

MEMBERSHIP CHECKLIST

Complete the following very carefully. All forms MUST be completed and uploaded to the portal (District Level) 3 weeks prior to competing in your first HHSRA sanctioned event.

_____ **NHSRA Membership Application** completed and printed from the online portal. Both parents/guardians MUST sign the bottom of this form along with the contestant and uploaded to the members portal page. You will pay your National membership dues at this time. Make sure it is the 22-23 application.
<https://nhsra.equestevent.com/>

_____ **National Minor's Release, Assumption of Risk and Indemnity Agreement** completed and printed from the online program. The natural Father and Mother or the Legal Guardian along with the contestant MUST sign this form. **This form needs to be Notarized (be sure notary lists contestant and both parents as being present when notarized).** Upload to the members portal page.

_____ **HHSRA State Membership Application** completed, signed and submitted with State Dues to your District Secretary.

*** _____ **Certificate of Eligibility (on website).** Signed and current date by school officials. This is a requirement per rule book pg.31. Schools may be closed for the summer ---you can upload this form prior to your first rodeo and turn in at your first rodeo. Your current grade report must be uploaded no less than 15 days prior to first rodeo! Quarter 4 of previous year report cards are required to be 2.0 GPA or better in order to rodeo in September and October and/or until first quarter report cards are distributed. This document must be uploaded to members portal page and submitted to district secretary.

*** _____ **Current Report Cards—4th quarter reports cards** are required to be turned in with membership docs as well as first rodeo or up until 1st quarter report cards are distributed. Attach this document along with other documents with *** as one PDF and upload to the members portal page. It is a requirement that you upload your official report card to your membership portal at the end of every Quarter.

*** _____ **Home School Verification Form (on website). If applicable.** This is a required form per rule book pg.31. Please follow instructions on the verification form. Homeschool program must be registered with the Hawaii State Department of Education. **If it is not you must attach verification of grade appropriate proficiency and test center name and address listed.** This form must be uploaded to members portal page.

*** _____ **Social Media Policy Form (on website).** This is a required form per rule book pg. 8 16. Please have each member and both parents/legal guardian sign and date. This form needs to be submitted to District secretary to sign and she will submit to State secretary along with membership forms.

_____ **Member Responsibility-** Member will submit all forms to your online members portal page (refer to checklist) to District Secretary no less than 15 days prior to any HHSRA sanctioned event.

_____ **District Secretary Responsibility-** Must submit to State Secretary no less than 10 days prior to sanctioned event date. All forms must be complete and correctly filled or they will not be eligible to rodeo. Make sure all documents are correct and complete. Incomplete, incorrect, and late forms will deem member ineligible to compete until made right. Full payment must accompany Contestant Roster and forms listed.



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District Secretary Responsibility- District Secretaries are required to confirm all documents are correctly and completely filled, signed and uploaded back to the MMS portal before submitting to State Secretary. Any incomplete, missing or incorrect form will deem member ineligible to rodeo until corrected and or completed AND must be submitted to State Secretary within the **10 day prior to rodeo period. This includes shooting contestants as well.**

** Member will submit all dues to District Secretary which will include District and State dues.

District Secretary will remit full payment for their district members along with the following completed documents: copy of NHSRA application, HHSRA State Membership form, most current report card, social media form, grade and conduct form, and the home school verification form if applicable. These documents are required to participate in any HHSRA/NHSRA sanctioned event. No one is an HHSRA member until ALL state and district dues have been paid in full and in State secretary's hands.

HHSRA STATE SECRETARY

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