CHJA AFFILIATE QUICK GUIDE OF REQUIREMENTS FOR SHOW MANAGEMENT

SHOW AFFILIATION

APPLICATION

IF YOU ARE A CURRENT CHJA AFFILIATE and wish to apply for you carryover or new show dates, please use your id and password and submit your application online on the CHJA web site at www.chja.net under Show Management. The application, together with required Show Affiliation Fees must be received at least 60 days prior to the proposed show date. An application can also be submitted by printing the application which can be found on the CHJA web site. There is an additional $50 fee for submitting hard copy.

Remember that Show Managers and Secretaries must be active CHJA Members in order to receive Approval.

Affiliation will not be approved unless their membership applications are included with your application.

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.

If you have any questions email taylorlynn58@gmail.com

IF YOU HAVE NEVER AFFILIATED WITH THE CHJA BEFORE, 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 by visiting the CHJA web site at www.chja.net and clicking on Show Management or by sending an email request to the Chairman of the Standards Committee, taylorlynn58@gmail.com.

New Affiliate Applications cannot be submitted online. Once approved you will be provided with a member ID and pass code to apply for future dates.

Remember that Show Managers and Secretaries must be active CHJA Members. Affiliation will not be approved unless their membership applications are included with your application.

Completed applications should be mailed to:

Lynn Taylor, Standards Committee Chairman
395 South Road
New Hartford, CT 06057

If you have any questions email taylorlynn58@gmail.com

AFFILIATION FEES

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

<table>
<thead>
<tr>
<th>Total Prize Money</th>
<th>Affiliation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $ 750</td>
<td>$75.00</td>
</tr>
<tr>
<td>$750 - $1,500</td>
<td>$100.00</td>
</tr>
<tr>
<td>Over $1,500</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Note that there is an additional $50 Fee for submitting hard copy.

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.

**MANAGEMENT MEMBERSHIP**
The Show Manager and the Show Secretary must be Senior Members of the CHJA.

**DIVISIONS OFFERED**
At least three Recognized Divisions must be offered.

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

**LOCAL MEMBER SHOW**
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 $75.00, plus the regular Medal Class Fees.

**MULTIPLE WEEKDAY SHOWS**
Shows held only on weekdays can be given Regular Member status if they include at least 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 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.

**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. Shows cancelled between 30 and 60 days prior to the show date will not have their affiliation fees returned. Shows canceled less than 30 days prior to the show date will not have their affiliation fees returned and will be imposed a fine of $200 unless the cancellation is due to an Act of God such as a natural disaster or extreme weather conditions.

Those shows canceled for two consecutive years for a reason other than an Act of God will lose that show affiliation date and the date shall be considered open. Applications for open show dates will be approved on a first-received basis.

Legal Definition of Act of God: An event that directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution.

**INSURANCE**
At least 14 days prior to the show date each recognized show must provide to the CHJA Insurance Coordinator a certificate of insurance, evidencing General Liability coverage of at least one million dollars per occurrence and naming CHJA, Inc. as additional insured. Insurance Certificates should be sent to:

Becca Goberman  
14 Cedar Ridge Road  
East Granby, CT 06026  
becca.goberman@gmail.com

**SAFETY**
Management must provide a designated Safety Coordinator, 21 years of age or over, with no other appointed duties who will be readily available to immediately respond to any injury, accident or emergency at the show. The Safety Coordinator will be the liaison to coordinate the response of any needed emergency services (police, fire, ambulance) or veterinary care. The Safety Coordinator shall have training in First Aid and be comfortable with and maintain calm professionalism when handling emergency situations. September 2017- rule change to be voted on for 2018.

You must comply with the regulations set forth by the USEF regarding the attendance of a veterinarian and farrier.

**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 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.

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 NEHC (or approved by the CHJA Board of Directors in an emergency).

Steward’s/Member’s Report: Steward’s Report forms are available online on the CHJA website at http://www.chja.net/pages/1625.html

The form can be filled out online and will be delivered directly to CHJA Standards for recording. The form is to be completed by the Steward and returned within 10 days of the show. Alternatively, the form can be printed out and mailed to the Chairman of the Standards Committee. Failure to comply may result in review by the Standards Committee of the Steward’s acceptability to act as Steward in future CHJA shows. This online form can also be used by CHJA members who wish to comment on any incidents at a CHJA recognized show.

AVAILABILITY OF RULES AND REPORTS
A current version of both the CHJA Rulebook and the USEF Rule Book must be available on the show grounds. CHJA member reports must also be available at the horse show secretary’s stand for completion by Members.

PRIZE LIST REQUIREMENTS
The Prize List must be submitted in proof form to the CHJA Standards Committee Chairman at least two weeks prior to printing and/or posting to the show’s web site (earlier submission is encouraged) in order that she can assure that the prize list conforms to CHJA specifications (outlined below). Mail or email is acceptable.

Lynn Taylor, Standards Committee Chairman
395 South Road
New Hartford, CT 06057
taylorlynn58@gmail.com

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 WILL RESULT IN A $100 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."

