**HIGH SCHOOL RODEOS OF BC
MEMBER OF NATIONAL HIGH SCHOOL RODEO ASSOCIATION**

 **TO NEW AND RENEWING MEMBERS OF NHSRA AND HIGH SCHOOL RODEOS OF BC (BCHSRA)**This is a step by step instructional guideline on how to become a member of the National High School Rodeo Association as well as the BC High School Rodeo Association. We are hoping to streamline this process in the future, as there are a lot of steps at this time. Please follow these instructions carefully to become members of BCHSRA. The deadline for memberships is March 1, 2021. NO memberships will be processed after that date. A $10 late fee will apply to returning members whose memberships are received after January 1, 2021.

**LOGGING IN:**

1. Go to <https://nhsra.equestevent.com>
2. If you have EVER been a member of NHSRA and/or BCHSRA, Junior or High School Division, you will be a RENEWING MEMBER and you will already have a profile on the data base. You will be a NEW MEMBER if you have never held a membership.
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3. RENEWING MEMBERS, please log in to the Renewing Member portal, you already have a username and password (your user name should be lastname\_firstname), if this does not work, please contact your Provincial Secretary – Bonny Mills and she will check for any modifications. If you cannot remember your password, please use the “forgot password” feature, your Secretary does not have this information. A password reset email will be sent to the email address linked to the profile, this password reset must be used within **24 hours.**
4. NEW MEMBERS, please log in to the New Member portal, please follow the lastname\_firstname procedure for your username and then select a password.
5. There is a very informative “how to” video for both types of membership that will help you a great deal, please watch the video to make the process easier.

**MEMBERSHIP INFORMATION:**

1. Follow the prompts to fill in and/or update all relevant information, the membership application, waiver and membership card will be generated here.
2. The correct email address in VERY IMPORTANT! This email address is used by the Province to send all entry information, confirmations, and communications from BCHSRA and NHSRA. Please use an email address that will be checked on a regular basis.
3. The Membership Secretary will enter the back numbers. Renewing member back numbers will remain the same with exception of the Grade 9 members. All Grade 9 members will receive a new back number and membership number as they are moving from Junior to High School division. All numbers are generated by NHSRA and the Province, there is no selection by the members at all.

**PRINTING AND UPLOADING NHSRA DOCUMENTS:**

1. When you complete the renewal or new member process, the site will tell you in **BOLD LETTERS** to stop and print your NHSRA Application and Liability Waiver.
2. Print both documents. Sign all areas that the NHSRA Application requires. Take the NHSRA Liability Waiver to a Commissioner for Oaths or Notary Public for signatures from both parents, member and Commissioner or Notary.
3. Upload these 2 documents to your NHSRA Membership profile, use your name for the document title, you will do two separate uploads under the appropriate categories.
4. Print your National Membership/Insurance card for your records.
5. Your Provincial Secretary will receive a notice when these steps are complete and will review the documents to ensure they are correct and complete. Any missing signatures or information will cause a significant delay in the membership being completed. Incomplete memberships will result in ineligibility of the contestant.

**HSR OF BC (BCHSRA) DOCUMENTS AND PAYMENTS:**

1. Go to <http://bchsra.ca> Click on Members and then click Forms.
2. Print your BC Membership, BC Waiver and Indemnity Form, Contestant Profile/Media Release and Personal Health Form. Fill these out, sign in all the required places, scan and email to the Membership Secretary at bchsra.memberships@gmail.com Please print, sign and include any Associate Member forms with this email. It is strongly suggested that at lease on parent have an Associate Membership in order to be able to help your child in the arena and to have a vote during our AGM or other times where the Membership is called upon to vote on a subject. There will be ONE Associate Membership included in a Membership Fee, additional Associate Memberships are $25 each.
3. Junior Membership fee is $200
High School Membership fee is $250
Mandatory Family Sponsorship fee is $300 (per family, not per member).

\*\*\*This fee may be paid in the form of a post-dated (March 1, 2021) cheque, which MUST be received with BC Membership papers, or it may be included with e-transfer of Membership fees.\*\*\* THIS FEE MUST BE RECEIVED IN THE FORM OF A POST-DATED CHEQUE OR WITH THE E-TRANSFER OF MEMBERSHIP FEES IN ORDER FOR MEMBERSHIPS TO BE CONSIDERED RECEIVED AND COMPLETE.\*\*\*
**NO ACCEPTIONS, IF LOCAL RODEO CLUBS WISH TO COVER THIS FEE FOR THE MEMBERS IN THEIR CLUB, THE MEMBERS WILL BE ASKED TO RECOVER THESE FUNDS FROM THEIR LOCAL CLUB.**

1. Payment of Membership Fees, Associate Fees and Family Sponsorship Fees will be E-transferred to

treasurerhsraofbc@gmail.com The password will be: membership

It is EXTREMELY important that you indicate in the subject line – the name of the Member the payment is linked to. Parent’s names, farm names or business names ARE NOT ACCEPTABLE – the member name is required in order for payment to be accepted. We are not responsible for, nor do we have time to try to figure out who a payment is linked to.

