



## CHJA AFFILIATE QUICK GUIDE OF REQUIREMENTS FOR SHOW MANAGEMENT

### **HOW TO OBTAIN CHJA AFFILIATION**

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

#### **Submit an 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.

#### **Be In 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.

#### **Be a CHJA Member**

Both the Show Manager and the Show Secretary must be Senior Members of the CHJA.

#### **Offer Three Divisions**

At least three Recognized Divisions must be offered.

### **WHAT ARE THE PRIZE LIST REQUIREMENTS?**

#### **Submit a Prize List Proof Before It Is Printed**

The Prize List must 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).

#### **If A Proof Is Not Submitted**

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.

#### **Include 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."

**Include a CHJA Membership Application**

Include 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.

**Indicate What Divisions or Classes Are CHJA Recognized and Include a Timetable**

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.

**List the Entry Fees**

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

**Give Directions**

List the location of and directions to the show grounds.

**List the Names of the Officials**

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

**Provide the Veterinarian's Name**

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.

**Adding Divisions or Classes**

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

**WHAT TO DO IF YOU DON'T MAIL A PRIZE LIST**

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.

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 site.

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.

**WHAT TO DO IF YOU MAIL A SHORTENED VERSION OF THE PRIZE LIST**

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.

**MEMBERSHIP LABELS**

If you require address labels of the Active CHJA Membership, please send an email to chjaweb@aol.com and we will send them electronically, formatted and ready for you to print. Let us know if you would like the entire Active Membership list, or if you would prefer just the Active Professionals.

**AFFILIATION FEES**

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

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

## **MEDAL FINALS QUALIFYING CLASSES**

**CHJA Medal Qualifying class is a stand alone 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.

CHJA Medal Class requirements state that only CHJA Members are permitted to compete in these classes. If the 4th member of a Medal Class is a non member, the class will not count and points will not be awarded.

To make it easier for you to check membership status, and avoid the long lines as competitors search for their cards, click on the **Active Member Printable List** located in the Show Management section of the web site at [www.chja.net](http://www.chja.net) This is a simplified list especially for Show Management. If a member is active, they are on this list! You can easily check the entrants in the Medal Classes from your pre entries the day before the show. Then, make a copy of the list and take it to the show for your post entries. The list is updated daily and is a tool designed to make your jobs a little easier!

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.

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 ride in the flat phase if asked to return.

The judge will select at least six contestants, if available, to compete in the second phase at a walk, trot and canter. Where available, the judge shall pin a reserve.

The same horse must be shown by the same rider in all phases.

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.

Exhibitors may compete in only one CHJA Medal Class per show.

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.

## **MEDAL CLASS FEES**

Fees for Medal Classes are \$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.

## **SHOW 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).

## **INSURANCE**

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

## **MILEAGE LIMITATION**

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

## **LOCAL MEMBER SHOWS**

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.

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.)

## **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.

## **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.

## **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).

## **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 each new 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.

## **AVAILABILITY OF RULES AND REPORTS**

A current version of both the CHJA Rules and the USEF Rule Book must be available on the show grounds. CHJA Member reports must be available at the horse show secretary's stand for Members to complete.

## **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

## **HOW TO DETERMINE A CHAMPION AND RESERVE CHAMPION**

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

## **WHAT TO DO IF THERE IS AN EQUITATION CHAMPIONSHIP TIE**

In determining Championship in Equitation Divisions, if there is a tie for Champion or Reserve Champion, the entry with the greatest number of points over fences shall win. If there are an equal number of points over fences, the riders will remain tied and each rider will receive their Championship or Reserve Championship points.

## **WHAT TO DO IF THERE IS A HUNTER CHAMPIONSHIP TIE**

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 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

## **WHERE TO OBTAIN ALL HORSE SHOW FORMS**

All of the required forms are available to download by logging on to the CHJA web site at [www.chja.net](http://www.chja.net) and clicking on Show Management.

## **JUDGES AND JUDGE'S 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.

## **STEWARDS**

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

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

## **STEWARDS 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.

## **WHERE TO SEND SHOW RESULTS**

Show results must be received by the CHJA membership office within 10 days of the show and should be sent to: CHJA c/o Karen Amedeo, 88 Briarwood Avenue, Springfield, MA 01118

## **WHAT MUST BE INCLUDED WITH THE SHOW RESULTS**

1. The completed Show Results Report Form
2. 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)
3. 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
4. A list of all Championship and Reserve Championship awards
5. 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.
6. A check for the Medal Class in the amount of \$5.00 per entry per class as required by Part 1, Section G
7. Show Management must maintain a record of show results for a period of at least one year.

## **SAFETY**

Show Management must provide during all scheduled performances an ambulance (on call), plus a registered nurse or qualified first aid personnel with no other duties. They must also comply with the regulations set forth by the USEF regarding the attendance of a veterinarian and farrier.

## **SCHOOLING**

Every Recognized Show must regulate their pre-show schooling in a way that will insure safe conditions in the ring. If a show's management fails to provide for this, their future Recognition by the CHJA will be in jeopardy.

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.

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.

Every schooling area must contain at least one vertical and one oxer, eight rails and eight cups.

### **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.

Fine for violating the rules requiring an ambulance (on call) and a certified medical person on the grounds at all times: \$100.00

Fine for each violation of the rule governing reporting of show results: \$50.00

Fine for each violation of the rule governing the Prize List content requirements: \$50.00

Fine for failing to make requested prize list edits: \$100

Fine for failure to submit proof of insurance 14 days prior to show date...\$100.00

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

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

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.

All collected fines are donated to the CHJA Scholarship Fund.