

Application Information

The UCHA is seeking a person to help them fulfill their goals of putting on and supporting high quality shows. This person should have the following characteristics:

- positive outlook
- organizational skills
- ability to follow rules
- have a love for cutting and competitions
- people person
- self starter
- secretarial skills

Duties include:

Association Secretary/treasurer

It shall be the duty of the association secretary to conduct the day to day business of the Utah Cutting Horse Association in accordance to the by-laws and the policies and procedures outlined in this manual.

Maintain the financial accounts which shall be balance monthly.

Provide notice to the board for all board meetings and record and distribute minutes.

Maintain the membership rolls of the UCHA.

Provide notice to the membership for all membership meetings and record minutes.

Maintain the affiliate dues according to NCHA rules.

Provide for a yearly election of board members according to the bylaws of the association working with the UCHA vice president.

Track all Utah Cutting Horse Association shows and the year-end standings for the approved year end awards program or programs. Standings will be printed in the UCHA newsletter or publication or website. Standings will be available at all UCHA approved shows. It is the responsibility of the association secretary to verify all standings for accuracy.

Provide notices of all upcoming Utah Cutting Horse Association activities. The listing shall include but not be limited to:

- Standings for the year end award series through the most recent Utah Cutting Horse Association show.
- List of upcoming Utah Cutting Horse Association shows and activities.

Submit the applications for approval for all UCHA produced shows to NCHA and obtain approval from the designated affiliates.

Obtain the judges for all Utah Cutting Horse Association shows in accordance with the guidelines established by the judges committee. After the judge or judges are arranged, the secretary shall notify the judges' committee chairman no later than one week prior to the show who the judge or judges will be. The chairman shall be informed of the cost and any other accommodation made for the judges. The notification shall be delivered by email or fax and include all details.

The association secretary when possible will be available to secretary all UCHA shows. If unable to secretary an upcoming show, a replacement will be name as soon as possible

The secretary shall maintain the UCHA Policy and Procedure manual making changes to the manual as the board may direct. Any changes to the manual shall be made and the appropriate page changes provided to the board within one month following the change.

Show Secretary

The show secretary will be duly certified according to NCHA rules.

It shall be the duty of the show secretary to conduct all shows of the Utah Cutting Horse Association in accordance to NCHA rules, the by-laws and the policies and procedures outlined in this manual.

The show secretary shall coordinate with the show manager the hiring of staff for an upcoming show, i.e. announcer, practice pen, etc. The show secretary will coordinate with the other staff members for the show.

All show duties including stall reservations, motel reservations for staff, facility coordination, cattle number coordination, advertising and anything else deemed necessary to make the show successful will be coordinated with the show manager.

If necessary as directed by the association secretary and judge's committee, the show secretary will secure the judge or judges for the event they are working.

Coordinate to see that the show does not violate any NCHA rules in the running of a show.

Monitor the use of judges to see that we do not go over the 150 day per work limit set by NCHA. In the event that we are going to go over the limit the secretary shall obtain a judge from any judge available at the show and utilize their services in classes where there is no conflict according to NCHA rules. If it is determined that a number conflict will arise, the following classes in order will use the alternate judge: 5000 Nov Non Pro, 2000 Rider and/or 15,000 Amateur. If for any reason an alternate judge can not be found to work the above classes, the president of the association will determine which class is to use the alternate judge.

Handle all entries and draws in accordance with the guidelines set forth by the NCHA.

Following the completion of the show, reconcile all financial statements including breakdown of the fees collected for stalls, practices, entry fees, memberships, etc. prior to turning the show information into the association secretary. It is also the show secretary's responsibility to mail in the results of the show to the NCHA and approving affiliates along with the necessary funds.

Application will be accepted up to March 31, 2019. Please send or email your information to:

Matt Porter

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Morgan, UT 84050

801-644-2730

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