

2009 Rules & Regulations
General CWHJA Horse Show Requirements for Sanctioning

Adopted January 17, 2009

Please note: If your horse show is found to be out of compliance with these requirements, points earned by exhibitors at your show will not be counted toward year end awards, and your show will be placed on probation for the following year.

The Horse Show Season

The season for sanctioned horse shows is November 1 through October 31. Sanctioned hunter shows may be held on weekends only. Sanctioned jumper/equitation shows may be held on Fridays after 3:00 p.m.

Two C.W.H.J.A. shows will not be sanctioned on the same day.

Existing horse shows receive priority on their dates from year to year. Any dates that become available will be given to new shows; these shows must claim the date and pay their sanction fees 30 days prior to the show.

Insurance

CWHJA provides liability insurance to sanctioned horse shows that covers the show facility and the show manager. Costs for this insurance will be billed to each show manager per diem based on the annual cost divided by the number of show (and schooling) days. This fee will be due 14 DAYS UPON RECEIPT OF AN INVOICE FROM CWHJA.

CWHJA board member on the grounds

A CWHJA board member must be present on the grounds for the duration of your horse show. This person or persons will act as a steward and assist show management in resolving questions or disputes that may arise relevant to CWHJA rules and regulations. All decisions resulting from any discussion with the steward will be made by Horse Show Management.

The steward shall have the authority to request that the horse show adjust any course, obstacle or class specification if it is deemed by the steward to be unsafe. The steward may request that a show be cancelled and re-scheduled if the conditions at the show are unsafe or do not meet CWHJA requirements.

More than one board member may serve as the steward at your horse show. Your prize list must list the name of the board member(s) serving in the steward's capacity.

Prize Lists

PRIZE LISTS MUST BE SENT OUT AT LEAST 2 WEEKS PRIOR TO YOUR SHOW! In order to avoid potential problems with your sanctioned divisions, it is requested that you submit your prize list via e-mail, fax or regular mail to the President for review prior to mailing it to the general membership. FIRST TIME SHOWS MUST SUBMIT THEIR PRIZE LIST TO THE PRESIDENT OF CWHJA FOR REVIEW PRIOR TO MAILING.

If your horse show is a benefit, your prize list must clearly indicate this, and describe how proceeds from the show will be distributed to the beneficiary.

Daily Fees

No daily showing fee is required of current CWHJA members. Members who sign up and pay in full for their membership on the day of a horse show do not have to pay a daily fee.

Every show must collect and remit to CWHJA a \$5.00 daily membership fee from any rider who is not a member of CWHJA. In the case of a two-day horse show, non-members must pay the \$5.00 fee for each day they are active on the show grounds. This includes schooling in the show arenas and/or in designated schooling areas on the day(s) of the show. This fee is not required for schooling the day prior to the horse show.

A form for recording non-membership fees collected at your horse show is included in this packet, and must be forwarded along with the fees collected to the appropriate CWHJA official within two weeks of your show.

Entries

Entry fees must be kept at \$12.00 or less per class. EXCEPTION: Classics or stake classes may have a higher entry fee, PROVIDED such classics or stake classes offer enhanced prizes to the exhibitor which reflect the increased entry fee, whether monetary or otherwise. These enhanced prizes must include all placings from 1st through 5th place. Division discounts may be offered to encourage complete division entries.

It is against the rules of the CWHJA to charge any extra fees at your show other than those required by CWHJA and explained herein.

Entry forms must be signed by the exhibitor and (if the exhibitor is under 18) the exhibitor's parent or trainer. Trainers must sign the form when applicable. No junior riders may participate at any show without one of these signatures.

Other Forms Required at Secretary's Stand

All shows must have CWHJA membership forms available at the show secretary's desk, along with Member's Horse Show Evaluation Forms. Completed forms should be sent to the CWHJA

treasurer with appropriate fees immediately following your show. It is strongly suggested that show secretaries collect separate payment for memberships rather than allowing the rider to incorporate their membership payment into their entry fee check.

Entry forms must indemnify CWHJA against liability, as shown in the **sample** entry form attached to this packet.

