

## CONNECTICUT HUNTER & JUMPER ASSOCIATION, INC.



### 2010 RULEBOOK

This book supersedes all previous editions

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Published by CHJA, Inc.

Phone: 860-841-8556

FAX: 413-782-6622

email [chjaweb@aol.com](mailto:chjaweb@aol.com)

#### ARTICLE I: NAME AND PURPOSE

##### Section 1

The name of this organization shall be CHJA, INC, also known as the **CONNECTICUT HUNTER AND JUMPER ASSOCIATION**, hereinafter referred to as the ASSOCIATION.

##### Section 2

A. The purpose of the CHJA shall be:

1. To promote and standardize all Recognized Shows and other equestrian activities within the State of Connecticut and contiguous states and to act for the common good of exhibitors, sponsors, spectators and management.

2. To provide for awards for membership competition while allowing no part of the net earnings to inure to the benefit of or be distributable to members, trustees, officers or private persons except for reasonable compensation for services rendered.

3. To work in cooperation with the Connecticut Hunter and Jumper Scholarship Fund, Inc. (the Scholarship Fund) to assist the Scholarship Fund in its efforts.

B. In the event of the dissolution of the Association, the funds on hand will be distributed as follows: 1/3 to the Scholarship Fund, 1/3 to the ASPCA, and 1/3 to the USEF.

#### ARTICLE II: MEMBERSHIPS AND DUES

##### Section 1

The Show Year starts December 1 and ends November 30 of the following year.

##### Section 2

Membership in the Association shall consist of six classifications (USEF Rules on age shall apply):

A. **Individual Lifetime Membership** - \$250.00 (plus applicable sales taxes)

B. **Family** - \$50.00 (plus applicable sales taxes)

C. **Senior** - \$35.00 (plus applicable sales taxes)

D. **Junior** - \$30.00 (plus applicable sales taxes)

E. **Lifetime Horse Registration** - \$75.00 (plus applicable sales taxes)

F. **Horse Registration** - \$20.00 (plus applicable sales taxes)

Make checks payable to CHJA, Inc.

##### Section 3

Annual dues shall be payable to the Association on or before December 1 of each Show Year. Membership is effective on the date of receipt of a Member's annual dues and an accurate and complete Membership Application. This also applies to horse/pony recording

applications.

#### Section 4

No points earned by an exhibitor or horse/pony prior to the date on which dues for the current Show Year are paid and a complete and accurate membership application or recording is submitted will be credited toward year-end awards or Medal Finals qualification. CHJA Memberships and horse/pony recordings become effective on the day that the completed application and appropriate fees are received by the Membership Office or by the Show Secretary at a CHJA recognized show. Points for a membership paid on the day of a show will be valid if paid in negotiable funds. Checks should be made payable to The CHJA in order to create evidence of payment. If cash is paid, a receipt from the show secretary will be required to verify the date on which dues were paid.

If an application is submitted at a show to a Show Secretary, the Secretary must submit it to the CHJA office with the show's results in order for the membership to be activated on that date and for the points from that show to count. Otherwise, the membership will become effective on the date the completed application and appropriate fees are actually received by the CHJA office.

Memberships cannot be transferred or backdated and points are never retroactive. Points from any show are finalized 30 days after they are posted on the official CHJA website and cannot be changed. It is a member's responsibility to check the CHJA website to confirm accuracy of points in this timeframe and bring any corrections to the attention of the CHJA Membership Office.

#### Section 5

By becoming a Member, each individual agrees to abide by the Bylaws and Rules of the Association.

### **ARTICLE III: OFFICERS**

#### Section 1

The officers of this corporation shall be the President, 1st, 2nd and 3rd Vice-Presidents, Secretary, and Treasurer. If an officer or member of the Board of Directors misses three consecutive meetings without being excused by the presiding officer, his office shall be considered vacant and the President shall appoint a successor to serve for the balance of the term of office.

#### Section 2

The office of the President, Secretary and Treasurer may not be held by the same person.

#### Section 3

The President shall be the chief executive of the Association and shall be responsible for conducting its activities, subject only to the control of the Board of Directors. He shall preside at open meetings of members and at meetings of Directors at which he is present. The President may serve no more than two 2-year terms in succession.

#### Section 4

The Vice-Presidents shall, in the absence of the President, in order of their rank, have all the powers to perform all the duties of the President. The Vice-Presidents may serve for any number of terms and shall be elected to 2-year terms.

#### Section 5

The Secretary, or in the absence thereof, a member of the Board of Directors, shall keep the minutes of all meetings of members, the Board of Directors, and Executive Committee, and shall distribute copies of those minutes to each Board member within two weeks of the date of the meeting. The Secretary shall also give any required notice of all such meetings. The Secretary may serve any number of terms and shall be elected to 2-year terms.

#### Section 6

The Treasurer shall collect all monies due the Association, and shall have the care and custody of and be responsible for the funds of the Association, which he shall deposit in the name of the Association in such bank or places of deposit of his choice as approved by the Board of Directors. The Treasurer shall be bonded at the expense of the Association for the amount of the Association's average monthly cash balance plus \$5,000.00. The Treasurer shall keep an accurate account of all receipts and disbursements. All checks must be signed by the Treasurer or the President for disbursements of \$500.00 or less. An expenditure over \$500.00 must have written approval of the chief executive officer or acting chief executive officer and be subject to prior approval of the Executive Committee. The Treasurer, at the end of the fiscal year, shall deliver the books for review to an accountant or to the Executive Committee. At the Annual Meeting, a report of this review shall be presented to the membership. The Treasurer shall be elected for 2-year terms and may serve any number of terms.

### **ARTICLE IV: BOARD OF DIRECTORS**

#### Section 1

The Board of Directors (the "Board") shall consist of at least fifteen (15) members of the Association as stipulated herein.

A. Six (6) elected Officers.

B. The immediate Past President.

C. Eight (8) Members, each of whom shall be elected for a term of four (4) years at the annual meeting.

If any member of the Board of Directors elected under Article IV, Subsection 1.c is thereafter elected as an officer, from the time of such election, he or she shall serve as a member of the Board of Directors under Article IV, Subsection 1.a, and his or her seat as an elected member of the Board shall be filled in accordance with Article IV, Section 6.

#### Section 2

The Board of Directors shall be the governing body of the Association and shall have the responsibility for the management of its affairs.

The Board shall have the explicit authority to make changes in existing Rules governing the activities of the Association, and to make new Rules. A 2/3 vote of the entire Board is required for any such action. Any such Rule changes or additions made by the Board shall stand only until the next Annual or Special Meeting of the Members at which time they must be ratified by a majority vote of the Members present and authorized to vote at such a meeting.

#### Section 3

Meetings of the Board of Directors shall be held at such place as may from time to time be fixed by resolution of the Board of Directors, or as may be specified in the notice of the meeting. Regular meetings of the Board of Directors shall be held at such times as may from time to time be fixed by resolution of the Board of Directors, although the Board of Directors must meet at least quarterly. Special meetings of the Board may be held at any time upon the call of the President or any three directors, by written notice of the time and place of such meeting, duly served on or sent by mail to each Director not less than fifteen (15) days before the meeting. A meeting of the Board of Directors may be held without notice immediately after the Annual Meeting of the Members. Notice need not be given of regular meetings of the Board of Directors held at times fixed by resolution of the Board of Directors. No notice of any meeting need be given to any Director who attends such meeting. Nor shall notice be required to be given any Director who at any time before or after the meeting waives notice of the meeting in writing.

#### Section 4

At all meetings of the Board of Directors, six (6) members shall constitute a quorum.

#### Section 5

The Board of Directors shall hear and rule by majority vote of those present all appeals of decisions of the Protest Committee as provided for in Article VI, Section 5.

#### Section 6

Vacancies of the Board of Directors occurring during the year shall be filled by appointment of the President. Directors so appointed shall hold office until the term of the vacancy they filled has expired.

#### Section 7

No Officer or Director of the Association shall be compensated for holding his or her office but may be reimbursed for incidental expenses. An Officer or Director of the Association may be hired by the Association to perform services, provided that any such engagement shall be governed by a written agreement approved by the Board.

#### Section 8

Each member of the Board, with the exception of the President, the Secretary and the Treasurer, must participate as a member of an active committee, other than the Executive Committee.