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. 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, 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 OR CHANGING DIVISIONS OR CLASSES**
Divisions or classes may not be changed, deleted or added within 30 days of a show date or after a prize list has been printed or distributed according to the rules set forth in the most recent USEF Rule Book.

**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.

**REQUESTING MEMBERSHIP LABELS**
If you require address labels of the Active CHJA Membership, please send an email to chjact@gmail.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.

**SHOW RESULTS**

Complete show results must be postmarked or electronic date stamped within 10 days of the close of the competition and sent to the CHJA membership office: 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.
7. Even if initial results were sent electronically to chjact@gmail.com or Faxed (413-782-6622) within 10 days of the close of the competition, Items 1-6. must still be postmarked or electronic date stamped and sent to the CHJA membership office within 10 days of the close of the competition.
8. Show Management must maintain a record of show results for a period of at least one year.

**MEDAL FINALS QUALIFYING CLASSES**
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.

**Exception:** If, on the day of a CHJA affiliated show, either a CHJA Junior Medal or a CHJA Adult Medal qualifying class does not fill according to CHJA requirements of a minimum of four entries, then show management may combine the classes. Riders competing in the combined class shall accumulate points in their appropriate Medal Class.

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 and a $250 fine will be imposed.

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](http://www.chja.net) 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 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.

**GENERAL INFORMATION**

**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.

**COMBINING EQUITATION, HUNTER AND JUMPER DIVISION CLASSES**

If, on the day of a CHJA affiliated show, any of the following divisions do not fill per CHJA requirements of a minimum of three entries, then show management may combine the classes but must run each of the combined divisions at the appropriate height according to CHJA rules for that division.

Riders competing in the combined class shall accumulate points in their appropriate division.

If the prize list indicates in advance that any of these divisions will be combined, then they will not be pointed by the CHJA with one exception: Low Children’s Jumpers and Low Adult Amateur Jumpers, and High Children’s Jumpers and High Adult Amateur Jumpers may be pre-combined in the prize list as Low Children’s/Adult Jumpers and High Children’s/Adult Jumpers.

Allowing these divisions to be combined on the day of the show is to benefit CHJA members that are at the show but find the divisions they entered do not have 3 entrants or in the case of the Hunter Derby the required 4 entrants.

Junior and Adult Equitation
Children’s Equitation and Modified Adult Equitation
Pony Hunters (S, M, L)
Children's Hunters (Horse and Pony)
Amateur Adult Hunters
Amateur Adult Hunters Adult and Children's Hunters
A/O and Junior Hunters
Modified Children's and Modified Adult Hunters
Adult and Children's Jumpers
A/O and Junior Jumpers
Hunter Derby

COMBINING CHJA MEDAL CLASSES

Junior Medal and Adult Medal If, on the day of a CHJA affiliated show, either a CHJA Junior Medal or a CHJA Adult Medal qualifying class does not fill according to CHJA requirements of a minimum of four entries, then show management may combine the classes. Riders competing in the combined class shall accumulate points in their appropriate Medal Class.

Children’s Medal and CHJA Modified Adult Medal

If, on the day of a CHJA affiliated show, either a CHJA Children’s Medal or a CHJA Modified Adult Medal qualifying class does not fill according to CHJA requirements of a minimum of four entries, then show management may combine the classes. Riders competing in the combined class shall accumulate points in their appropriate Medal Class.

If the prize list indicates in advance that any of Medal classes will be combined, then they will not be pointed by the CHJA.

Allowing these Medal classes to be combined on the day of the show is to benefit CHJA members that are at the show but find the qualifying class they entered does not have 4 entrants.

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 if required at USEF recognized shows). Prize ribbons shall conform to the following colors at all Recognized Shows.

<table>
<thead>
<tr>
<th>Grand Champion</th>
<th>Blue, Red, Yellow and White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve to Grand Champion</td>
<td>Red, Yellow, White and Pink</td>
</tr>
<tr>
<td>Champion</td>
<td>Blue, Red and Yellow</td>
</tr>
<tr>
<td>Reserve Champion</td>
<td>Red, Yellow and White</td>
</tr>
</tbody>
</table>

| 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 |

If the divisions are eligible for the awarding of championships and reserves (see Rule 1, Part 3, A.,1.,a. and Part 4, A. 1., f.), show management must determine a Champion and a Reserve Champion in each Recognized Division or for each group if Divisions are split. 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 |

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 4.

**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. Refer to Rule 1 Part 3.

**VIOLATIONS AND PENALTIES**

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

- **$50** Fine for each violation of the rule governing reporting of show results
- **$50** Fine for a Non Member in a Medal Class (imposed for each Medal class at the same show that has a nonmember
- **$100** Fine for violating the rules requiring an ambulance (on call) and a certified medical person on the grounds at all times
- **$100** Fine for failing to submit a prize list at least two weeks prior to printing and/or posting to the show’s web site
- **$100** Fine for failure to make requested Prize List Edits
- **$150** Fine for running a Medal Class that doesn’t count because there were not four active CHJA members in it
- **$200** Fine for failure to submit proof of insurance 14 days prior to show date
- **$200** Fine for cancelling a Show less than 30 days prior to the show date unless the cancellation is due to an Act of God such as a natural disaster or extreme weather conditions

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.