Emergency Care Requirements

An Emergency Medical Technician (EMT) MUST BE PRESENT ON THE SHOW GROUNDS DURING YOUR HORSE SHOW. **This includes: 1.) any scheduled schooling time on the day(s) of the show and 2.) the schooling day prior to the horse show,** in the show arena or schooling arena. If schooling time is offered, the times must be listed on the prize list so that exhibitors will know that an EMT will be there during that time. It is VERY IMPORTANT that this rule is upheld. You may charge a \$10.00 per rider/per day fee to cover the cost of the EMT. It is the horse show manager's responsibility to find, hire and pay the EMT. If the EMT leaves the grounds for any reason during the course of the show, the show may not continue until another EMT is on the grounds.

Protective Headgear

A USEF-approved helmet (this means an ASTM/SEI approved helmet) with harness fastened must be worn by all junior riders whenever they are mounted anywhere on the show grounds. All other riders, including professionals, must wear protective headgear when jumping on the show grounds, whether in the show arena or in any schooling area.

CWHJA will follow any and all rules held by the USEF involving protective headgear. Effective December 1, 2005, the USEF will require ALL riders, not only juniors, to wear ASTM/SEI-approved helmets for all classes over fences, including hunters and equitation, and whenever jumping anywhere on the show grounds. CWHJA has adopted this rule for its 2006 show season. **It is the horse show manager's responsibility to ensure that appropriate headgear is worn by all participants.**

General Conduct

Any horse that is out of control in either a class or the schooling area should be excused for the safety of others.

Any individual, whether rider, owner, trainer, or spectator who, in the opinion of the horse show management or any CWHJA board member present at the show, exhibits behavior deemed excessively cruel or inappropriate in any way with respect to any horse or human may be asked to leave the grounds, and is subject to disciplinary action by CWHJA. Such behavior may include either physical or verbal abuse. Any grievances resulting from such actions will be heard in closed session by the CWHJA board of directors at its next regular meeting. Anyone wishing to file a grievance must contact a CWHJA board member within 5 days of the horse show where the incident occurred and request a hearing.

Individuals who wish to speak to the judge at a horse show must obtain the judge's permission by requesting it through the horse show manager. Any individual who approaches a judge without this permission may face sanctions.

Schooling

Designated warm-up areas must be provided. The warm-up area(s) must be close to the show arena and free of on-foot traffic. Three fences are required in each schooling area: one crossrail, one vertical and one oxer. Both the vertical and oxer must have breakaway-type "safety cups". CWHJA owns a set of these cups and will provide them to the show manager upon request. If your show has two show arenas, you must provide adequate warm-up areas.

Judges

Although CWHJA does not require that judges at its sanctioned shows be USEF licensed officials, show managers are encouraged to enlist the judging services of individuals who are highly qualified for the job, and who will be accepted by the exhibitors and trainers participating in the show.

No judge may judge more than two CWHJA-sanctioned horse shows in one season.

Prior to the horse show, send your judge a copy of your prize list and the division specifications section of this packet.

Jumps and Courses

Fences should be safe and inviting, well-built and visible. **All hunter fences and lower-level (levels one through three) jumper fences must have a visible ground line.** It is strongly suggested that your jump fillers be one foot in height, so the beginning and limit riders are jumping safely. Your course designer(s) should be familiar with safe and sensible course construction. You are required to use breakaway-type "safety cups" on the back rail of all oxers, these will be provided to you upon request to the Secretary or another board member of CWHJA. Please use regulation (USEF-approved) jump cups for all other jumps and try to use flat cups for gates, panels and planks.

Please know and comply with the minimum and maximum fence heights applicable to each division. Also be aware of which divisions require or specifically forbid certain types of jumps or combinations. **Non-compliance in these areas may result in points earned being disallowed.** Set distances appropriately, lengthening or shortening them as heights change. A chart of distances and other course-building information is included in this packet. It is suggested by CWHJA that your course designer post the distances in feet on courses posted at your show. Please feel free to request assistance from the President or any member of the Board of Directors if you need it. CWHJA, contrary to USEF, allows three (not two) refusals before an elimination.

Results and Points-keeping

Keep your results carefully and submit them within two weeks of your horse show to the CWHJA pointskeeper. **You are required to use the forms provided in this packet for that purpose.** Points shall be awarded based upon this schedule:

<u>Placing</u>	<u>11 Riders or more</u>	<u>4 – 10 Riders</u>	<u>3 Riders or less</u>
1 st	9 pts	6 pts	3 pts
2 nd	6 pts	4 pts	2 pts
3 rd	5 pts	3 pts	1 pt
4 th	4 pts	2 pts	
5 th	3 pts	1 pt	

Remember that in jumper classes, full points are awarded in the event of a tie. If a division is split, full points are awarded for each section and ribbons must be presented in each division.