#### Section 9

In order to induce persons to serve as Directors and Officers and as partial consideration for their services as such, the Association shall reimburse, exonerate, hold harmless, and indemnify each person at any time elected or appointed a Director or Officer of the Association and his respective heirs, executors, administrators, and legal representatives for, from and against any and all costs and expenses (including but not limited to court and legal fees) reasonably incurred by, and any and all liabilities imposed upon him or them in connection with, or arising out of, or resulting from any claim made or any action in which he or they may be involved as a party or otherwise by reason of his having served as such Director or Officer or by reason of any action taken or omitted or alleged to have been taken or omitted by him as such Director or Officer, whether or not he continues to be such Director or Officer, at the time such costs and expenses are incurred or such liability is imposed, unless in such action, suit, or proceeding such person shall have been finally adjudicated by a court of competent jurisdiction not to have acted in good faith in the reasonable belief that his action was in the best interests of the Association in respect of the matter or matters as to which reimbursement, exoneration, holding harmless, or indemnification is sought hereunder; provided, however, that such reimbursement, exoneration, holding harmless and indemnification shall not extend to amounts incurred or paid in connection with any matter which shall be disposed of through a compromise payment or other settlement prior to such final adjudication, whether by or pursuant to a consent decree or otherwise, unless such compromise or other settlement shall be approved as in the best interests of the Association either by a vote of a majority of the Directors other than interested Directors or by a vote or written approval of a majority of the members of the

Association entitled to vote at an Annual or Special Meeting of the Association, exclusive of an interested Director or Officer if he then be living, or by his heirs, executors, administrators and legal representatives, if he be not then living. The rights hereby provided shall be in addition to and shall not exclude or affect any other rights to which any Director or Officer may be entitled. For purposes hereof, an interested Director or Officer is one against whom, as such, the claim in question has been made or the action, suit or proceeding in question has been brought or against whom, as such, a claim based on similar grounds has been and is being made or an action, suit or proceeding based on similar grounds has been brought and is still pending. No Director in the absence of bad faith shall be liable to anyone for making or participating in the making of any determination as to the existence or absence of liability of the Association hereunder or for approving any such compromise or other settlement as aforesaid as in the best interests of the Association.

## **ARTICLE V: COMMITTEES**

### **Executive Committee**

#### Section 1

The Executive Committee shall consist of the officers of the Association. The President shall be the chairperson of the Executive Committee. The Executive Committee shall act on matters which require attention of the Board of Directors which occur between regular meetings of the Board. The Executive Committee must promptly submit a written report of all actions taken to all members of the Board of Directors. Such action will stand unless opposed by a member of the Board of Directors within two (2) weeks of the mailing of such notice. If a member of the Board of Directors objects to an action of the Executive Committee, a meeting of the Board of Directors must be called. Subject to the Board of Directors, the Executive Committee shall, between meetings of the Board of Directors, have the responsibility for the general management of the affairs of the Association and may make contracts in its name and behalf or authorize such contracts to be made.

Other committees:

#### Section 2

The President shall appoint committees, which shall serve at his pleasure to conduct the necessary business of the Association. The President may attend any or all committee meetings ex-officio, and shall vote in case of deadlocks. Recommendations by the committees shall be approved by a majority of the Board of Directors except as hereafter provided. All committee chairpersons shall be appointed by and serve at the pleasure of the President. The committees shall consist of, but not be limited to, the following:

##### **A. Membership and Points Committee**

The Membership/Points Committee shall be responsible for:

1. Solicitation of new members and renewals of existing members.
2. Issuance of membership cards and forwarding of dues promptly to the Treasurer.
3. Maintenance of an accurate up-to-date list of current members.
4. Accurate tabulation of points accumulated during the Show Year by members of the Association who are in good standing.

##### **B. Standards Committee**

The Standards Committee shall consist of eight (8) members and an alternate. The chairperson will be appointed and the alternate selected by the President annually. One member of the Standards Committee will come up for appointment to a 4-year term each year. The President, in the selection of appointed members, shall attempt to provide an equal balance on the Standards Committee between exhibitors and show management. Each year one member of the Standards Committee will come up for election to a four-year term. Meetings of the Committee shall be held on a regularly scheduled basis. If any member misses three (3) consecutive meetings unexcused by the committee chairperson, the member's position shall be considered vacant. Any vacancy on the Standards Committee will be filled by an appointment of the President for the remainder of the term. The committee shall:

1. Prepare for adoption at meetings by the Board of Directors and the membership, a Horse Show Standards Manual that sets forth the Rules governing Recognized Shows and from time to time their recommendations for updating the same.
2. Promptly process all applications for recognition.
3. Discuss, approve or reject all horse shows that apply for CHJA recognition and maintain a record of all such actions.
4. Notify the secretary and manager of the applying horse show of action taken and provide an explanation for any rejection.
5. Provide consulting services to the Recognized Shows and ensure that these shows present Recognized hunter, jumper and equitation Classes in accordance with the Rules and Regulations of the Association.

6. Review all proofs of prize lists submitted and provide written notice to the secretary and show management of approval or required modifications within 10 days of receipt.
7. Collect and promptly forward all fees received to the Treasurer.
8. Document horse shows' strengths and weaknesses. Notify horse shows of these and maintain a record of their comments.
9. Notify the Board of any significant problems with a horse show or its management.

**C. Awards Committee**

The Awards Committee shall:

1. Be responsible for the care, maintenance, purchase and presentation of all awards.
2. Solicit the membership from time to time for donations to help defray the costs of the Association's activities.

**D. Scholarship Committee**

The Scholarship Committee shall:

1. Be responsible for reviewing all scholarship applications
2. Make a selection for each year's scholarship recipients based on established criteria.
3. Assist in obtaining donations to maintain the scholarship fund.

**E. Equitation Committee**

The Equitation Committee shall be responsible for promoting, organizing and managing the annual CHJA Medal Finals.

**F. Banquet Committee**

The Banquet Committee shall be responsible for promoting, organizing and managing the annual CHJA Banquet.

**G. Nominating Committee**

The Nominating Committee shall consist of five (5) members of the Association, at least one of whom shall be a member of the Board of Directors, and all of whom shall be appointed by the President. Suggestions for nominations of Officers and Directors for the succeeding year should be addressed to the Chairperson of the Nominating Committee and mailed to the CHJA at its general address. Nominations must be received before October 15, preceding the Annual Meeting. It shall be the duty of this committee to report all nominations for the election of Officers and Directors to the Annual Meeting of the Association. Such report shall be included in the Secretary's written notice of the Annual Meeting as provided in Article IX, Section 1, and shall include the recommendations of the committee.

**H. Protest Committee**

The Protest Committee shall consist of the members of the Executive Committee plus one member of the Association appointed by the President who is an active USEF steward and not a member of the Board. This person shall act as chairperson of the committee.

**ARTICLE VI: PROTESTS, CHARGES AND HEARINGS**

Section 1. Filing and Contents

A. Protests may be made to the Protest Committee by an exhibitor, an agent, a trainer, or the parent of a Junior exhibitor for any violation of the Rules and standards of this Association. A protest must be:

1. In writing
2. Signed by the protestor
3. Addressed to the Secretary of the Association
4. Accompanied by a deposit of \$50.00, to be refunded if the protest is upheld, and
5. Mailed Certified Mail to the Secretary of the Association and the party against whom the protest is directed within seven (7) days of the alleged violation.

B. Charges may be made to the committee by an official of the show or an officer of the CHJA for any violation of the Rules and standards of this Association. A charge must be:

1. In writing
2. Signed by the person making the charge
3. Addressed to the Secretary of the Association, and
4. Mailed Certified Mail to the Secretary of the Association and the party against whom the charge is directed within seven (7) days of the alleged violation.

C. A protest or a charge must comply with either Parts a. or b. respectively and must state the full name and address of the accused and contain a complete and definite statement of the acts, which constitute the alleged violation. Precise details regarding a violation of the rules are necessary. The maker must be prepared to substantiate the protest or charge by personal testimony at a hearing or by sworn statements, witnesses or other evidence.

D. The committee shall not consider a protest that is specified as non-protestable in Rule VI, Article 604 of the Rules of USEF.

#### Section 2. Hearings (to be convened by the Protest Committee)

A. Any person or show against whom a protest or charge is filed shall be entitled to a hearing. Such a hearing shall be held no earlier than on ten (10) days notice to the accused, and no later than after 25 days notice.

B. Notice of hearing shall contain a brief statement of the facts constituting the alleged violation and shall specify the time and place at which the hearing is to be held.

C. Accused persons may attend the hearing at their option and may bring witnesses in their own behalf.

#### Section 3. Duties of the Committee

A. The committee, after receiving a protest or charge, shall promptly hold a hearing and obtain from witnesses, entry blanks and other sources, all necessary information and evidence; all persons directly concerned shall be given the opportunity to appear. The committee shall then adjudicate the issue impartially, make effective its decision upon the parties in interest and report its determination to the Board of Directors. If the protest is sustained, the deposit shall be returned to the protestor; if not sustained, the deposit shall be forfeited to the CHJA. In all cases, the findings and a recommendation shall contain a determination of the penalty.

B. In the event the committee fails to hold a hearing within twenty-five (25) days after receipt of a protest or charge or fails to render a decision within twenty-five days after a hearing, the Board of Directors may take jurisdiction of the matter's final adjudication.

#### Section 4. Suspension

The committee may temporarily suspend any person against whom a protest or charge has been filed from participating in any manner in the affairs of the Association or at Recognized Shows for a period not exceeding ninety (90) days or until the charge is adjudicated, whichever is sooner. If the committee deems it necessary, it may extend the temporary suspension for a further period not to exceed an additional ninety (90) days.

#### Section 5. Appeal

Either party to a protest may appeal the final decision of the committee to the Board of Directors. On such appeal, the Board of Directors will not review the findings of fact but will determine only whether the Rules were properly interpreted and applied.

#### Section 6. Rehearing

Upon the discovery of new facts not presented at a hearing, a party may request a rehearing before the committee. Such requests shall be in writing and shall contain a statement of the new facts upon which it is based. The filing procedure and duties of the committee for the rehearing shall be the same as the procedure for the original hearing.

