

CALIFORNIA HIGH SCHOOL RODEO ASSOCIATION
2024-2025 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 [HYPERLINK "http://www.chsra.com"](http://www.chsra.com) on July 29 as well.

To guarantee to rodeo in September, your national registration or renewal must be completed (NHSRA dues paid) before August 15th, your state and national paperwork uploaded by August 20th, and state dues paid by August 31st.

If joining after September 1, your national and state paperwork must be uploaded AT LEAST 3 weeks BEFORE close of entries to ensure you can enter.

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 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 REQUIRED forms: National Membership Application AND National Minors Release/Waiver. Minor's release must be NOTARIZED
 - DO NOT PRINT OFF THE UNSIGNED INSURANCE CARD UNTIL AFTER YOUR MEMBERSHIP HAS BEEN APPROVED BY THE STATE
- Make sure that BOTH PARENTS sign BOTH forms. If a parent is deceased or one parent has full legal/sole custody, that must be indicated on the signature line of parent not signing.
 - COURT PAPERS MUST BE UPLOADED SHOWING SOLE/FULL LEGAL CUSTODY
 - If a signature is missing from either form 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. Incorrect labeling will result in delayed processing. You will need to label the documents correctly before your membership is processed. 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 (new members only)

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 REQUIRED forms: National Membership Application AND National Minors Release/Waiver

- Make sure that BOTH PARENTS MUST sign BOTH forms. If a parent is deceased or one parent has full/sole custody, that must be indicated on the signature line. Minor's release must be NOTARIZED
 - COURT PAPERS MUST BE UPLOADED SHOWING SOLE/FULL CUSTODY
 - If a signature is missing from either form or not notarized on minor's release, this will delay your membership

ALL MEMBERS-STATE PAPERWORK

- Go to www.chsra.com for the California Membership Packet. Make sure that you click on the correct division packet (High School or Junior High) This packet will contain:
 - Paperwork Checklist
 - California Membership Application
 - Grading Period Request Form (Grading dates filled out AND SIGNED by school/district)
 - NHSRA-California Social Media Policy
 - 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. Payment link will open August 23. You will need to pay this fee before you can enter any rodeos.
- Associate memberships (each member is required to have at least 1, and associate members must be at least 18 years old) fees need to be completed online, following the link on www.chsra.com **You are required to upload a copy of your receipt with your paperwork. This link will open on August 1.
- 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. Please do not merge the files**
 - California Membership Application (**State Application**)
 - Grading Period Request Form (**Grades**)
 - NHSRA-CA Social Media Policy (**Miscellaneous Documents**)
 - Associate Member Receipt (**Miscellaneous Documents**)
 - Rules, By-Laws, ATV, Concussion Acknowledgement (**Miscellaneous Documents**)
 - Last Official Report Card or SIGNED transcripts (3rd trimester or 4th quarter) (**Grades**)
 - *District Transfer Request (If rodeoing outside of your home district) (**State Application**)
 - *Home School Verification (Home school members only) (**Home School Approval/Documents**)

* This document is not required for everyone. Please do not upload unnecessary documents
- ❖ If you plan to rodeo in September, you must have your national dues paid by August 15. All state and national paperwork must be uploaded by August 20 to guarantee enough time to process paperwork and pay state dues

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