



# 2024 Rule Book

*Baltimore County Horse Show Association*

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## BY-LAWS

The By-Laws for BCHSA include the following eight (8) Articles:

### I. OBJECTIVES

The Baltimore County Horse Show Association, Inc., operating as a non-profit organization, (the "Association" or "BCHSA") sets forth the following objectives:

1. To promote and/or conduct horse shows, clinics and other special events.
2. To serve and promote the best interests of members, shows, and the exhibitors who participate in them.
3. To coordinate and assign show dates to member shows, and to make adequate and fair rules governing competition, and to enforce them for the common benefit.
4. To otherwise assist in connection with the exhibition of horses and ponies. The Baltimore County Horse Show Association Show Year commences on December 1 and ends on November 30.

### II. MEMBERS

#### Individual Members

Individual Members shall be those persons admitted to membership in the Association as provided in the rules of the association and shall consist of the following classes:

#### Senior Members

Senior Members shall be those persons who have reached their eighteenth birthday prior to December 1 of the Current Show Year. Senior members shall have the right to cast one vote at any meeting of members.

#### Junior Members

Junior Members shall be those persons who have not reached their eighteenth birthday prior to December 1 of the Current Show Year and do not qualify as senior members. Junior members, 14-17 years shall be entitled to one vote at any meeting of members. Juniors, 13 and under are invited to attend meetings and to voice their opinions but are not entitled to vote.

#### Show Members

Show members shall be those organizations or others holding horse or pony shows, clinics, or other special events which have been elected to membership by the Board of Directors.

### III. MEETINGS

At the Annual meeting, as required, the officers of the club will be elected by senior and eligible junior members. The Annual meeting will be held during October each year and will be open to all Members. General meetings will be held at the following times: March and October before the banquet. Written, email or printed notice of every annual or special meeting of members shall be given to each individual, senior and junior member entitled to vote at such meeting not less than seven (7) days or more than sixty (60) days before the date of such meeting.

## **IV. ELECTIONS**

### **Nominations**

Nominations for elections must be made in writing before the start of the Annual meeting or be proposed at the appropriate time during the meeting.

### **Directors**

At the Annual meeting, the eligible voting members shall elect two (2) directors to serve for three (3) years. The third three (3) year director shall be elected by the Board of Directors following the Annual meeting. In the event of a vacancy on the Board of Directors, the remaining directors shall fill such vacancy by electing a director to fill the unexpired term. The required new three (3) year directors are to be elected on a yearly basis.

### **Officers**

Officers shall be elected by the eligible voting members as required at the Annual meeting.

## **V. DIRECTORS**

The number of elected directors shall be nine (9) Senior Members in good standing. Directors may only be elected for one three (3) year term. Directors are eligible for reelection after one (1) year. Any Director who shall be absent from two (2) consecutive meetings of the Board of Directors without being excused by the Board, shall thereupon be subject to removal as a Director by majority vote of the Directors present at a duly constituted meeting of the Board of Directors. Each Board of Director will receive one (1) free ticket to the Banquet of Champions.

## **VI. OFFICERS: ELECTIONS AND TERMS**

Officers shall be elected by the eligible voting members as required at the Annual meeting. Each elected officer may not serve more than two (2) consecutive terms in that office.. Each term consists of two (2) years.

## **VII. BOARD OF DIRECTORS**

### **Composition and Quorum**

The elected officers plus the elected directors shall make up the Board of Directors. The immediate past President shall be offered a seat on the Board of Directors for a period of one (1) year following his/her term in office.

At all meetings of the Board of Directors, a majority of the directors shall constitute a quorum for the transaction of business, including amendments to the By-Laws and/or Rules of the Association.

### **Authority and Responsibility**

The Board of Directors, and their appointed committees, shall conduct and manage the business and affairs for the Association and may exercise all the powers of the Association including, but not limited to, the following:

1. To accept members as provided in these By-Laws and under the Rules of the Association.
2. To coordinate and assign show dates to the member shows.
3. To present to the membership, for approval, divisions in which riders, horses, and ponies compete.
4. To maintain official records of competing members, and recorded horses and ponies.
5. To change By-Laws and/or Rules, if a majority of the Board is present.
6. To elect the third director to the Board who will serve for three years when such election is required.

## VIII. CONFLICT OF INTEREST POLICY

### Purpose

The purpose of the conflict of interest policy is to protect the tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Definitions

- I. *Interested Person*: Any director, principal, officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- II. *Financial Interest*: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - A. An ownership or investment interest in any entity or individual with which the Organization has a transaction or arrangement, or
  - B. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - C. A potential ownership or investment interest in, or compensation arrangement with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Procedures

#### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of a financial interest and be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested



person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **Addressing the Conflict of Interest**

An Interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

1. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually

or collectively, is prohibited from providing information to any committee regarding compensation.

### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded reflect reasonable investment or payment for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing body of its responsibility for ensuring periodic reviews are conducted.

