

2026 TSCA State Show – How to Complete the Entry Process

Club Packet and Entry Instructions, Work Requirements, and Deadlines

The 61st Annual TSCA State Show will be held September 3–6, 2026. Each club is responsible for submitting a complete entry packet, providing workers for assigned classes and ticket-gate duties, and meeting all stated deadlines.

Prior to filling out the entries, the TSCA will complete a draw at the July meeting that will determine the rider position for all speed events, the class work assignment, and the gate work assignment.

1. How to Complete the Entry Packet

One club representative should coordinate and review the entire packet before it is mailed.

Step 1: Complete All Entry Forms

Complete the entry forms for each day of the show:

- Thursday — Gaited classes and Western Trail
- Friday morning — Western judged classes
- Friday evening — Pole Bending
- Saturday — Games
- Sunday — Games

All entry sheets must be returned, even when there are no entries for a particular day or class. Blank forms should still be included in the packet.

Make sure:

- Each rider and horse are entered in the correct class.
- Horse names match the names shown on the Coggins documents.
- Riders meet TSCA membership and minimum ride requirements.
- Club members know the club draw number and qualifying round.

Step 2: Complete Gaited-Class Forms

For anyone entering a Thursday gaited class:

- Complete one WHOA pre-entry form for each rider.
- Do not place more than one rider on a form.
- Multiple horses can be on one form for any single rider
- Each form must be fully completed and signed.

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Step 3: Complete the Representative Form

Complete the Rules, Entry Changes, and Keyhole Representative form.

- The Rules Representative must be the club president or vice president.
- The person authorized to make entry changes must be a club officer.
- Clubs with draw numbers 5, 10, 15, 20, or 25 must also list a Keyhole Judge.

Step 4: Include Coggins Documents

Include a current negative Coggins for every entered horse.

Each Coggins must:

- Remain valid through at least September 7, 2026.
- Be clear and legible.
- Show the same horse name used on the entry form.
- Have the exhibitor's name written at the top.

Coggins documents will not be accepted by email, fax, or text. Missing or incomplete Coggins documents may result in the entire club packet being rejected and returned.

Include health papers when required.

Step 5: Include Membership and Participation Records

Include:

- The club's current membership list.
- The club's points book.
- Results for all club classes and participants.

Participation in any qualifying class for participants must be documented even when a rider did not place or was disqualified. These records are used to verify minimum ride requirements.

Step 6: Complete the Recreational Vehicle Form

- List all personal motorized or recreational vehicles that will be used at the show.
- Registered vehicles must receive and display an identification number/tag while on the show grounds.

Step 7: Calculate Entry Fees

Entry fees are \$7.00 per class.

Calculate the number of entries for each show day, then calculate the total:

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Total number of entries × \$7.00 = Total entry fees due

- Submit one club check payable to **TSCA**.
- Individual member checks will not be accepted.
- The entry-fee check must be separate from ticket-sale money and campsite or stall payments.

Step 8: Complete and Sign the Checklist

The packet checklist must be:

- Fully completed.
- Checked for accuracy.
- Signed and dated by the club representative.
- Returned with the entries.

Include the representative's:

- Name
- Signature
- Date
- Telephone number
- Email address

Do not mail the packet until every required item is included.

Step 9: Mail the Entry Packet

Mail the completed entry packet to:

TSCA Show Coordinator

The entry packet must be postmarked by August 10, 2026, and should be received no later than August 13, 2026.

Do not include ticket money, leftover tickets, campsite payments, or stall payments in the entry packet.

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2. Club Class-Work Requirements

Each club is required to work its assigned class or classes.

Reporting Time

- All assigned workers must report to the announcer's booth at least 30 minutes before the assigned class begins.
- All workers must be at least 18 years old.

Required Class Workers

Each club must provide enough workers to cover the following positions:

- Two people in the announcer's booth to record times and watch for qualified and disqualified rides.
- One ringmaster for judged events.
- Two people at the arena entry gate to check riders for compliance with TSCA attire, tack, and other rules.
- One person at the arena end gate to allow the tractor into the arena for drags.
- Four people to set up equipment and distribute awards or trophies.

TSCA provides a full-time announcer. Club members are not required to announce.

Keyhole Judges

- Clubs with draw numbers 5, 10, 15, 20, or 25 must provide one Rules and Regulations representative to judge the Saturday Keyhole class.
- These clubs are responsible for judging the class but are not responsible for setting up the class.
- The Keyhole Judge's name must be recorded on the Rules, Entry Changes, and Keyhole Representative form.

Failure to Work an Assigned Class

- A club that does not work its assigned class duty may be charged a \$250 fine for each missed assignment.
- The fine must be paid before the end of the show so the club that performed the work can be compensated.
- The club may also be referred to the TSCA Executive Officers for possible suspension.

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3. Ticket-Gate Work Requirements

Each club will be assigned a time to work the ticket gate.

Reporting Time

Ticket-gate workers must report 30 minutes before the scheduled work time.

Workers should contact the Ticket Secretary at the show to receive the tickets and money needed for the shift.

Number of Workers

Each club must provide three people to work the ticket gate.

Failure to Work the Ticket Gate

Failure to complete the assigned ticket-gate duty may result in a \$250 fine.

Because class work and ticket-gate work are separate assignments, a club that misses both assignments could be fined a total of \$500.

The fine must be paid before the end of the show.

4. Deadlines and Important Dates

August 1, 2026

- Campsite and stall reservations must be paid or postmarked by this date.
- Checks must be payable to TSCA.

August 10, 2026

The complete club entry packet must be postmarked by this date.

The packet must include:

- All entry forms, including blank forms.
- WHOA forms for gaited riders.
- Recreational vehicle registration form.
- Rules, Entry Changes, and Keyhole Representative form.
- Current negative Coggins documents.
- Health papers, when required.
- Current membership list.
- Points book and participation records.
- Completed and signed packet checklist.
- One club check for all entry fees.

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August 13, 2026

- The completed entry packet should be received by the Show Coordinator no later than this date.

August 17, 2026

- Advance ticket-sale money and all unsold or excess tickets must be postmarked by this date.
- Ticket-sale money must be submitted using one club check payable to TSCA.

September 2, 2026

- No one may enter the show grounds before 3:00 p.m. on Wednesday, September 2.

September 3, 2026

- Thursday classes begin at 3:00 p.m.
- All gaited horses must report to the DQP area one hour before their class begins.

September 4–5, 2026

- Friday and Saturday classes begin at 8:00 a.m.

September 6, 2026

- Sunday church service will be held from 8:00 to 8:30 a.m.
- Sunday speed classes begin at 9:00 a.m.

Final Club Review

Before mailing or submitting anything, confirm that the club has:

- Submitted a complete entry packet.
- Included one club check for entry fees.
- Identified all class workers.
- Identified three ticket-gate workers.
- Identified a Keyhole Judge, when required.
- Informed workers to report 30 minutes early.
- Informed gaited exhibitors of the one-hour DQP reporting requirement.
- Sent campsite and stall payments separately.
- Sent ticket-sale money and leftover tickets separately
- Met all applicable deadlines.