

ATOA SHOW SECRETARY CERTIFICATION PROGRAM

“Accuracy. Integrity. Accountability.”

I. Program Purpose

The ATOA Show Secretary Certification Program is designed to:

- Standardize administrative procedures across all ATOA-approved events
- Ensure accuracy in registrations, points, class entries, and awards
- Protect the integrity of ATOA’s registry and OSAP programs
- Provide consistent financial and reporting compliance
- Establish professional accountability standards

Certification is required for all lead show secretaries at ATOA-approved shows.

II. Certification Requirements

To receive ATOA Show Secretary Certification, candidates must:

1. Be an active ATOA member in good standing
2. Complete the Show Secretary Training Curriculum
3. Pass the Certification Examination (80% minimum score)
4. Sign the ATOA Show Secretary Code of Ethics
5. Agree to audit compliance and reporting standards

Certification is valid for 2 years.

III. Training Curriculum

MODULE 1: ATOA Governance & Structure

- Overview of ATOA mission and registry structure
- Relationship between:
 - Registry
 - OSAP
 - Events Committee
 - Rules & Ethics Committee
- Chain of authority at shows
- Handling disputes and protests

Key Principle: The Show Secretary is an administrative authority — not a rule interpreter or judge.

MODULE 2: Horse & Exhibitor Verification

Required Pre-Show Verification:

- ATOA Registration Certificate
- Membership status
- Ownership verification
- Lease documentation (if applicable)
- Youth eligibility verification

Paint Classification Verification:

- Tobiano
- Overo
- Tovero
- Solid Paint Bred (if applicable under ATOA rules)

Secretary must verify:

- Horse name matches certificate exactly
- Registration number is correct
- Class eligibility matches division

MODULE 3: Class Management

- Entry processing
- Class splits
- Judge cards handling
- Scratch procedures
- Add-on entries
- Class holds / reruns
- Restricted judges for specialty events

Important:

Secretaries must not alter judge placements.

All corrections must be initialed and documented.

MODULE 4: Points & Awards Reporting

- Recording placings
- Point calculation formula
- High point tabulation
- OSAP event reporting
- Tie-breaking procedures
- Submitting official results to ATOA within required timeframe (e.g., 7 days)

Failure to submit timely results may result in event suspension. (Regional Clubs Only)

MODULE 5: Financial Procedures

- Entry fee accounting
- Office charges
- Stall fees
- Refund protocols
- NSF checks
- Sponsorship funds tracking
- Donation handling

All funds must be reconciled with:

- Entry sheets
- Judge sheets
- Deposit log

Two-signature reconciliation is recommended.

MODULE 6: Ethics & Professional Conduct

- Conflict of interest
- No preferential treatment
- Confidentiality of exhibitor records
- Social media neutrality
- Handling aggressive or disruptive individuals
- Incident documentation procedures

All disputes must be referred to:

- **Show Manager**
- **Rules & Ethics Committee (if formal protest)**

MODULE 7: Incident & Protest Procedures

Secretary responsibilities:

- Provide protest form
- Time-stamp submission
- Record fee collection
- Notify Show Manager immediately
- Preserve all class records

The secretary does NOT rule on protests.

IV. Certification Examination

Minimum Passing Score: 80%