## RULES

All horse shows recognized by the BCHSA member organizations and exhibitors shall be governed by the Rules of the Association, as described below.

All BCHSA recognized shows will be judged and conducted according to Maryland Horse Show Association, Inc. rules with the exception as set forth herein. The BCHSA show season will terminate at the BCHSA Medal Finals, **at least two (2) weeks prior to the Annual Awards Banquet.**

The BCHSA shall furnish a list of changes in the By-Laws and/or Rules, insofar as they affect prize lists, to all show managers before April 1 of the Current Show Year. When a subject is not addressed in these rules, the current USEF Rule Book language will be considered the ultimate authority on the issue.

***Responsibility for the conduct of and actual management of each BCHSA recognized show rests solely with the show manager/venue.***

## MEMBERSHIP

### Individual Membership

Must submit appropriate application as specified in the By-Laws of the Association to the Association Point Keeper on forms provided for this purpose or through the Association's website, if available.

Dues shall be as follows:

1. Junior Member - **\$40.00** (13 and under non-voting) (14-17 voting) – Equitation included
2. Senior Member - **\$40.00** (voting) - Equitation included
3. The Rule Book is located on the Association's website. The membership number and the show date schedule shall be available on the Association's website.
4. Annual Membership runs from December 1st to November 30th. No points will be credited to riders or horses for Year End Awards until registered as a member of this Association. Membership begins on the date of receipt of paid application and signed Waiver Release. The responsibility of such recording shall rest entirely with the exhibitor.

### Show Membership

**Application for show membership in the Association shall be filed with the Association Secretary at the beginning of Show Year, accompanied by a show fee of \$150.00 per show. The Show Manager must be a Senior Member in good standing, which is a \$40.00 additional membership fee for the year. Show membership in the Association entitles each show member to one vote at all membership meetings.**

**The Show Secretary shall submit by email or mail to the PointKeeper a master summary for all classes held that includes, in the form of an OrgPro file:**

1. Horse name, show number, horse owner and rider.
2. Equitation riders name, show number and classes entered.
3. The order of pinning for each class.
4. Results, Judge's cards and Class Sheets must be received by the Point Keeper within five (5) days of the show. If this requirement is not met, a penalty fine of \$100.00 per week will be assessed.
5. Each Show is responsible for paying BCHSA **\$5.00** for every ride in a BCHSA medal and each ride in the Short Stirrup Equitation WTC & Long Stirrup Equitation WTC classes.

6. Each show is responsible for paying BCHSA whatever fee they charge for the Scholarship Hack, minimum of \$10.00, for every ride.
7. The Medal and Scholarship Hack Fee Report must be submitted to the Point Keeper within five (5) days of the show.

## **RECORDING HORSES AND PONIES**

Application for recording shall be made to the Association Secretary on forms provided. Horses, ponies, riders, and/or owners must be recorded in the same name under which they are to be exhibited. The recording fee will be \$25.00 for each horse or pony and will automatically make the animal eligible for High Point awards in all Performance Divisions for which they qualify, according to division specifications.

To be eligible for Annual High Point Awards in Performance Divisions, i.e. Hunter and Pleasure Divisions, both horse/pony and owner must be recorded members of the Association. To be eligible for Annual High Point Awards in the Equitation Divisions, the rider must be a recorded member of the Association.

Horses, owners, and riders may register for recording with the Association at Member Shows or online by midnight the day of the show, and points earned that day will be counted toward Annual High Point Awards. Points earned from prior Shows will not count toward Annual High Point Awards.

Horses are defined as horses of height greater than 14.2. Ponies must have a valid measurement card by the date of any horse show during which the rider/owner wishes to earn year-end award points.

## **GUIDELINES GOVERNING JUDGES AND STEWARDS**

In the event the show is also sanctioned with the MHSA Regional Program, the Judges and MHSA Steward will abide by the Regulations Governing Showing Under Judges and Stewards as stated in the MHSA Rule Book.

For classification purposes, the term family includes spouse, parent, step-parent, child, brother, step-child, sister, half brother and sister, aunt, uncle, niece, nephew, grandmother, grandfather, grandchildren, and in-laws of the same relation as stated above.

A judge may not:

1. Be an owner of any interest in a horse, nor may he/she be an exhibitor, trainer, coach, lessor, lessee, rider, steward, or manager, nor may he/she be a family member of a steward or manager at any BCHSA sanctioned show at which he/she is officiating.
2. During a competition at which he/she is judging, be the houseguest of a person who is exhibiting or competing at such competition or whose family is exhibiting or competing at such competition.
3. Discuss with an exhibitor the purchase, sale or lease of any horse during a competition at which he/she is officiating.
4. An exhibitor may not serve as a judge or MHSA steward at any competition in which he/she exhibits, whether or not the classes are conducted under BCHSA Rules.
5. No member of a judge's family, nor any of the judge's clients may compete as exhibitor, rider, or owner of lessee in any division unless the relationship is terminated thirty (30) days prior to the competition.
6. No member of a MHSA steward's family, nor any of the MHSA steward's clients, may take part as an exhibitor at a competition where the MHSA steward is officiating.
7. If a horse is presented to a judge by a person the judge knows is ineligible to compete under these rules, the judge may advise the steward that he/she believes the entry to be ineligible and request that the entry be excused, or the judge may proceed to judge the entry and file a protest alleging a violation of this Rule.

