award for the NSBA class, the added money must be guaranteed and paid out in entirety.

What is the procedure if the Breed Rules differ from NSBA rules in Dual Approved classes?

If the class is a dual approved class, breed rules prevail. If they are eligible to enter the breed class, they are automatically eligible to enter the NSBA dual approved class.

Please note that Green and Novice rules will typically be different between NSBA and other breed associations. **ALL** other NSBA classes (All Breed or non-Dual Approved) follow NSBA rules.

Does Show Management receive a rebate for processing membership and/or horse registrations?

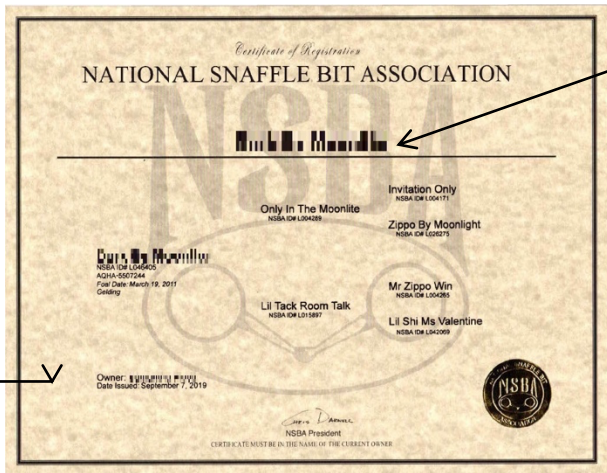
Yes, membership and horse registrations cost \$10 more when renewed or purchased at a show. As long as the additional \$10 is collected per membership or registration, this will be paid back to the person or entity that was designated on the show application.

Is there anything special needed with NSBA membership and/or NSBA horse registrations taken at the show?

Please verify that the forms are filled out in entirety and they are signed and dated by show management. The horse registration also requires a copy of the breed registration papers showing current ownership. Be sure to give the customer the pink copy as that serves as a temporary document until the official document is mailed from the NSBA office.

NSBA Registration Certificates may say *“Certificate of Registration”* or *“Certificate of Eligibility”* at the very top. Please see below examples for the Registration Certificate showing the horse enrollments and the eligibility for each enrollment.

NSBA recorded ownership must match the breed recorded ownership. The recorded owner must hold a current NSBA membership in the exact ownership name as recorded on the breed registration papers. Registration and ownership transfers can be done at the show.



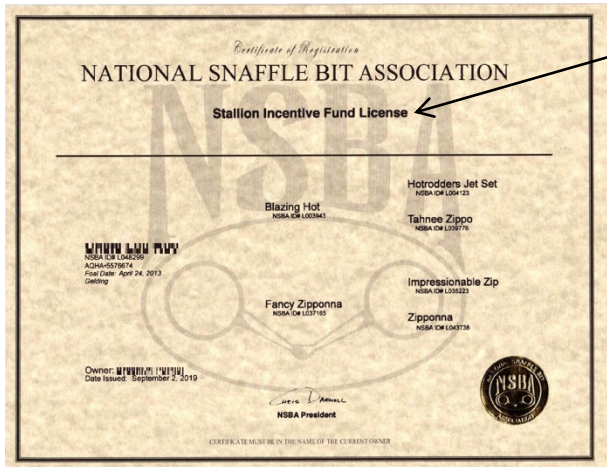
At the top of the certificate the horses name is printed.

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **NO**

Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **NO**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show? **NO**



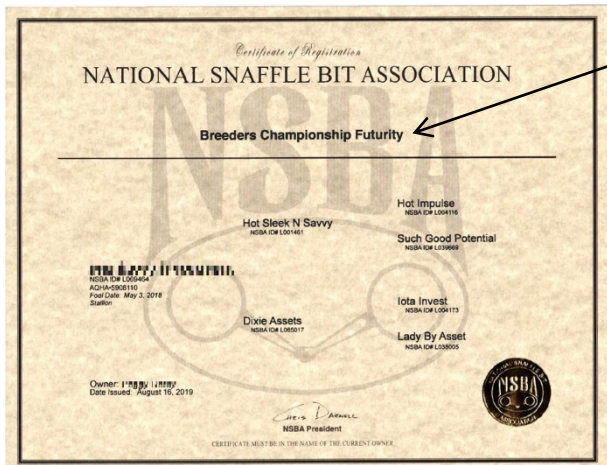
At the top of the certificate it says “Stallion Incentive Fund License.”

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **YES**

Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **NO**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show? **NO**



At the top of the certificate it says “Breeders Championship Futurity.”

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **NO**

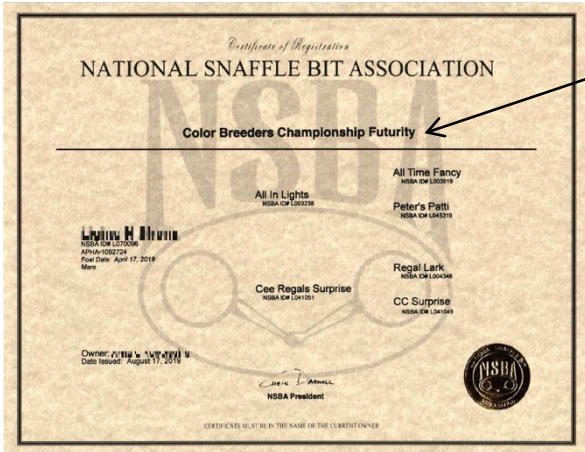
Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **YES**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show?

