

# **SCHA Show Secretary Tender**

**The Saskatchewan Cutting Horse Association (SCHA) is accepting offers for the position of Show Secretary.**

## **Duties include:**

- To work with the respective show directors to complete and forward the show applications to the NCHA and CCHA in the required formats and time frame,
- To accept show entries and fees, to prepare the necessary paperwork for the shows including, but not restricted to, show reports, making bank deposits, paying prize money and handling other income and expenses related to the shows following the rules of the NCHA, CCHA and SCHA,
- To be available show weekends to publicly post necessary paperwork to ensure show runs efficiently,
- To collect, compile and correlate all information pertaining to the event winners of the various contests at shows held throughout the year,
- To maintain accurate records of these results for the purpose of tracking earnings and calculating a point system to determine the current standings of the event winners,
- To prepare reports of the current standings periodically, of both the contestants and their horses,
- To tabulate the year end standings for the presentation of the Annual Awards,
- To be responsible for forwarding the standings to date after each show for the publication in the News Bulletin and SCHA website, as well as to the CCHA and NCHA office in their required formats,
- To be responsible to haul the show office equipment and supplies as well as the SCHA banners, time clock and related equipment to each show. The show directors arrange for set up and take down,
- To work with the Show Directors, Bulletin Editor, Webmaster and Association Secretary to enable communication and meet various deadlines for applications and publicity,
- To utilize the Facebook page as a means of informing members on certain show aspects,
- To prepare and give a report for each Board meeting. Should the Show Secretary not be a member of the Board of Directors, then he/she shall automatically become an ex-officio member of the Board,
- To perform other duties assigned to him/her from time to time by Directors,

## **Requirements:**

- The successful candidate must obtain their NCHA Show Secretary certification,
- Must be a member of the SCHA and NCHA,
- Use telephone, fax and various computer programs including "Faster Horses", Word and Excel programs as necessary,
- Knowledge of the NCHA, CCHA and SCHA rules is essential,
- Good communication skills are an asset as this individual receives many questions and requests for assistance.
- Must have a valid Saskatchewan Driver's License and provide your own transportation to shows and meetings.

## **Contract Term:**

- The term of the contract shall be 2 years, at which time it will be reviewed to ensure it is still current, with an option to extend the contract for a 3<sup>rd</sup> year.

## **Other:**

- The SCHA provides a laptop computer and printer and related office supplies. Records and reports remain the property of the SCHA.
- The position involves the time commitment of approximately half time during the show season, with periods of intense activity the week prior to a show and the week following.
- Typically, there are about 6 weekend shows, about 1 weekend per month April through August; the show season involves approximately 850 cuts.
- In 2021, the compensation rate was \$7 per cut and 42¢ per kilometer plus hotel accommodation for shows.

**Tender Closes: November 15, 2021**  
**Lowest or any tender not necessarily accepted**

**Send Tender to:** Elaine Good, SCHA Secretary-Treasurer  
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