**Post IHSA Horse Show Check-List**

**At the conclusion of an IHSA horse show host must do the following:**

* Tabulate results and give out the awards for College Champion and Reserve Champion Team and High Point and Reserve High Point
* Thank the judge, participants and all show personnel
* Pay officials
* Have the Stewards complete the Steward’s report and attach completed Accident Form(s).

**The host must give the Regional President:**

* Judge’s cards
* 5 Official Programs with all results
* Stewards Report with completed Accident Claim Forms(s)
* A check for $5 per ride payable to IHSA, Inc. or submit Horse Show Invoice and mail the check to the National Treasurer
* Officially signed entry forms from each participating school

**Regional Presidents must:**

* Check results against judge’s cards for accuracy
* Submit form and a copy of the Show Stewards report with any Accident Claim Form(s)to the Insurance Chair (kosykes@msn.com), Debbie Ritterriser (mollyritt@optonline.net, and with a copy each to your Regional President and Zone Chair. If there are any additional accident forms completed by the Qualified Medical Personnel onsite or anyone else, attach a copy of those as well. DO NOT submit any forms directly to Equisure.
* Mail **two** copies of the horse show program with results to the IHSA Executive Director, one copy to your Zone Chair, and one copy to Karen Sykes, insurance representative. Retain one copy for your records.
* Insure the National Treasurer receives the show dues $5 per ride