2021 World Championship Show:

Horses born 2017 or after – **NO**

Horses born 2015, 2016 – **YES**



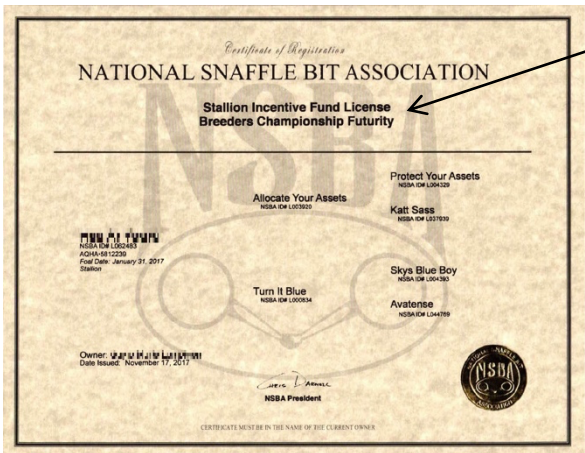
At the top of the certificate it says “Color Breeders Championship Futurity.”

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **NO**

Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **NO**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show? **YES**



At the top of the certificate it says “Stallion Incentive Fund License” & “Breeders Championship Futurity.”

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **YES**

Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **YES**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show?

2020 World Championship Show:
Horses born 2017, 2018, 2019 – **NO**
Horses born 2014, 2015, 2016 – **YES**



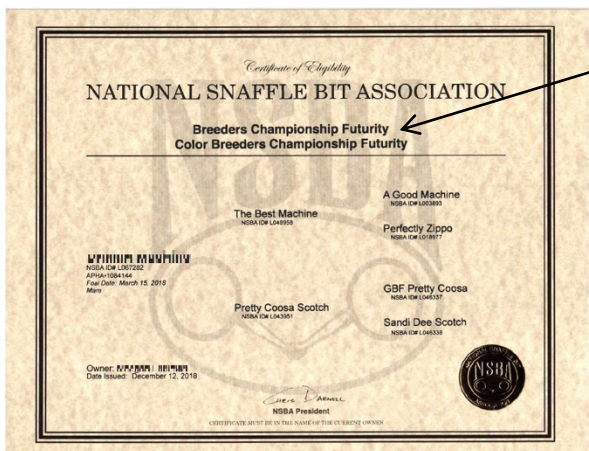
At the top of the certificate it says “Stallion Incentive Fund License” & “Color Breeders Championship Futurity.”

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **YES**

Can I show in the Breeders Championship Futurity classes at the NSBA World Show? **NO**

Can I show in the Color Breeders Championship Futurity classes at the NSBA World Show? **YES**



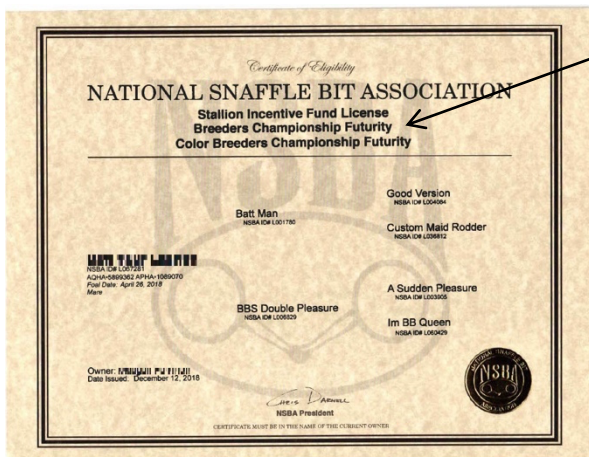
At the top of the certificate it says "Breeder's Championship Futurity" & "Color Breeder's Championship Futurity."

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **NO**

Can I show in the Breeder's Championship Futurity classes at the NSBA World Show? **YES**

Can I show in the Color Breeder's Championship Futurity classes at the NSBA World Show? **Yes**



At the top of the certificate it has all NSBA horse enrollment programs listed.

Can I show in NSBA Futurity Classes? **YES**

Will I receive Incentive Fund money? **YES**

Can I show in the Breeder's Championship Futurity classes at the NSBA World Show? **YES**

Can I show in the Color Breeder's Championship Futurity classes at the NSBA World Show? **YES**

A Youth SmartPoints enrolled horse will receive a Registration certificate with the horse's name at the top. (See first example)

Before the horse enrollments were merged onto one registration certificate, the Breeder's Championship Futurity and Stallion Incentive Fund License each had their own documents. Both are still valid as long as the ownership is current. The Breeder's Championship Futurity document says "Breeder's Championship Futurity" and has a background picture of the trophy cup. The Stallion Incentive Fund License looks like a driver's license/state id and will be the same size as a driver's license/state id. If ownership **is not printed** on the older certificates or license card, a duplicate or transfer will need to be completed.