



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 have been streamlining this process and hope that returning members will find this to be an improvement. Please follow these instructions carefully to become members of HSR of BC. **The deadline for memberships is April 30, 2027. NO memberships will be processed after that date. A \$10 late fee will apply to returning members whose memberships are received after January 1, 2027.**

MEMBERSHIPS ARE DUE ONE WEEK PRIOR TO OPENING OF RODEO ENTRIES TO BE ELIGIBLE TO ENTER.

LOGGING IN – NATIONAL PORTION

1. Go to <https://nhsra.equestevent.com>
2. If you have EVER been a member of NHSRA and/or HSR of BC, 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. **DO NOT CREATE A NEW PROFILE IF YOU ALREADY HAVE ONE – NHSRA WILL DELETE ANY DUPLICATE PROFILES.**
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 – 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**. (check junk mail if you don’t see an email within 24 hrs)
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 is **VERY IMPORTANT!** This email address is used by the HSR of BC 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, and type it in accurately.
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. The only accepted reasons for one parent signing are listed at the bottom of the page, please fill in the reason in the space where one parent will not be signing.
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. **Please use a scanner or scanner app – pictures of your forms are not acceptable.**
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 as they WILL NOT be accepted by NHSRA or BCHSRA. Be sure that the Notary fills out the names of all who stood before them or your application is considered incomplete.

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 upload to your NHSRA profile. **Please use a scanner or scanner app - pictures of your forms are NOT acceptable!** Please print, sign and include any **Associate Member forms** with your membership that you upload to the NHSRA profile. It is strongly suggested that at least one parent have an Associate Membership in order to be able to help your child in the arena. It is also required 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. (Two competing members in a family = two Associate Membership at no cost and so on) You will need to choose your Region at this time, you will compete within your region, if you change regions, you carry no points with you.
3. Most recent report card must also be uploaded to your NHSRA profile 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, and to the report card email address below - then the first report card of the school year when it is received and again in mid-March to ensure the Member is in good standing at school before going into Provincial Finals) Please note that this is a National requirement and you will be reminded of due dates for these. It is a good practice to email ALL report cards to the report card email when received.

4. Junior Membership fee is \$275 - \$50 discount if membership is received prior to August 15th
High School Membership fee is \$325 - \$50 discount if membership is received prior to August 15th
***Mandatory Family Sponsorship fee is \$300 (per family, not per member).
This fee may be paid in the form of a post-dated (Feb. 1, 2027) cheque, which MUST be received with BC Membership papers, or it may be included with e-transfer of Membership fees. THE FAMILY SPONSORSHIP FEE MUST BE RECEIVED IN THE FORM OF A POST-DATED CHEQUE, YOU MUST INCLUDE THE FORM FOR POST-DATED FAMILY SPONSORSHIP FEES (do not upload this form) OR INCLUDE THE FEE WITH THE E-TRANSFER OF MEMBERSHIP FEES IN ORDER FOR MEMBERSHIPS TO BE CONSIDERED RECEIVED AND COMPLETE.*** (This fee is refundable on request if you bring in \$300 or more in sponsorship funds)

NO EXCEPTIONS, 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.

5. Payment of Membership Fees, Associate Fees and Family Sponsorship Fees will be E-transferred to treasurerhsraofbc@gmail.com. The password, if required will be: membership

**** DO NOT MAKE ANY PAYMENT TO THE NHSRA – HSR of BC WILL PAY THIS IN A LUMP SUM ****

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's 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 each payment is linked to.

OPTIONAL PAYMENT METHOD OR POST-DATED FAMILY SPONSORSHIP CHEQUES WILL BE MAILED TO: AGAIN PLEASE FILL OUT THE POST-DATED FAMILY SPONSORSHIP FORM AND SEND IT 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. Membership is not complete until this PD cheque is received.

HSR OF BC MEMBERSHIPS c/o Miranda Nelson 14353 277rd Charlie Lake BC V1J8K2

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. (this email will come from hsrofbinfo@gmail.com)
2. All back numbers will be distributed at the member's first rodeo of the season.
3. If you have any questions, you are welcome to contact the Provincial Secretary, at hsrofbsecretary@gmail.com or reach out to any of the Board of Directors and we will endeavor to answer your questions and concerns.
4. 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 these pages concerning clinics, schools, equipment for sale, fundraisers, functions, rodeo draw, day sheets, reminders, programs, and all things High School Rodeo.

OUR MAIN FACEBOOK PAGES ARE:

BC High School Rodeo – North Region AND 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 form will be generated on your NHSRA profile, it will be downloaded, printed, signed by both parents (or please note the 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.

***** THESE FORMS WILL BE BOUNCED BACK BY NHSRA IF THE SIGNATURE INSTRUCTIONS ARE NOT FOLLOWED TO THE LETTER *****

BCHSRA PORTION – (FOUND AT bchsra.ca) ALL TO BE UPLOADED TO THE NHSRA PROFILE

_____ 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 (uploaded and emailed to bchsra.reportcards@gmail.com)

_____ 6. ASSOCIATE MEMBER FORM(S) – one no cost included per competing member, 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 (\$275 Junior, \$325 High School, \$300 Family Sponsorship Fee, \$10 late fee after January 1st for returning members only) **\$50 discount for memberships received prior to August 15th**

_____ 8. FAMILY SPONSORSHIP POST DATED CHEQUE FORM, if applicable.

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

***** Membership not complete until post-dated family sponsorship cheque is received, allow time for mail delivery, there will be no exceptions if this is the route you choose *****