### **ARTICLE VII: VIOLATIONS AND PENALTIES**

#### Section 1. Individuals

##### A. Provisions

The provisions of this Rule shall apply at any Recognized Show to the following persons: owner, exhibitor, agent, trainer, manager, rider, driver, show official, show employee or member of the family of the above, individual member of CHJA or any person who acts in a manner in violation of the Rules of the Association or deemed prejudicial to its best interests. Any act at a Recognized Show which is a violation as defined in Article VII, Section 1, Part B of the Bylaws of this Association, by a member of the family of a person participating in the show that is described in the previous sentence, may be deemed to have been committed by such person and subject him to penalties.

##### B. Violations

A violation is any act prejudicial to the best interests of the Association, including but not limited to the following:

1. Violation of the Rules and Standards of the Association.
2. Disqualification by a Recognized Show.
3. Penalization by another Horse Show Association, Humane Society or Court of Law for violation of Association Rules.
4. Acting or inciting or permitting any other to act in a manner contrary to the Rules of the Association, or in a manner improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the Association.
5. Any act committed or remark made during a Recognized Show considered offensive and/or made with intent to influence or cast aspersions on the judging.
6. Failure of a Judge or Steward to perform his duties at a Recognized Show in accordance with the Rules.
7. Failure of an exhibitor or his representative to sign the entry blank of a Recognized Show in which he competes.
8. Physical assault upon a person and/or cruelty to a horse as defined in Rule III of the rules of USEF.
9. Failure to obey any penalty imposed by the Association.
10. Exhibiting any horse while in the care, training or custody of a suspended trainer.
11. Riding, exhibiting, coaching or training for the benefit, credit, reputation, or satisfaction of a suspended person.

#### C. Penalties

If found guilty, the accused shall be subject to such penalty as the committee may affirm, including but not limited to:

1. Censure - A Vote of Censure shall be reported to the Directors of the Association at their next meeting and listed under the defendant's name in the Secretary's Record of Penalties. If found guilty of a further violation the defendant shall be subject to a heavier penalty than for a first offense.
2. Suspension of such persons for any period from showing or having others show, exhibit or train for him. A suspended person is forbidden for the time specified in the penalty to hold or exercise office in the Association or in any Recognized Show, and is excluded from all show grounds during Recognized Shows, as an exhibitor, participant or spectator.
3. Suspension for any period of the horse or horses, completely or in part owned, leased or of the stable of such person. The committee may, at a later date, remove the suspension of said horse or horses if a sale thereof is made in such manner as to be a bona fide transaction and not with the intention of relieving the suspended owner of penalty.
4. Suspension for any period of any volunteer or any employed person who rides or exhibits for the benefit, credit, reputation or satisfaction of the person disciplined.
5. Expulsion from all Recognized Shows.
6. Expulsion or Suspension from membership in the Association.
7. Forfeiture of trophies, ribbons and prize money won in connection with offense committed.
8. Fine of at least \$100.00 and not more than \$200.00 as determined by the Protest Committee.

#### D. Notification

The Secretary of the Association shall notify the management of every Recognized Show through an official publication of the Association of the penalizing of any person and of the period thereof. Any Recognized Show, which allows a suspended or expelled person to participate, is itself subject to suspension or expulsion.

E. The Board of Directors may report disciplinary action taken by the Association to another association if in their opinion such course is advisable for the protection of mutual interests.

#### F. Reciprocity

On receipt of official notice that disciplinary action has been taken by a Horse Association, Humane Society or Court of Law against a person for an act which may be a violation of Association rules, an officer of this Association may make a charge against such person to the Protest Committee and the Committee after a hearing of such disciplined person under the provisions of these Rules may take such action as it deems in the best interest of the Association.

### Section 2. Recognized Shows

A. The provisions of the Rule apply to all Recognized Shows.

#### B. Violations

A Recognized Show is subject to penalty by the Protest Committee for violation of the Rules. Violations include, but are not limited to, the following:

1. Failure to conduct a show in accordance with the Association Rules.
2. Failure to pay its indebtedness to the Association.
3. Failure to pay premiums and other indebtedness within 60 days.
4. Failure to report the disqualification of a person at the show.
5. Failure to honor written contracts with judges, stewards or other competition officials and employees.
6. Failure to furnish the Association with entry blanks, judge's cards, class sheets, membership applications, horse recordings or any other documents it may request in connection with the show.
7. The use of stewards or judges who are not CHJA approved.
8. The listing of a judge, steward, technical delegate or course designer in the Prize List or catalogue before the invitation to serve has been accepted.
9. Permitting persons or horses adjudged not in good standing to participate in any manner.
10. Permitting acts that are improper, intemperate, dishonest, unsportsmanlike or contrary to the Rules of the Association.
11. Acting in a manner prejudicial to the best interests of the Association.

#### C. Penalties

A Recognized Show found guilty of a violation will be subject to penalty including but not limited to the following:

1. Censure - A vote of Censure will be listed under the defendant's name in the Secretary's Record of Penalties. If found guilty of a further violation, the defendant will be liable to a heavier penalty than for a first offense.
2. Suspension for any period from the list of Recognized Shows.
3. Expulsion from membership in the Association.
4. Fine.

#### D. Notification

The Secretary of the Association shall notify the membership, through an official publication of the Association, of the penalization of any Recognized Show and of the period thereof.

### **ARTICLE VIII: ELECTIONS**

#### Section 1

Election of Officers and Directors of this Association and elected members of the Standards Committee whose terms have expired shall be held at the Annual Meeting of the Association (the "Annual Meeting").

Nominations for Officers, Directors and members of the Standards Committee must be submitted to the Nominating Committee in writing prior to October 15 in order to be considered for election at the next Annual Meeting of the Association. See also Article V - Section 2e.

#### Section 2

Officers elected at the Annual Meeting shall assume office at once and all officers shall serve for a term of two years or until their successors have been duly elected.

#### Section 3

In each year, two Directors shall be elected at the Annual Meeting for a term of four (4) years, replacing the Directors whose terms have expired.

### **ARTICLE IX: MEETINGS**

#### Section 1

The Annual Meeting of the Association shall be held after November 30. A public place and hour of the meeting shall be fixed by Board Resolution. Any Member desiring to have an item of business brought before the annual meeting must submit his/her specific

proposal to the President in writing by October 15. All such proposals must be included on the agenda for the Annual Meeting. Rule changes shall be considered at Annual Meetings held in even numbered years. However, the Members must vote on ratification of any Rules changes made by the Board between Annual Meetings. The Secretary shall give all Members not less than thirty (30) days written notice of the time and place of the Annual Meeting and the issues to be voted on, and only those issues listed may be voted on at the meeting. The Secretary's notice shall also contain the report and recommendations of the Nominating Committee. Notice printed in the official publication of the Association is acceptable. All notices required to be given under this Article shall be deemed to be given when deposited in the United States Mail, postage prepaid, addressed to the Members entitled to such notice.

## Section 2

Special Meetings of the Association shall be called at the discretion of the President or by the written request of any three (3) Directors or 15% of the Voting Members. Any such request shall state the general business to be transacted at such meeting. Special Meetings shall be held at such public place and at such time as shall be fixed by the President, or, if he fails to do so, then by a resolution of the Board of Directors, and shall be within forty-five (45) days of his receipt of the request for said meeting. The Secretary shall give all Members not less than thirty (30) days written notice of the time and place of the Special Meeting. Notice printed in the official publication of the Association is acceptable. All notices required to be given under this Article shall be deemed to be given when deposited in the United States Mail, postage prepaid, addressed to the Members entitled to such notice. The notice of every Special Meeting shall state the general nature of the business to be transacted thereat.

## Section 3

Those Members present shall constitute a quorum at the Annual Meeting or at any Special Meetings.

### **ARTICLE X: PROCEDURE**

Roberts Rules Revised shall be the guide on all questions of procedure. A copy of Robert Rules Revised shall be in the hands of an Officer at all meetings.

### **ARTICLE XI: VOTING**

At Annual or Special Meetings of the Association Members, each Senior Member may cast one (1) vote. Members must be present to vote.

### **ARTICLE XII: AMENDMENTS**

Amendments to the Bylaws may be made at an Annual or Special Meeting of the Association by a two-thirds vote of those present provided the proposed amendment or amendments or the substance thereof shall have been submitted in writing to the general membership thirty (30) days prior to any meeting at which a proposed amendment is to be considered.

THE OFFICERS, COMMITTEE MEMBERS, AND BOARD OF DIRECTORS ARE IN NO WAY RESPONSIBLE FOR ERRORS AND/OR OMISSIONS, WHICH MAY OCCUR HEREIN.

### **RULES AND HORSE SHOW STANDARDS**

All Recognized Shows and exhibitors shall be governed by the rules of the CHJA, Inc. except in those instances in which the Recognized Shows are also recognized by the United States Equestrian Federation (USEF) and there is a conflict with the rules of the USEF, in which case rules of the USEF will prevail. Where point systems of the Annual Awards conflict, CHJA Rules will prevail for CHJA awards. The CHJA is an Affiliate Member of the USEF; therefore, any class specifications or conditions governing operations of the classes not covered by the CHJA Rule Book will be governed by the current USEF Rule Book.

A knowledge of the rules of any sport is required of each participant, and the exhibitor at a Recognized Show is responsible for knowing and complying with these Rules. Complete knowledge of and compliance with the Rules are essential and the exhibitor must be fully cognizant of all the Rules as well as class specifications in the Divisions in which he competes.

