

# 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 23-24 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. <https://nhsra.equestevent.com/>

\*\*\* \_\_\_\_\_ **Certificate of Eligibility (on website).** Signed and current date by school officials. This is a requirement per rule book pg.31-32. Schools may be closed for the summer ---you can download this form prior to your first rodeo and turn in at your first rodeo. Your current grade report must be uploaded to your MMS portal no less than 15 days prior to first rodeo! Members must have made passing grades in at least 70% of classes taken or meet the minimum proficiency requirement of the state/province in which they are members. ("70% of classes" Member must have passing grades in at least 4 subjects, or if carrying less than four, passing grades in all subjects)

\*\*\* \_\_\_\_\_ **Current Report Cards—4<sup>th</sup> quarter reports cards** are required to be turned in with membership docs as well as first rodeo or up until 1<sup>st</sup> 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 most recent official report card to your membership portal at the end of every Quarter. Homeschool, online, virtual schools have immediate access to grades/progress so this submittal should be the most current download. Members must have made passing grades in at least 70% of classes taken or meet the minimum proficiency requirement of the state/province in which they are members. ("70% of classes" Member must have passing grades in at least 4 subjects, or if carrying less than four, passing grades in all subjects)

\*\*\* \_\_\_\_\_ **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.

A child is required to attend either a public or private school while residing in the State of Hawaii. I know you may easily determine whether a school is listed in Hawaii as a public school or public charter school. Any private school in the state shall be registered with the Hawaii Association of Independent Schools (HAIS). Link to HAIS If a school is not listed on the HAIS website, it is not a private school in Hawaii. All other programs/schools either brick and mortar or online may be considered an Alternative Education Program or a homeschool situation. Parents who elect to educate their children at these programs/schools shall inform the HIDOE school in the service area where they reside with a completed Form 4140 or a letter of intent to homeschool. An online school may qualify (with the principal and complex area superintendent's approval) as an alternative education program as described in HAR Chapter 12. A parent may also choose homeschooling utilizing an online program as the primary means of instruction but **a Form 4140 or letter of intent to homeschool is still required.** *A parent may NOT disregard the completion and submission of the Form 4140 or letter of intent because they feel that their "online program is not the same as registration with a home school, and thus students are not "registered as compulsory education as that is only for home schoolers."*

\*\*\* \_\_\_\_\_ **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.



# MEMBERSHIP CHECKLIST

\_\_\_\_\_ **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 (one check) must accompany Contestant Roster and forms listed payable to HHSRA-State and mailed to PO Box 6736 Kamuela, HI 96743.

**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 correctly completed documents:

- \*NHSRA application & minors release form
- \*most current report card
- \*social media form
- \*grade and conduct form
- \*home school verification form if applicable along with State Form 4140

These documents are required to participate in any HHSRA/NHSRA sanctioned event. No one is an HHSRA member until ALL district dues have been paid and all State Dues are paid in full and in State secretary's hands by way of each District Secretary.

## HHSRA STATE SECRETARY

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