If a class in which points may be earned is listed on a prize list, it must be held if there is an entry.

General

Where possible, all arena gates must be closed while exhibitors are in the arena.

Encourage back-to-back rounds. Most judges do not object to holding two cards at a time.

Adequate and sanitary toilet facilities should be located on the grounds and close to the show arena. Where no permanent facilities are available, porta-potties must be provided. Drinking water should be provided for exhibitors near the show arena.

Trailer parking should be provided in an area as flat, open and close to water as possible.

Management should provide a concession stand for exhibitors, trainers and spectators. If not possible please note in your prize list.

A spectator area should be provided away from mounted traffic whenever possible.

DOGS ON THE SHOW GROUNDS SHOULD BE STRONGLY DISCOURAGED, PERIOD. If a dog is brought to the show by anyone, it must be on a leash or tied in a safe location away from the show arena. Dogs that bark or cause any kind of disturbance to horses should be removed from the grounds immediately for safety reasons.

USEF RULES

Unless specifically covered by CWHJA rules contained herein, all CWHJA-sanctioned horse shows must be conducted under current United States Equestrian Federation rules. When a question arises as to the conduct of any class or division, or any other situation, USEF rules shall prevail

Rules , Regulations and Specifications for Sanctioning

Not all CWHJA-rated divisions must be offered at your horse show; however, riders will receive year-end awards in a division only if it has been offered **and held** at least three times during the year, so horse show managers are encouraged to offer as many rated divisions as possible. Any division offered must be held if there is an entry for that division. Any combination of Hunter, Jumper and Equitation divisions may be offered at any horse show.

A. Hunter Division

1. A hunter division consists of three classes, two over fences and one under saddle. A classic or stake class may be offered in addition to the basic required classes, with points to count for the show championship and year-end awards. Points earned in under saddle classes will not count toward year-end or show championships unless the horse has entered and completed at least one over fences class in the same division at the same horse show. The Year End show may have three over fences classes in any hunter division.
2. CWHJA points are awarded in the following hunter divisions:
 - Beginner Rider Hunter (rider gets points)
 - Baby Green Hunter
 - Low Children's/Adult Amateur Hunter (horse gets points)
 - Evergreen Hunter
 - Low Hunter
 - Pony Hunter
 - Children's/Adult Amateur Hunters
 - High/Low Jr./Amateur Hunters
 - High/Low Hunters – Open
3. Additional divisions and/or classes may be offered by show management.

B. Jumper Division

1. A jumper division consists of at least two classes of the same height. These classes should be conducted under USEF-recognized tables and rules as contained in the current USEF rule book. These rules are available on the USEF website, which is www.equestrian.org.
2. CWHJA-rated jumper divisions are as follows:
 - Level one jumpers – no restrictions
 - Level two jumpers – no restrictions
 - Children's/Adult Amateur Jumper (level 2)
 - Level three jumpers – no restrictions
 - Level four jumpers – no restrictions
 - Level five jumpers – no restrictions
 - Open Jumpers – no restrictions
3. Additional divisions and/or classes may be offered by show management.

C. Equitation Division

1. An equitation division consists of at least two classes, only one of which may be a flat class. To qualify for division championship or year-end awards riders must compete in the over fences portion of the division at the same horse show.
2. CWHJA points are awarded for the following divisions:
 - Pre-beginner Equitation
 - Long Stirrup Equitation
 - Rusty Stirrup Equitation
 - Limit Equitation
 - Pony Equitation
 - Intermediate Equitation
 - Open Equitation - 17 & Under
 - Open Equitation - 18 & over

D. Medal classes

Equitation medal classes for Pony riders, Children/Adult Amateur riders and High/Low Jr./Amateur riders may be included in the program at any show. Courses in these classes should represent an appropriate challenge for these more advanced riders.

E. Flower Power/Walk Trot

Any classes held by horse show managers will be at their own discretion in regards to cross-entries and specific classes held. Show managers will report a list of all participants so that CWHJA may recognize each one at the Year End Award Ceremony.

