

CALIFORNIA HIGH SCHOOL RODEO ASSOCIATION
2022-2023 Membership Instructions

As the new rodeo season is beginning, here is some information that will help you get your membership paperwork in order. **If you still have questions, please contact your district membership secretary.** The National Membership Portal will open for renewals on August 1st. State Paperwork will be available on www.chsra.co on August 1st as well. Your national and state paperwork must be uploaded AT LEAST 3 weeks BEFORE close of entries to ensure you can rodeo. To rodeo in September, your national registration or renewal must be completed (NHSRA dues paid) before August 15th and your state and national paperwork must be completed and uploaded by August 21st.

Returning Members-NATIONAL PAPERWORK

- Update your membership on <https://nhsra.equestevent.com/> If you need your username, contact Jen Fleming (secretarychsra@gmail.com) . **DO NOT CREATE A NEW ACCOUNT, this will delay your membership**
- Once your information is updated, you will need to pay your national dues online with a credit card. Once payment is processed, you will be taken to a page to print off the unsigned forms (national membership application and minor's release). **YOU MUST PRINT OUT THE COMPUTER-GENERATED FORMS-NO HANDWRITTEN NATIONAL FORMS WILL BE ACCEPTED.** There are TWO forms: National Membership Application AND National Minors Release/Waiver
- Make sure that both parents sign both forms. If a parent is deceased or one parent has full/sole custody, that must be indicated on the signature line. The minor's waiver form **MUST BE NOTARIZED**
 - If a signature is missing or not notarized on minor's release, this will delay your membership
- Once your national application and your minor's waiver are signed, you will need to upload them to the membership portal. Make sure to label the documents correctly. Your membership **WILL NOT** be processed until you have uploaded your signed and notarized minor waiver (with notary acknowledgement if used) and signed national membership application on your NHSRA portal.

New Members-NATIONAL PAPERWORK

- Create a profile on <https://nhsra.equestevent.com/> If you are under 13, you will have an additional step: an email will be sent to a parent's email for approval.
- Once you enter your information, you will need to pay your national dues online with a credit card. Once payment is processed, you will be taken to a page to print off the unsigned forms. **YOU MUST PRINT OUT THE COMPUTER-GENERATED FORMS-NO HANDWRITTEN NATIONAL FORMS WILL BE ACCEPTED.** There are TWO forms: National Membership Application AND National Minors Release/Waiver
- Make sure that both parents sign both forms. If a parent is deceased or one parent has full/sole custody, that must be indicated on the signature line. The minor waiver form **MUST BE NOTARIZED**
 - If a signature is missing or not notarized on minor's release, this will delay your membership
- Once your national application and your minor waiver are signed, you will need to upload them to the membership portal. Make sure to label the documents correctly. Your membership **WILL NOT** be processed until you have uploaded your signed and notarized minor waiver (with notary acknowledgement if used) and signed national membership application on your NHSRA portal.
- Upload a copy of your birth certificate

ALL MEMBERS-STATE PAPERWORK

- Go to www.chsra.com for the California Membership Packet. This packet will contain:
 - This information sheet
 - California Membership Application
 - Grading Period Request Form (Grading dates filled out by school/district)
 - NHSRA-California Social Media Policy
 - COVID 19 Minor Release
 - Concussion, By-laws, policy manual and ATV Acknowledgement
 - District transfer request (if you are rodeoing outside of your home district)
 - Home School Verification (Home School members ONLY)
 - CHSRA ATV Raffle Ticket Guidelines
- Fill out and sign these forms.
 - California membership application, grading period request form and Home School Verification (if applicable) MUST be signed by the school principal, administrator or counselor.
- State Dues (\$45.00) will be paid online through the link on www.chsra.com. You will not be able to pay this fee until your paperwork is complete and you have received confirmation from your district secretary. You will need to pay this fee before you can enter any rodeos
- Associate membership forms (each member is required to have at least 1, and associate members must be at least 18 years old) and fees need to be completed online, following the link on www.chsra.com
- Upload the following documents your National Membership Portal-**MAKE SURE TO LABEL FILES AND CATEGORIZE THEM CORRECTLY, not following this step will delay your membership approval**
 - California Membership Application
 - Grading Period Request Form
 - NHSRA-CA Social Media Policy
 - COVID 19 Minor Release
 - Rules, By-Laws, ATV, Concussion Acknowledgement
 - Last Official Report Card or SIGNED transcripts (3rd trimester or 4th quarter)
 - District Transfer Request
 - Birth Certificate (New Members Only)
 - Home School Verification (Home school members only)
- Complete the member information [Google Form](#) that can also be found on www.chsra.com

If you plan to rodeo in September, you must have your national dues paid by August 15th and all state and national paperwork uploaded by August 21st.

Please contact your **district membership secretary** if you have any questions. All contact information for membership secretaries is found on www.chsra.com