It is obvious that, however complete these Rules may be, they never can cover all possible situations which may arise. If a matter cannot be solved by interpreting the Rules to the letter, the solution to be adopted by those responsible should lie in a principle which follows as nearly as possible the spirit of these Rules.

### **DEFINITIONS:**

Used herein, the following terms shall have the following meanings.

**Adult:** A person who has reached his 18th birthday on or before December 1 of the current Show Year. The age of a person on December 1 will be maintained throughout the entire Show Year. Persons born on December 1 assume the greater age on that day.

**USEF:** United States Equestrian Federation

**Annual Meeting of the Association:** The meeting provided for in Article IX, Section 1 of the Bylaws of the Association.

**ASPCA:** The American Society for the Prevention of Cruelty to Animals.

**Association:** CHJA, Inc.

**Board of Directors:** As defined in Article IV of the Bylaws of the Association.

**Director:** A member of the Board of Directors of the Association.

**Family:** For membership purposes, a Family includes a husband and/or wife, and their Junior children.

**Junior:** A person who has not reached his 18th birthday as of December 1 of the current Show Year. The age of a person on December 1 will be maintained throughout the entire Show Year. Persons born on December 1, assume the greater age on that day. If a competition is in progress on any November 30, Junior status at the start of the competition will be maintained throughout that competition.

**Medal Finals:** The competition described in Rule 1, Part 5.

**Member:** A person who has fulfilled the requirements for membership in the Association.

**Recognized Show:** A USEF recognized show and/or show in which at least three Divisions have been recognized by the Association.

**Recognized Division:** A grouping of at least three related Recognized Classes.

**Recognized Section:** Those Sections of Divisions listed in Rule 1.

**Recognized Class:** Those Classes listed in Rule 1.

**Rules:** Rules governing the conduct and affairs of the Association, its Members and Recognized Shows as may be in effect from time to time.

**Scholarship Fund:** The Connecticut Hunter and Jumper Scholarship Fund, Inc.

**Senior:** See Adult.

**Show Year:** The Show Year begins on December 1 and ends on the following November 30.

**Special Meeting of the Association:** The meeting provided for in Article IX, Section 2 of the Bylaws of the Association.

**USET:** United States Equestrian Team.

**Voting Member:** A Member eligible to vote at an Annual or Special Meeting of the Association, pursuant to Article XI of the Bylaws of the Association.

## **RULE 1. RECOGNIZED HUNTER AND JUMPER DIVISIONS**

### **Part 1. General**

- A. In stake classes, shows must guarantee the amount offered as prize money.
- B. Class descriptions and special class specifications are to be stated in the prize list and on judges' cards.

### **Part 2. Course Requirements**

#### **A. General Course Requirements**

1. Obstacles shall be at least 10' in width. If an obstacle is less than 20' in width then it must have wings at least 30" wide on the approach side.
2. Ground rails are required under all obstacles where the base of the obstacle does not touch the ground. Brush shall constitute a ground line in Hunter classes.
3. Show management should consult the current USEF Rule Book for Divisional requirements for course designs.

#### **B. Hunters**

##### **1. General Course Requirements**

- a. Fifty percent or more of the obstacles must be at least the required height and none shall be more than 2" under except for the first obstacle (exceptions: brush obstacle, ditch or bank).
- b. Maximum spacing between rails on any set of standards is 10".
- c. Soundness: All horses must be serviceably sound.

## **2. Short Stirrup Hunter Division**

### **a. Division Specifications**

(1) Open to all riders twelve years of age and under who have never competed over obstacles exceeding 18" in an USEF or CHJA Recognized Show. Riders competing in this Division may not compete in any other Recognized Division or Recognized Class in a show where obstacles exceed 18" in height.

(2) This division will consist of two jumping classes and one under saddle class, to be judged on the horse, equitation not to count.

(3) If there are twenty-five or more entries in the first Class of this Division then the Division shall be split into groups of no more than thirteen entries. The same amount of prize money offered for the original Division shall be offered in each group and a Champion and Reserve Champion must be awarded for each group.

b. Course Requirements: Jumping classes to be shown over a course not to exceed eight obstacles not to exceed 18" in height. All classes in this Division must be held in an enclosed area (riding ring).

## **3. Junior and Children's Hunter Divisions**

### **a. Children's Hunter Division - Pony**

(1) Division Specifications: See current USEF Zone I Specifications.

(2) Course Requirements: Jumping classes to be shown over a course of at least eight obstacles. Heights: 2'0" for small/medium ponies, and 2'6" for large ponies. It is recommended that no combination be included in the course.

### **b. Children's Hunter Division - Horse**

(1) Division Specifications: See current USEF Zone I Specifications.

(2) Course Requirements: Jumping classes to be shown over a course of at least eight obstacles 3' in height. It is recommended that no combination be included in the course.

### **c. Pre Children's Hunter Division - Horses and Ponies**

Open to junior riders who are eligible for Limit equitation over fences as of December 1 of the current show year. Riders may show horses or ponies. Fence height 2'0". At the same show, horse/rider and pony/rider combinations may not cross enter into Children's Hunter Horse/Pony, Pony Hunters or any class where fences exceed 2'6". No combinations permitted.

### **d. Junior Hunter Division - Horse**

(1) Division Specifications: See current USEF specifications.

(2) Course Requirements

(a) General: See current USEF requirements

(b) Height: Obstacles must be 3'6" in height in all classes.

## **4. Hunter Pony Division - Green, Small, Medium and Large**

a. Division Specifications: See current USEF specifications.

b. Course Requirements

(1) General: Same requirements as for Hunter; see current USEF requirements.

(2) Heights and spreads: 2'3" for small, 2'6" for medium and 3'0" for large ponies

(3) Distances

(a) The suggested distances for in and outs are 20' for small, 22' for medium and 24' for large ponies. The in and out distance must be adjusted for each height section.

(b) If the distance between obstacles is less than 72' then the distance must be adjusted for each height section.

## 5. Hunter Division

### a. Division Requirements

(1) Pre-Green, Green Conformation and Working (First and Second Year), Regular Conformation and Working, Amateur Owner 35 and under and over 35, Adult Amateur 35 and under and over 35. See current USEF requirements.

(2) Connecticut Hunter - Open to all horses.

(3) Connecticut Open Hunter - Open to all horses.

### b. Course Requirements

(1) General: See current USEF requirements

(2) Course Diagrams: See current USEF requirements

#### (3) Height of Obstacles

(a) Pre-Green Section - 3'0" required

(b) Green Sections - 3'6" required for first year horses; 3'9" for second year horses

(c) Regular or Working Sections - 4'0" required

(d) Amateur Owner Sections - 3'6" required

(e) Adult Amateur Sections - 2'9" to 3'0", spread not to exceed obstacle height

(f) Connecticut Hunter Sections - 3' to 3'3", spread not to exceed obstacle height

(g) Connecticut Open Hunter Sections - 3'6", spread not to exceed obstacle height

## 6. Modified Adult Hunter Division:

### a. Division Requirements:

(1) Open to adult amateur riders who, as of Dec. 1 of the current show year, have not won six blue ribbons at USEF or CHJA recognized shows in Adult Equitation classes, including CHJA Adult Medal classes, but excluding Modified Adult Classes. For amateurs who have won six blue ribbons, they are eligible for Modified Adult if, as of Dec. 1 of the current show year, they have not shown in classes with fences 3' or higher at more than three USEF or CHJA recognized horse shows within the past two show years.

(2) Riders in this division may not compete in any Recognized Class in the same show where obstacles exceed 2'6".

(3) This Division will consist of one under saddle class and at least one jumping class.

### b. Course Requirements: Obstacles are not to exceed 2'6" in height.

## C. Jumpers

### 1. Low Training Jumper

a. Division Specifications: Open to all horses and riders. Horse and rider combinations are not eligible to compete in any other jumper classes at the same horse show whose specifications exceed 3'6".

b. Course Requirements: All obstacles shall not exceed 3'0".

### 2. Children's Jumper Division

a. Division Specifications: See current USEF Zone 1 specifications.

b. Course Requirements: See current USEF Zone 1 requirements.

### 3. Adult Amateur Jumper Division

a. Division Specifications: See current USEF Zone 1 specifications.

b. Course Requirements: See current USEF Zone 1 requirements.

**4. Junior Jumper Division**

- a. Division Specifications: See current USEF specifications.
- b. Course Requirements: See current USEF requirements

**5. Amateur Owner Jumper Division**

- a. Division Specifications: See current USEF specifications.
- b. Course Requirements: See current USEF requirements

**7. Open Jumper Division**

- a. Division Specifications: See current USEF specifications.
- b. Course Requirements: See current USEF requirements

**8. Connecticut Open Jumper Division**

- a. Division Specifications: Same as Open Jumper Division
- b. Course Requirements
  - (1) All obstacles shall be at least 3'6" in height with a maximum height in the first round of 3'9". The majority of obstacles in the first round to be set at 3'6" in height.
  - (2) The minimum spread shall be 3'.
  - (3) No jump shall be raised, or have its spread increased by more than 6", in each successive jump-off.
  - (4) Classes to be scored using USEF tables.