Points

- I. Points won in CWHJA-rated divisions count toward year-end awards as noted above.
- II. In order for Hunter Under Saddle points to count toward a Division Championship or year-end award in any hunter division, horses must be entered in and complete at least one point class over fences in the same division at the same show.
- III. In order for points to count for year-end awards, both the rider and horse must be members of CWHJA, except in equitation divisions and medal classes, where only the rider must be a CWHJA member. Points will be counted immediately upon receipt of payment for membership. It is the owner's obligation to register their horse(s) with CWHJA using the SAME NAME the horse will be shown under. (If a horse's name is changed during the show year, the rider must re-register the horse with the new name and pay a \$5 fee). POINTS WILL NOT BE AWARDED RETROACTIVELY!
- IV. Points will be kept if earned even if the rider or horse loses its eligibility for a division during the same show year.

CWHJA - Rated Hunter Divisions - Specifications

The recognized ages for splitting any combined-age class are as follows:

Children and Juniors - 17 and under

Adults and Amateurs - 18 and over

A rider's age in CWHJA is as is defined by USEF rule GR103: "The age of an individual on December 1 will be maintained throughout the entire competition year."

For example, if a rider is 14 years old as of December 1, 2004, that rider will be considered 14 years old for the entire 2005 show season.

Large classes not split by age may be double-pinned.

If a division is split, ribbons must be awarded in both divisions and full points will be awarded to both sections.

Hunter classes are judged on performance, manners, way of going and suitability.

BEGINNER RIDER HUNTER - 18" - 2'0" (No oxers). Points follow the rider in this division and all classes, hunter and equitation, count toward show championship and year-end awards in this division. There shall be a Beginner Rider Hunter over Fences, Beginner Rider Equitation over Fences and Beginner Rider Equitation on the Flat class in this division. Riders may not enter more than one horse in this division.

This division will be split by age if there are at least four riders to participate in each section. A rider may show in this division until he or she has won three classes over fences during the same show season. At this point, he or she may keep showing for a year-end award, but may not return to the division the following year. This rider may not have shown in any classes where the fences exceed 2'6" at any CWHJA, CHJA, or USEF-recognized show during the 10 years immediately preceding the current show year.

BABY GREEN HUNTER – Fences not to exceed 2'3"

This division is open to horses and ponies which have never won three classes over fences during the same show season, and which have NEVER shown in any class over fences exceeding 2'6" in height at any CWHJA, CHJA or USEF-recognized horse show. A horse that wins three classes over fences in one year may remain in the division to compete for year-end points, but loses its eligibility for the division the following year. A HORSE THAT COMPETES OVER FENCES EXCEEDING 2'6" LOSES ITS ELIGIBILITY IMMEDIATELY FOR THE CURRENT YEAR AND ANY FUTURE YEARS.

LOW CHILDREN'S/ADULT AMATEUR HUNTER - 2'3" - 2'6"

This division will not be split by age. Open to horses shown by junior and amateur riders. Riders may not show in a class with fences higher than 2'6" at the same show.

PONY HUNTER - 2'0 - 2'3" or 2'6"- 2'9

Open to ponies ridden by juniors. Ponies may jump at either height (regardless of pony's size); however, they must jump at the same height throughout the same horse show. Distances will be adjusted when necessary.

EVERGREEN HUNTER – 2'6"

This division is open to all riders of any age on horses or ponies.

LOW HUNTER - 2'9"

No restrictions. Open to all horses, ponies and riders.

CHILDREN'S/ADULT AMATEUR HUNTER - 2'9"

Open to junior and amateur riders. This division will be split by age, provided there are at least 4 competitors in each group. Distances will not be adjusted for ponies. Riders in this division may cross-enter into the High/Low Junior/Amateur or High/Low Hunter division at the same horse show.

HIGH/LOW JUNIOR/AMATEUR HUNTER - 2'9" - 3'0" or 3'0"-3'3"

Open to all Junior and Amateur riders. This division will not be split by age. This division shall be judged on performance. Riders may jump at either height, but must jump the same height in all classes in the division at the same horse show. Ponies are eligible, but distances and fence heights will not be adjusted for them.

HIGH/LOW HUNTER - 2'9"-3'0" or 3'0" - 3'3"

No restrictions. Open to all riders. This division shall be judged on performance. Riders may jump at either height, but must jump the same height in all classes in the division at the same horse show.