OPITONAL PAYMENT METHOD OR POST-DATED FAMILY SPONSORSHIP CHEQUES WILL BE MAILED TO:
AGAIN PLEASE CLEARLY IDENTIFY THE NAME OF THE MEMBER WITH YOUR PAYMENT AND ALLOW MINIMUM 14 DAYS FOR MAIL DELIVERY AND REGISTRATION COMPLETION.

(Cheques to be made payable to HSR of BC) If the Member finds a sponsor to cover the $300 Family Sponsorship Fee, it is the responsibility of the Member to contact the Treasurer in order to have the post-dated cheque returned to them.

HSR OF BC MEMBERSHIPS
2328 DOG CREEK ROAD, WILLIAMS LAKE, BC V2G 4V8
(BC forms can also be mailed to this address if that is your preference – but again, allow time for delivery and processing. Memberships must be “in hand” 14 days prior to close of entries to be eligible to enter any given rodeo)

1. Most recent report card must be emailed to bchsra.reportcards@gmail.com in order for Members to be eligible. It is required that a Member be passing 70% of their courses and have good attendance to be eligible to compete. (Your final report card from the grade you just finished to be sent with membership, then the first report card of the school year when it is received and again in March to ensure the Member is in good standing at school before going into Provincial Finals)

**FROM THE HSR OF BC (BCHSRA) OFFICE:**

1. New members will receive a welcome letter from the office, this will confirm the correct email address is on file. It will include some information that will be helpful to navigate through the HSR system, including rodeo entry instructions, etc.
2. All back numbers will be distributed at the first rodeo.
3. If you have any questions, you are welcome to contact the Provincial Secretary, Bonny Mills at

hsrofbcsecretary@gmail.com or reach out to any of the Board of Directors and we will endeavor to answer your questions and concerns.

1. Our first line of communication will be email, website and then social media. We encourage the Members and/or parents to join our Facebook Page(s) as there is always good information on there concerning clinics, schools, equipment for sale, fundraisers, functions, rodeo draw, day sheets, etc.

The Facebook Pages are:

BC High School Rodeo – North Region
BC High School Rodeo – South Region

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**MEMBERSHIP APPLICATION CHECK LIST**

**PLEASE SEND THE FOLLOWING COMPLETED FORMS TO THE APPROPRIATE DESTINATION:**

**\*\* TO NHSRA MEMBERSHIP MANAGEMENT SYSTEM, GENERATED ON YOUR PROFILE \*\*
(Your Provincial Secretary will receive a notification when this process is completed and will check for accuracy before forwarding to NHSRA for approval)**

**\_\_\_\_\_1. NHSRA MEMBERSHIP APPLICATION – this form will be generated on your NHSRA profile, it will be downloaded, printed, signed by both parents/guardian (or reason for one parent signature noted, such as sole custody, deceased, etc.) and the member, then scanned and uploaded back to your profile.**

**\_\_\_\_\_2. NHSRA MINORS RELEASE, ASSUMPTION OF RISK AND IDEMNITY AGREEMENT – this for will be generated on your NHSRA profile, it will be downloaded, printed, signed by both parents (or reason for one parent signature noted, such as sole custody, deceased, etc.), and the member, \*\*\* this form must be notarized \*\*\* then scanned and uploaded back to your profile.**

**\*\* TO THE BC MEMBERSHIP EMAIL ADDESS OR MAILING ADDRESS \*\***

**\_\_\_\_\_1. BCHSRA MEMBERSHIP FORM (HIGH SCHOOL OR JUNIOR DIVISION) signed by parent/guardian and the member.**

**\_\_\_\_\_2. BCHSRA RELEASE, WAIVER AND IDEMNITY FORM signed by parent/guardian and witnessed.**

**\_\_\_\_\_3. BCHSRA PERSONAL HEALTH FORM signed by parent/guardian.**

**\_\_\_\_\_4. BCHSRA CONTESTANT PROFILE & MEDIA RELEASE signed by parent/guardian**

**\_\_\_\_\_5. MOST RECENT REPORT CARD – enclose or email to** **bchsra.reportcards@gmail.com**

**\_\_\_\_\_6. ASSOCIATE MEMBER FORM(S) – one no cost included per family, suggested at least one parent has an Associate Membership in order to help their child in the arena. Additional Associate Memberships $25.**

**\_\_\_\_\_7. Membership Fees ($200 Junior, $250 High School, $300 Family Sponsorship Fee, $10 late fee after January 1st for returning members only)**

**PLEASE NOTE THAT ALL BC FORMS MUST BE COMPLETE AND RECEIVED TOGETHER, VIA EMAIL OR POST, NOTIFICATION OF UPLOADS FROM NHSRA AND FULL PAYMENT VIA CHEQUE OR E-TRANSFER IN ORDER FOR MEMBERSHIP TO BE CONSIDERED RECEIVED.**