**Part 3. Classification Rating Chart**

<b>Number of entries</b>	<b>Points</b>
25 entries and over	Quadruple points
17-24 entries	Triple points
10-16 entries	Double points
3-9	Single points

Each Hunter/Jumper class will stand on its own with a minimum of three entries needed to compete and complete (show and place) for points to be awarded. Additionally, divisional championships and reserves will not be awarded if there are not a minimum of two over fences classes and a hack in hunters, or three jumping classes in jumpers, which have three entries compete and complete each class in the division. Lastly, hack classes in hunter divisions will not count for points, even with a minimum of three completing entries if there is not at least one over fences class in the division with the minimum three entries competing and completing. See Rule 2, Part 3, Prize Ribbons, for more information on awarding championships in case of a tie.

**Part 4. Recognized Equitation Divisions-Classifications and Course Requirements**

**A. General Equitation Requirements**

**1. Year End High Score Award Points** (see also Rule 3)

- a. Points may only be accumulated in the age group indicated on a competitor's application for membership.
- b. The number of entries for point rating purposes will be determined by the number of entries completing the class.

<b>Number of entries</b>	<b>Points</b>
25 entries and over	Quadruple points
17-24 entries	Triple points
10-16 entries	Double points
3-9	Single points

- c. In all cases, at least three entries are required to complete the class for points to count with the exception of the Leadline class, which only requires (1) entry to complete the class for points to count.
- d. No competitor may enter classes for more than one age group in any one show.
- e. Flat and over obstacle classes shall be treated separately for point purposes, but one high score award will be given in each Division.

### **3. Other Requirements**

- a. In any Recognized equitation Division or Section, if a flat class is offered, a class over obstacles must also be offered for that Division or Section.
- b. Classes shall be held over a course appropriate for the Division. Types of jumps shall be left to the discretion of show management.
- c. General course requirements are the same as for Hunters and Jumpers (See Rule 1, Part 2, A) and in Short Stirrup equitation classes, brush shall constitute a ground line.

## **B. Recognized Equitation Divisions, Sections and Classes**

### **1. Leadline Class**

- a. Class Specifications: Open to competitors who have not reached their seventh birthday and have not competed in any classes in any USEF or CHJA Recognized Show other than Leadline.
- b. Entries may be asked to trot.
- c. Riders to be judged on elementary fundamentals of horsemanship.
- d. An Adult will be required to lead each entry.
- e. This is a qualifying Division, not a year-end, High Score Award Division. All competitors who have accumulated at least 20 points will receive an award.
- f. Only one (1) entry is needed to complete the Leadline class for the exhibitor to receive points.

### **2. Walk Trot Equitation**

- a. Section Specifications: Open to riders 10 years and under who have not competed in any class requiring them to canter or jump at a CHJA recognized show. Riders may not compete in any short stirrup classes.
- b. Class Requirements: Riders will be asked to walk and trot in both directions of the ring. They will be judged on position and ability to control their mount. Proper diagonals will be considered.
- c. Year-End Award: All riders who obtain 50 points will be recognized. Riders obtaining 50 points are still eligible to compete in these walk trot classes. Note: This is a qualifying Division, not a year-end high score Division. All competitors who have accumulated 50 points will receive an award.
- d. Classes in this division are not subject to the points multiplier for number of entries, so all placings will receive single points. Show Management may divide classes as they see fit.

### **3. Short Stirrup Division**

- a. Division Specifications: Open to all riders twelve years of age and under who have never competed over obstacles exceeding 18" in height in a CHJA or USEF Recognized Show. Riders competing in this Division may not compete in any other Recognized Division or Recognized Class in a show where obstacles exceed 18" in height with the exception of pleasure and pet-type pony classes. This Division must contain three classes: one walk-trot-canter and two cross-rails. Note: The year-end high score award Champion and Reserve Champion in this Division are ineligible for year-end awards in this Division in succeeding years. Such children may enter classes in this Division as long as they meet all other eligibility requirements, and may win ribbons in those classes, but any points earned in this Division will not count for year-end awards.
- b. All classes must be held in an enclosed area (riding ring).
- c. Walk-Trot-Canter: Riders will be asked to walk, trot and to canter in both directions of the ring. They will be judged on position and ability to control their mount. Proper diagonals and leads will be considered.
- d. Cross-Rails - Course Requirements

(1) Riders will be asked to jump a course of at least four, but not more than eight, obstacles. All jumps must be cross-rails, not to exceed 18" in height.

(2) All jumps must be located along the rail, and each obstacle must have wings of at least 30" in width. Combinations are prohibited.

(3) Riders will be judged on position over the obstacle, between obstacles and on their ability to control their mount.

(4) Riders may trot or canter over obstacles.

#### **4. Pre Children's Equitation Division**

Open to junior riders who are eligible for Limit Equitation over fences as of December 1 of the current show year and have never shown over fences exceeding 2'6" at a recognized horse show. Riders may show horses or ponies. Fence height 2'0". At the same show, riders may not cross enter into Children's Equitation, Children's Pony Hunter, Pony Hunters, any Medal classes that exceed 2' or any class where fences exceed 2'6". No combinations permitted.

#### **5. Children's Equitation**

a. Section Specifications: Open to riders who are eligible for Children's Hunter and who have not shown over a course at a recognized show where fences exceed 3'0" and have never shown in the CHJA Junior Medal Finals.

b. Class Specifications: Fences for horses and large ponies 2'6" in height. Fences for small/medium ponies 2'0" in height. Combinations are prohibited.

c. Note: There will be a Year End High Score Award

#### **6. Junior Equitation**

a. Section Specifications: Open to all Junior Riders. Riders cannot cross enter into the Children's Equitation Division at the same show. Fence height 3'.

b. Note: There will be a Year End High Score Award

#### **7. Open Under 12 Division or Section**

a. Division or Section Specifications: Open to riders who have not reached their 12th birthday.

b. Course Requirements: The course must contain at least six individual jumping efforts. Obstacles are not to exceed 2'3" in height, and each obstacle must have wings of at least 30" in width. Combinations are prohibited.

c. Note: There will be a Year End High Score Award

#### **8. Open 12 through 14 Division or Section**

a. Division or Section Specifications: Open to Junior riders who have reached their 12th birthday but have not reached their 15th birthday.

b. Course Requirements: The course must contain at least six individual jumping efforts. Obstacles are not to exceed 3' in height, and each obstacle must have wings of at least 30". Combinations permitted. Judges may require additional testing using current USEF Tests 1-8.

c. Note: There will be a Year End High Score Award

#### **9. Open Under 15 Division or Section**

a. Course requirements same as Open 12 through 14.

b. A show may offer an Open Under 15 Division in lieu of an Open 11 and Under and an Open 12 through 14 Division.

c. Riders competing in this Division shall accumulate year end points in their appropriate age division.

#### **10. Open 15 through 17 Division or Section**

a. Division or Section Specifications: Open to Junior riders who have reached their 15th birthday but have not reached their 18th birthday.

b. Course Requirements: The course must contain at least six individual jumping efforts. Obstacles are not to exceed 3'6" in height. Wings are optional.

c. At least one change of lead and at least one combination including an oxer are required. Judges may require additional testing using current USEF Tests 1-19.

d. Note: There will be a Year End High Score Award

#### **11. Combining Open Classes the Day of the Show**

a. If a show offers a combination of Open classes in its prize list (only two combinations are permitted: Open under 12, Open 12-14, and Open 15-17, or Open under 15 and Open 15-17) and if, on the day of the show, any Open class does not fill, then show management MAY combine the classes, but MUST run age groups at their respective heights, using the lowest level course (i.e., if Open under 12 is combined with other Open classes, combinations are prohibited at all heights).

b. A show may offer an Open Under 18 Division only in lieu of all other Open classes (i.e., Open Under 12, Open 12 through 14 Division and Open 15 through 17).

c. Riders competing in this Division shall accumulate points in their appropriate age division.

#### **12. Open Under 18 Divisions**

a. Same requirements as Open 15-17. If a show offers Open Under 18 in its prize list, it must be in lieu of all other Open classes and the class must be run at the height published in the prize list. Riders competing in this Division shall accumulate points in their appropriate age division.

#### **13. Modified Adult Equitation Division or Section**

a. Division or Section Specifications

(1) Open to adult amateur riders who, as of Dec. 1 of the current show year, have not won six blue ribbons at USEF or CHJA recognized shows in Adult Equitation classes, including CHJA Adult Medal classes, but excluding Modified Adult Classes. For amateurs who have won six blue ribbons, they are eligible for Modified Adult if, as of Dec. 1 of the current show year, they have not shown in classes with fences 3' or higher at more than three USEF or CHJA recognized horse shows within the past two show years.

(2) Riders in this division cannot show in any other recognized classes at the same show where fences exceed 2'6".

(3) This Division or Section will consist of one flat class and at least one jumping class.

b. Course Requirements: Obstacles are not to exceed 2'6" in height. Judges may require additional testing using current USEF Tests 1-7.

c. Note: There will be a Year End High Score Award

#### **14. Adult Equitation Division**

a. Division Specifications: Open to Adult Amateur riders.

b. Course Requirements: The course must contain at least six individual jumping efforts. Obstacles must be at least 2'9" in height and are not to exceed 3'0" in height. Wings are optional. At least one change of lead and at least one combination are required. Judges may require additional testing using current USEF Tests 1-19.

c. Note: There will be a Year End High Score Award

### **C. CHJA Medal Class Requirements**

#### **1. General**

In each of the below listed classes, the following shall apply:

a. Only CHJA Members are permitted to compete in these classes. Membership cards or numbers must be provided, or a membership application completed and dues paid at the time of registration for these classes. These are stand alone classes and may not be combined with any other class.