CWHJA-Rated Jumper Divisions

CHILDREN'S /ADULT AMATEUR JUMPER - 2'9"

This division is open to Junior and Adult Amateur riders only. This division is not split by age. Spreads not to exceed 3'0"

OPEN DIVISIONS (Open to all horses and riders - no restrictions)

LEVEL ONE JUMPER	2'6" - 2'9" spreads not to exceed 3'
LEVEL TWO JUMPER	2'9" - 3' spreads not to exceed 3'3"
LEVEL THREE JUMPER	3' - 3'3" spreads not to exceed 3'6"
LEVEL FOUR JUMPER	3'3" - 3'6" spreads not to exceed 3'9"
LEVEL FIVE JUMPER	3'6" - 3'9" spreads not to exceed 4'(triple bars to 4'3")
OPEN JUMPER	3'9" - 4'0" spreads not to exceed 4'3"(triple bars to 4'6")

*****A horse may not show in more than three jumper divisions at any one show, and may only span three levels at any one show.

CWHJA -Rated Equitation Divisions

PRE-BEGINNER EQUITATION – fences not to exceed 15" at the center of the jump

This division will be split by age if entries warrant. Riders who have shown over fences higher than 2'0" in any CWHJA, CHJA or USEF-recognized show are ineligible for this division. Fences may consist of cross-rails or verticals and may incorporate gates and flower boxes. The flat class in this division is a walk, trot, canter class. Show managers are strongly urged to split the class for cantering if entries exceed 12 riders. Riders in this division may cross-enter in to the beginner rider divisions at the same horse show. **RIBBONS WON OVER FENCES IN THE PRE-BEGINNER DIVISION DO NOT AFFECT ELIGIBILITY IN OTHER DIVISIONS.**

LONG STIRRUP – 2'0 – 2'3"

Riders who have shown over fences higher than 2'6" in any CWHJA, CHJA or USEF-recognized show are ineligible for this division. Riders must be 18 years of age or younger.

RUSTY STIRRUP – 2'0 – 2'3"

Riders who have shown over fences higher than 2'6" in any CWHJA, CHJA or USEF-recognized show are ineligible for this division. Riders must be over 18 years of age.

LIMIT EQUITATION - 2'3" - 2'6" (no combinations)

This division will not be split by age. Riders may show in this division until they have won six classes over fences in this or any other equitation division (pre-beginner equitation excluded). Riders who have shown over fences 3'0" or higher in any CWHJA, CHJA, or USEF-recognized horse show within the ten years immediately preceding the current show season are ineligible.

INTERMEDIATE EQUITATION - 2'9"

This division will be split by age if entries warrant. Riders who have shown over fences higher than 3'3" in any CWHJA, CHJA, or USAE-rated show are ineligible for this division.

OPEN EQUITATION - 3'0"- 3'3" (Only the back rail of oxers may be 3'3")

Open to Junior and Amateur riders. The division will be split if there are at least 4 entries in each age group.

Medal Classes

Note: a rider who participates in at least one CWHJA Medal Class at any event during the show year will be eligible to compete in the Year End Finals for that Medal Class to be held at the Year End Horse show regardless of placings or points accumulated.

PONY MEDAL – 2'0"-2'3" or 2'6" – 2'9" (Courses may not include a combination)

Open to riders 17 years of age and under. Riders may compete at any height, regardless of pony's size. One or more tests taken from USEF tests 1-9 should be incorporated into the initial course design. Further work-offs may be called at the judge's discretion.

CHILDREN'S / ADULT AMATEUR MEDAL - 2'9" (A combination is recommended)

This class will be split by age (17 and under, 18 and older) provided there are four (4) competitors in each age group. One or more tests taken from USEF tests 1-9 should be incorporated into the initial course design. Further work-offs may be required at judge's discretion. Riders competing in this medal may not compete in the High/Low Junior/Amateur Medal class at the same horse show.

HIGH/LOW JUNIOR/AMATEUR MEDAL - 2'9" - 3'0" or 3'0" - 3'3" (A combination is recommended)

Riders may ride at either height. This class will not be split by age. One or more tests from USEF tests 1-19 should be incorporated into the course design. Further work-offs may be required at judge's discretion. Riders competing in this medal may not compete in the Children's/Adult Amateur Medal at the same horse show.