- b. If there are between 4 and 30 entrants, the class may not be split. If the class has between 31 and 40 entrants, the class may be split at the Show Manager's discretion and points will be awarded as if 2 classes ran. If there are over 40 entrants, the class must be split and points will be awarded as if 2 classes ran.
- c. The class consists of two phases. The first phase is over obstacles and the second phase is on the flat with each phase counting 50%. In order to win a ribbon, a rider must complete both phases.
- d. The judge will select at least six contestants, if available, to compete in the second phase at a walk, trot and canter. USEF recognized shows that are awarding eight places may call back eight contestants, but high score points will only be awarded to six places.
- e. Where available, the judge shall pin a reserve.
- f. The same horse shall be shown by the same rider in all phases.
- g. For any class to count, at least four riders must complete both phases of the class.
- h. Exhibitors may compete in only one CHJA Medal Class per show.
- i. Shows (Regular or Local) may offer one of each type of CHJA Medal class per show. This applies to one-day or multi-day shows.
- j. A CHJA Medal qualifying class is a standalone class and cannot be combined with any other class. If a CHJA Medal Qualifying class is combined with any other class, points will not be awarded.

## **2. CHJA Junior Medal**

- a. Open to Junior Members of the CHJA.
- b. The first phase is to be shown over a course of not less than eight obstacles, 3' in height. At least one combination, including one oxer is required. The course must contain at least two changes of direction (change of lead) after the first obstacle.
- c. Second (flat) phase is mandatory and will count 50%.
- d. Judges may require additional testing, using current USEF Tests 1-19.

Note: A rider qualifying for the CHJA Junior Medal Final may choose to ride in either the Junior Medal Final or the Master's Medal Final. If a rider has ever qualified for any 3'6" (or higher) final prior to the end of the qualifying period for the current year's Medal Finals, (e.g., Medal/Maclay/Washington/USEF) they must ride in the Masters Medal Final.

## **3. CHJA Pony Medal**

- a. Open to Junior Members of the CHJA.
- b. The first phase is to be shown over a course of not less than six obstacles. Ponies not exceeding 12.2 hands, (small ponies), shall jump obstacles 2'0" in height. Ponies over 12.2 hands, but not exceeding 13.2 hands, (medium ponies), shall jump obstacles 2'3" in height. Ponies over 13.2 hands, but not exceeding 14.2 hands, (large ponies), shall jump obstacles 2'9" in height. If a combination is used, the suggested distances for in and outs are 20' for small, 22' for medium and 24' for large ponies. The in and out distance must be adjusted for each height section. If the distance between obstacles is less than 72' then the distance must be adjusted for each height section.
- c. Second (flat) phase is mandatory and will count 50%.
- d. Judges may require additional testing, using current USEF Tests 1-8.

## **4. CHJA Adult Medal**

- a. Open to Adult Amateur Members of the CHJA.
- b. The first phase is to be shown over a course of not less than eight obstacles, 3'0" in height and must contain one combination including an oxer. The course must contain at least two changes of direction (change of lead) after the first obstacle.
- c. Second (flat) phase is mandatory and will count 50%.
- d. Judges may require additional testing, using current USEF Tests 1-19.

## **5. CHJA Children's Medal**

- a. Open to Junior members of the CHJA who are eligible for Children's Hunter and who have not shown over a course at a Recognized show where fences exceeded 3'0". If the rider has ever qualified or shown in a 3' equitation Finals including CHJA, she/he is not eligible for the Children's Medal. The class consists of two phases.
- b. The first phase to be shown over a course of not less than eight obstacles at 2'6" in height. The course must contain two changes of direction after the first fence and no combinations are permitted.
- c. The second (flat) phase is mandatory and will count 50%.
- d. Judges may require additional testing; using current USEF Tests 1-8.

## **6. CHJA Masters Medal**

- a. This class is open to riders who have qualified in the current year for the CHJA Adult Medal Final or the CHJA Junior Medal Final.
- b. The class will be run under the same general specifications as the CHJA Adult Medal and the CHJA Junior Medal, but the fence height will be 3'3" to 3'6".
- c. A rider qualifying for the CHJA Adult Medal Final may choose to ride in either the Adult Medal Final or the Masters Medal Final.
- d. A rider qualifying for the CHJA Junior Medal Final may choose to ride in either the Junior Medal Final or the Masters Medal Final. If a rider has ever qualified for any 3'6" (or higher) final prior to the end of the qualifying period for the current year's Medal Finals, (e.g., Medal/Maclay/Washington/USEF) they must ride in the Masters Medal Final.
- e. The Masters Medal Final will also be open to all past CHJA Medal Finals Champions and Reserves, with the restriction that they be current juniors or amateurs.

## **Part 5. CHJA Medal Finals**

### **A. Medal Finals Competition**

Each year the CHJA holds a Medal Finals competition open to all that have qualified to compete. The date and location of the Medal Finals is to be announced prior to August 1 of each year. At least six riders must qualify for that class to be held at the Finals.

### **B. Qualification**

Riders qualify by accumulating 12 or more points in CHJA Medal Classes held at Recognized Shows during the qualifying period. The qualifying period runs from 20 days before the previous year's Medal Finals competition to 20 days prior to the current year's Medal Finals competition. In determining the date of a competition, the day the show begins is used. The Equitation Committee may, at its discretion, designate a lower minimum number of qualifying points for any given year. The winner of the CHJA Junior Medal Finals, the winner of the CHJA Adult Medal Finals, the winner of the CHJA Master's Medal Finals and the winner of the CHJA Children's Medal Finals are not eligible to compete in their respective Medal classes in subsequent years. Even if they have qualified for multiple Medal Finals, competitors may only compete in one Medal Final in a given year. The winner of the CHJA Pony Medal finals may compete in subsequent years, but only on a pony of larger height than the pony ridden in the winning year.

### **C. Qualifying Points**

Points are scored 10, 6, 4, 2, 1, 1/2 regardless of the classification of the show or the number of entrants in the class. Upon qualification, riders will receive a certificate from the Equitation Committee.

### **D. Finals Judges**

The judge or judges will be selected and approved by the Equitation Committee and must be USEF Registered (big "R").

### **E. Disqualification**

Any riders, horses or their trainers entering the CHJA Medal Finals show ring when it is officially closed will be automatically disqualified and not allowed to compete in the Finals.

## **Part 6. Hunter Classics**

### **A. CHJA Hunter Classic**

Each year the CHJA will hold a Hunter Classic open to all CHJA members who qualify in either the Children's Hunter (horses and ponies combined) Division or the Adult Amateur Hunter Division (under and over 35 combined). The date and location of the Hunter Classic is to be announced prior to August 1 of each year. For the Classic to be held in either the Children's Hunter Division or the Adult Amateur Hunter Division, at least ten (10) horses must be entered.

#### **B. Qualification**

The top 25 riders in each division will be invited to participate in either the CHJA Children's Hunter Classic or the CHJA Adult Amateur Hunter Classic. The qualifying period will follow the show year. Points for the Hunter Classics will accrue as of December 1 of the previous year to 22 days before the current year's Hunter Classics.

#### **C. Qualifying Points**

In order to accumulate points, horses/ponies must be registered with the CHJA and their owners must be current members of the CHJA in good standing. Points will be awarded as defined in Rule 3, Parts 1 & 2 of the current CHJA Rule Book.

#### **D. Classic Format**

To be judged on an open numerical system by two USEF registered judges. All horses/ponies will jump a hunter type course consisting of at least 10 jumps. At least the top twelve (12) competitors, if available, at the judge's discretion, will return to compete over a second round. Scores from the first round will be added together with the scores of the second round to determine the placings. If a tie exists for first place only after the second round, a third round will be held to determine the winner. All other ties will remain tied. Prize money will be split and equal points will be given to those riders. No rider may show more than two horses in any one classic. Ten ribbons will be awarded in each classic.

#### **E. Attire**

Riders will be required to wear scarlet or dark coats, white shirts with white stock, choker, or tie, white, buff or canary breeches and hunting cap, derby, or hunting silk hat. All riders must wear approved protective headgear in accordance with USEF Rules.

### **RULE 2. REQUIREMENTS FOR SHOW MANAGEMENT**

#### **Part 1. Show Affiliation**

In order to have a show Recognized, show management must comply with the following requirements:

##### **A. Application**

A properly completed application, together with required Show Affiliation Fees must be received at least 60 days prior to the proposed show date. Applications may be obtained online at [www.chja.net](http://www.chja.net) or by writing or calling the Secretary of the Standards Committee. Applications should be mailed to the Secretary of the Standards Committee. See Standards Department on website for address.

We will reserve carryover show dates for shows held in the preceding Show Year until September 1 of the upcoming year. If a properly completed application, together with all required fees is not received by this deadline, then the date shall be considered open.

Applications for open show dates will be approved on a first received basis.

##### **B. Good Standing**

No show will be Recognized unless the show, and the show management are in good financial standing with the CHJA and neither the show nor its management are under suspension for prior rules' violations.

##### **C. Management**

Both the show manager and the show secretary must be Senior Members of the CHJA.

##### **D. Divisions Offered**

At least three Recognized Divisions must be offered.

##### **E. Prize List**

1. Each Recognized Show must have a prize list and entry blank. The Prize List must:

- a. Be submitted in proof form to the CHJA Standards Secretary at least two weeks prior to printing and/or posting to the show's web site (earlier submission is encouraged) in order that the Standards Committee can assure that the prize list conforms to CHJA specifications (outlined below). Mail, faxing, or email is acceptable (see [www.chja.net](http://www.chja.net), Standards, for contact information).

b. If the prize list is not submitted in accordance with the above requirement, or any subsequent requested edits or changes to align with CHJA standards are not made to the printed and/or web site version of the prize list, the Association shall not recognize Classes that do not conform to CHJA specifications. In addition, FAILURE TO SUBMIT A PRIZE LIST PROOF AND/OR MAKE REQUESTED EDITS SHALL RESULT IN A FINE AND MAY RESULT IN OTHER DISCIPLINARY ACTION.

c. Contain the following statement:

"Every class offered herein which is recognized by the CHJA will be conducted and judged in accordance with the current CHJA Rules. To show in CHJA Medal classes, riders MUST be members. In order to compete for CHJA annual year-end awards, the owner of the horse or pony must be a member of the CHJA and the horse or pony must be registered with the CHJA. A copy of the CHJA Rule Book, class specifications, Medal\_class specifications, and membership applications are available at the show secretary's office and at [www.chja.net](http://www.chja.net)."

Exception: For local member shows offering only Medal Classes for points, this statement may be modified as follows:

"Every CHJA Medal class offered herein will be conducted and judged in accordance with the current CHJA Rules. To show in CHJA Medal classes, riders MUST be members. A copy of the CHJA Medal class specifications and membership applications are available at the show secretary's office and at [www.chja.net](http://www.chja.net). No CHJA points for any other divisions."

d. Contain a current CHJA Membership Application if other association applications (other than USEF) are included, but if no association applications are included in the prize list, then they MUST be available the day of the show at the secretary's office, as stated above.

e. Clearly indicate which Divisions, Sections or Classes are recognized by the CHJA. It is not necessary to provide full class or division descriptions, but it is necessary to indicate which will receive CHJA points.

Note: One option would be to put "CHJA points" next to the header of each equitation, hunter or jumper division that will be run according to CHJA specifications. Another option would be to put a list of those classes in the Rules and Regulations section of the prize list as NEHC requires. You could also identify the CHJA classes in the timetable.

f. Contain a time schedule of classes offered.

g. Clearly state the amount of entry fees, the closing date for advance entries and the amount of any post-entry fee.

h. List the location of and directions to the show grounds.

i. List the name(s) of the officiating judge(s) and the Divisions in which they will adjudicate and the name of the steward.

j. List the name of the veterinarian and, if on call, the telephone number where he may be reached during the competition. If not known, the prize list must state where the information will be posted during the competition.

k. Divisions or classes may not be added within 30 days of a show date or after a prize list has been printed or distributed

l. If a show chooses not to print and mail out its final prize list, with all requested edits and changes, but instead to post it online, a complete version of the final prize list as approved by CHJA Standards MUST be posted on the show's web site so members can easily access it.

1. The URL address of this site should be provided to the CHJA (either on the show's recognition application or when the show sends the prize list for proofing) so the Association can post it on the [chja.net](http://chja.net) site.

2. If a show does not have its own site, then it must provide the URL where the complete version will be posted. It is the show management's responsibility to make certain that this has been done. FAILURE TO POST THE APPROVED PRIZE LIST SHALL RESULT IN A FINE AND MAY RESULT IN OTHER DISCIPLINARY ACTION.

m. If a show chooses to post its prize list online but then to mail out a shortened version of its prize list, or some other mailed reminder for members of the show date and/or schedule, this version must CLEARLY indicate what classes, divisions, or sections are CHJA recognized or CLEARLY indicate the URL where the complete version is posted and this information can be obtained. FAILURE TO PROVIDE THIS INFORMATION AND/OR THE URL SHALL RESULT IN A FINE AND MAY RESULT IN OTHER DISCIPLINARY ACTION.

#### **F. Affiliation Fees**

Affiliation fees shall vary with total prize money offered in Recognized Classes and shall be as set forth below:

<b>Total Prize Money</b>	<b>Affiliation Fee</b>
\$0 - \$ 750	\$60.00
\$750 - \$1,500	\$70.00
Over \$1,500	\$100.00

#### **G. Medal Class Fees**

Fees for Medal Classes will be \$5.00 per entry per class with no maximum cap. These fees are payable on completion of the class and must accompany horse show results as required by Part 6.

#### **H. Cancellation**

In the event that a show is canceled, all affiliation fees shall be returned provided that notice of cancellation, in writing (email is acceptable), is received by the Secretary of the Standards Committee at least 60 days prior to the show date (see CHJA web site for contact information).

#### **I. Insurance**

At least 14 days prior to the show date each recognized show must provide to the CHJA Membership Office (see Standing Committees section for address) a certificate of insurance, evidencing General Liability coverage of at least one million dollars per occurrence and naming CHJA, Inc. as additional insured.

#### **J. Mileage Limitation**

The distance between recognized CHJA competitions must be at least 40 radius miles.

#### **K. Local Member Show**

1. The local member show category allows a show that is USEF or NEHC recognized to offer CHJA medal classes. These local member shows must be run on the weekdays Monday through Friday. Points won in any other classes will not count toward year-end awards. Local member shows must comply with all CHJA show requirements, including the mileage limitation, except that they are not required to recognize three divisions.

2. The fee for offering CHJA Medal Classes at a Local Member show is \$60.00, plus the regular Medal Class Fees (see Rule 2, Part 1, G.)

#### **L. Multiple Weekday Shows**

Shows held only on weekdays can be given Regular Member status if they include at last three consecutive weekdays. Regular Member shows held on three or more consecutive weekdays must comply with all CHJA show Requirements.

#### **M. Multiple Day Shows**

CHJA recognition of shows held on multiple days will only be considered for the entirety of the competition. Competition or show dates begin at 12:01 A.M. on the calendar date on which the first class is scheduled and end on the calendar date on which the last class is scheduled.

#### **N. Shows Held on Holidays**

Shows can be recognized as a Regular member show if they are held on a nationally recognized holiday (e.g., Memorial Day).

#### **O. Out of State Show Approvals**

Out-of-state shows have no date carryover rights from year to year. Their dates will be considered for approval anew each year, but only after in-state shows have received approval of both their carryover dates and any new dates for which they have properly applied. After October 1, applications for out-of-state shows will be considered, in the order they were received. However, no out-of-state show will receive approval for a date on which an in-state show has already been approved, regardless of mileage.

### **Part 2. Availability of Rules and Reports**

A. **Rules:** A current version of both the CHJA Rules and the USEF Rule Book must be available on the show grounds.

B. **Reports:** CHJA member reports must be available at the horse show secretary's stand for completion by Members.

### Part 3. Prize Ribbons

To encourage participation, it is recommended that shows offer one ribbon for every six entries and no less than six ribbons in Junior Divisions (or eight ribbons as required at shows that are also USEF recognized). Prize ribbons shall conform to the following colors at all Recognized Shows.

Grand Champion	Blue, Red, Yellow and White
Reserve to Grand Champion	Red, Yellow, White and Pink
Champion	Blue, Red and Yellow
Reserve Champion	Red, Yellow and White

First Prize	Blue
Second Prize	Red
Third Prize	Yellow
Fourth Prize	White
Fifth Prize	Pink
Sixth Prize	Green
Seventh Prize	Purple
Eighth Prize	Brown
Ninth Prize	Gray
Tenth Prize	Light Blue

Show management must determine a Champion and a Reserve Champion in each Recognized Division or for each group if Divisions are split. Refer to Rule 1 Part 3 Classification Chart. These shall be determined based on points earned in the Division, with Class ribbons to count as follows:

1st Place	10 points
2nd Place	6 points
3rd Place	4 points
4th Place	2 points
5th Place	1 point
6th Place	1/2 point

#### 1. Equitation Championships

In the event of a tie after points are tabulated, the rider earning the most points over fences will be Champion. If there are an equal number of points over fences, the riders will remain tied and each rider will receive 10 points awarded for a Championship. They may flip a coin for the ribbon, or show management may give each of them a Championship ribbon if available. Refer to Rule 1 Part 3.

#### 2. Hunter Championships

In determining Championship in Hunter Divisions, if there is a tie for Champion or Reserve Champion, the entry with the greatest number of points over fences shall win; if still tied a hack-off shall be held. If horses have an equal number of points over fences, under saddle, and model, (points accrued in model classes shall count 1/2 value) the tie will stand as is, and both horses will receive their Championships or Reserve Championship points

### Part 4. Judges and Judges' Cards

Judges at all CHJA Recognized Shows must be recognized by the USEF and/or NEHC (or approved by the CHJA Board of Directors in an emergency).

Class descriptions and special Class specifications must be stated on the Judges' cards or a copy of the complete version of the prize list (if it contains full class descriptions) must be provided to them.

### Part 5. Stewards

A. **USEF Recognized Shows:** At USEF Recognized Shows, the USEF Show Steward shall represent the interests of the CHJA.

**B. Non-USEF Recognized Shows:** Stewards must be recognized by the USEF and NEHC (or approved by the CHJA Board of Directors in an emergency).

**C. Steward's Report:** Steward's Report forms will be provided to show management upon approval of a show by the Standards Committee. That form is to be completed by the Steward and returned to the Secretary of Standards Committee within 10 days of the show. Failure to comply may result in review by the Standards Committee of the Steward's acceptability to act as Steward in future CHJA shows.

#### Part 6. **Show Results**

Show results must be received by the CHJA membership office within 10 days of the show (see Administration web page for address) and must include:

- A. The completed Show Results Form
- B. The complete Prize List from the show (the final version approved by the Standards Committee, either the complete printed copy or a copy of the complete online version if the prize list was only available online)
- C. The results of all of the classes run (CHJA recognized or not) together with a tally of the total number of entries completing the Class in all CHJA recognized Hunter, Jumper and Equitation Classes, the results of the first six places in each of these classes
- D. A list of all Championship and Reserve Championship awards
- E. Any new CHJA new member applications and/or horse recordings taken at the show with the appropriate fees. If they are not included with the show results, the memberships will become effective on the day the applications and appropriate fees are received by the CHJA office. If it is after the results are received, points will not be awarded for that show.
- F. A check for the Medal Class fees as required by Part 1, Section G
- G. Show management must maintain a record of show results for a period of at least one year.

#### Part 7. **Safety**

Show management must:

- A. Provide during all scheduled performances an ambulance (on call), plus a registered nurse or qualified first aid personnel with no other duties.
- B. Comply with the regulations set forth by the USEF regarding the attendance of a veterinarian and farrier.

#### Part 8. **Schooling**

Every Recognized Show must regulate their pre-show schooling in a way that will insure safe conditions in the ring.

- A. If a show's management fails to provide for this, their future Recognition by the CHJA will be in jeopardy.
- B. If an exhibitor fails to heed the directions of show management in the matter of schooling, he/she will be subject to elimination from the competition.
- C. If a trainer fails to heed the directions of show management in the matter of schooling, he and all of his riders and horses will be subject to elimination from the competition.
- D. Every schooling area must contain at least one vertical and one oxer, eight rails and eight cups.

#### Part 9. **Violations and Penalties**

In addition to the penalties set forth in Article VII, Section 2 of the Bylaws, the following penalties shall be imposed by the Standards Committee.

- A. Fine for violating the rules requiring an ambulance (on call) and a certified medical person on the grounds at all times: \$100.00
- B. Fine for each violation of the rule governing reporting of show results: \$50.00
- C. Fine for each violation of the rule governing the Prize List content requirements: \$50.00
- D. Fine for failing to make requested prize list edits: \$100

- E. Fine for failure to submit proof of insurance 14 days prior to show date...\$100.00
- F. Fine for a Non Member in a Medal Class (imposed for each Medal class at the same show that has a non member): \$25.00
- G. Fine for any show having three \$25 fines imposed (3 offenses either on the same date or a total of 3 offenses from different shows): \$100.00
- H. Fine for running a Medal Class that doesn't count because there were not four active CHJA members in it: \$150.00

If a fine is not paid, then future shows will not be Recognized until the fine is paid. Points from the show where the violation occurred will count except in a CHJA Medal class which has less than four active members compete in and complete the class.

**RULE 3. POINT TABULATIONS FOR YEAR-END AWARDS**

**Part 1. Eligibility**

A. Unless otherwise noted in the Rulebook, all Recognized Divisions are eligible for year-end high score awards. However, in order for year end high score awards to be made, the following minimum levels of participation must be met:

- 1. The division must be held at a minimum of four shows during the show year with at least three eligible entries competing in each class at each show; and,
  - 2. A horse or rider must compete at a minimum of four shows during the show year in the specified division, and when they compete the division or the individual class must be eligible to receive points (i.e. must have at least the minimum number of entries required for points) even if the horse or rider wins none of those points.
- I. In order to accumulate points, horses must be registered with the CHJA and their owners must be members in good standing, and equitation riders must be members in good standing.
  - J. In bestowing year-end awards, the CHJA reserves the right to combine performance divisions that are normally split during the show year in order to ensure a minimum of six year-end award recipients. For example, Amateur Owner Hunters (under/over 35) and Adult Hunters (over/under 35) could be combined if recipients were fewer than 6 in either of the uncombined divisions.
  - K. There will be two Award Tiers for Year End Awards, Tier 1 and Tier 2.
    - 1. Tier 1 Divisions must have at least six members in the equitation divisions or six horses/ponies in the hunter/jumper divisions that meet CHJA criteria for year-end awards
    - 2. Tier 2 Divisions have fewer than six members in the equitation divisions or six horses/ponies in the hunter/jumper divisions that meet CHJA criteria for year-end awards

**Part 2. Performance Divisions-Hunters and Jumpers**

**A. General**

1. Ribbons have the following basic point values:

1st	10 points
2nd	6 points
3rd	4 points
4th	2 points
5th	1 point
6th	1/2 point

2. Ribbons won in any show in model Classes will count 1/2 point value for year-end awards but will only count if the entry competes in all Classes over obstacles and under saddle offered in that Division.

3. Basic points are increased by point multipliers, which are determined by the number of entries in the first class over fences (see Rule 1, Part 3.) Note: Three entries must complete the first class over fences in order for any points won in a division or class to count.

Number of Entries	Multiplier
25 and Over	4
17-24	3

10-16	2
3-9	1

4. Bonus points will be awarded for Division Champion (10 points) and Reserve Champion (6 points). These bonus points are the same regardless of the number of entries completing the first class over fences.

**Part 3. Equitation Year End High Score Awards**

**A. Equitation Awards**

1. Equitation awards will be made to the following groups: Short Stirrup; 11 and Under; 12 through 14; 15 through 17; Children's, Pre Children's, Junior Equitation; Modified Adult; Adult Amateur Equitation.

**B. High Score Award Points**

1. Points may only be accumulated in the age group indicated on a competitor's application for membership.
2. The number of points awarded will be determined by the number of entries completing each Class.

25 entries and over	Quadruple points
17-24 entries	Triple points
10-16 entries	Double points
3-9 entries	Single points

3. In all cases, at least three entries are required to complete the class for points to count.
4. No competitor may enter classes for more than one age group in any one show.
5. Flat and over obstacle classes shall be treated separately for point purposes, but one year-end high score award will be given in each Division.

C. Ribbons have the following basic point values:

1st Place	10 points
2nd Place	6 points
3rd Place	4 points
4th Place	2 points
5th Place	1 point
6th Place	1/2 point

D. Basic points are increased by point multipliers, which are determined by the number of entries that complete the Class:

Number of entries Completing the Class	Multiplier
25 or over	4
17 - 24	3
10 - 16	2
3- 9	1

E. Bonus points will be awarded for Division Champion (10 points) and Reserve Champion (6 points). These bonus points are the same regardless of the number of entries.

**HOW TO TABULATE YOUR OWN CHJA POINT STANDING**

**GENERAL**

- The Show Year runs from December 1 through November 30.
- Equitation Classes award points to the rider. The rider must be a Member of CHJA.
- Hunter and Jumper Classes award points to the horse/pony. The horse/pony must be registered with the CHJA, and the owner must be a Member of the CHJA.
- A minimum of three entries must complete a Class if points are to count.

-Only one (1) entry is needed to complete the Leadline class for the exhibitor to receive points.

-Only CHJA Recognized Classes count for CHJA points.

-Basic points earned in all classes are:

1st Place	10 points
2nd Place	6 points
3rd Place	4 points
4th Place	2 points
5th Place	1 point
6th Place	1/2 point

-Points will be increased by the following multipliers:

3-9 riders	single points
10-16 riders	double points
17-24 riders	triple points
25 and over	quadruple points

-Add any bonus points earned as Champion (10 points) or Reserve Champion (6 points). These points are the same regardless of the number of entries. However, Hunter/Jumper Championships and Reserves will not count for points if there are not at least three classes in a division completed with the minimum number of competitors (three). Hunters require these three classes to be at least one under saddle and two over fence classes, Jumpers require three jumping classes.

-All Class points are based on the number of entries that complete each class.

To assist in resolving any questions, it is suggested that you:

-Keep careful records from each show, noting the following:

- Date and location
- Class number(s)
- Number of riders in each class who complete the class.
- Your placing in each class

Many competitors keep a copy of the prize list.

Compare your records to the point standings updates mailed by the Association.

Immediately notify the Membership/Points Committee if you note a discrepancy (Administration Page on the website)

Add any bonus points earned as Champion (10 points) or Reserve Champion (6 points). These bonus points are the same regardless of the number of entries.

**Equitation:**

Basic points are increased by multipliers if ten or more riders actually complete a Class. Use the following chart to determine the multipliers to apply to each Class:

Number of entries completing the Class	Multiplier
25 or over	4
17 - 24	3
10 - 16	2
3 - 9	1

Add any bonus points earned as Champion (10 points) or Reserve Champion (6 points). These bonus points are the same regardless of the number of entries.