If the judge has any doubt about the eligibility of any entry, he should judge the entry and file a protest alleging the violation.

## **STEWARDS**

Stewards are selected from the BCHSA Board of Directors. In the case of a show bi-pointed with the MHSA Regional program, the MHSA Steward can serve as the BCHSA steward.

Stewards should arrive ½ hour before the first class and remain until the show ends and judges' cards have been collected by the Show Secretary.

Stewards shall:

1. Complete a BCHSA checklist at the conclusion of the show.
2. Protect the interests of exhibitors, judges and show management.
3. Report to the Show Committee any misrepresentation or substitution of entry without waiting for a protest
4. Report to the Show Committee any offense or violation of the rules and prefer charges against the violator, if the violation is not properly handled by the Show Committee.
5. Measure, with a BCHSA Board member, all ponies not in possession of a valid MHSA, USEF, HNSA, or BCHSA measurement card or a card approved by the BCHSA Board of Directors.
6. In consultation with the show management/venue, shall determine when a show shall be stopped due to darkness, storm or another emergency.
7. Have the right, along with the Board of Directors for the BCHSA, and the Show Management to fine and/or excuse any horse and/or rider from the show grounds. See Rule XXIII for further explanation of the Yellow Warning Card Rule.

## **JUDGES**

A judge at a BCHSA point show shall be a holder of a USEF or MHSA Hunter and/or Hunter Seat Equitation judge's license. When a judge is selected for a show, they cannot have judged another BCHSA show within a twenty (20) day period.

## **MEASUREMENT OF ENTRIES**

No pony or horse shall be eligible for points in classes which are governed by height unless the exhibitor is in possession of a valid MHSA, USEF, HNSA, or BCHSA measurement card, or a card approved by the BCHSA Board of Directors. Throughout the BCHSA Rulebook, "horses" are defined as height greater than 14.2.

Until an animal has been issued a valid card, it will not be eligible for points in classes which are governed by height. In the event that a valid card is presented to a member of the BCHSA Board Measurement Committee within 30 days after the completion of the show, points may be attributed retroactively. A "One-day" USEF Measurement Card is not a valid card for purposes of BCHSA measurement.

The height of any animal may be questioned by an exhibitor or show official without protest to determine whether or not it is being shown the way it was originally measured, and that the owner is in possession of a valid measurement card.

The following provisions for questioning and protesting the height of an animal shall apply:

1. In the event an animal has been officially measured and the owner does not have the measurement card in immediate possession, the show secretary may accept a signed statement to the effect which must be

submitted to the Association.

2. If a protest is lodged, the animal in question must be measured by either the Steward or Judge before the animal leaves the grounds. If the animal being shown is other than his measurement card specifies, it will forfeit all points, prizes, etc.
3. It is the owner's responsibility to be entered in the proper height division and they shall stay in that class for the entire year, unless successfully challenged, in which case the animal shall be moved to the proper class and lose all points earned in the improper class.

## **DRESS AND EQUIPMENT**

Any person mounted on a horse or pony shall be required to wear protective headgear at all times. ***All riders, junior & senior riders alike, must wear an ASTM/SEI approved helmet which carries a SEI tag. Harness must be secured and properly fitted. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place.*** Riders must be properly attired, and horses properly presented. Chaps are prohibited in Equitation classes. BCHSA members will abide by requirements specified by the Show Committees of BCHSA point shows. BCHSA will adhere to the current USEF standards of equipment.

## **ELECTRONIC DEVICES**

No mounted exhibitor may wear or carry an electronic device (i.e., cellular telephone, walkie-talkie, etc.) while in the competition ring. The penalty for wearing the forbidden device if observed by the judge is elimination from the class during which the device was worn or carried. An exception may be made for a handicapped rider or extreme circumstance. The participant, prior to the class must present to the BCHSA Steward written justification for the equipment.

## **DRUGS**

If anyone is caught administering a forbidden substance to any animal, they shall, after a proper hearing, from that point on be suspended and forfeit all points and prizes.

## **SCHOOLING**

Schooling over any obstacle in the ring or over any part of an outside course at a pointed show may be permitted only at a time specified by the Show Committee. All other schooling over obstacles shall be permitted only within clearly identified areas and at times specified. Schooling over obstacles in any other area of the show grounds, or at any other time, is prohibited and shall constitute a violation.

## **CRUELTY**

Cruelty to, or abuse of a horse or pony by any person, at any pointed show or activity sanctioned by the BCHSA is forbidden. Any such action constitutes a violation and renders the offender subject to penalty. The Show Committee shall bar, suspend or put on probation at their discretion any such violator.

## **SOUNDNESS**

The soundness of a horse, when determined by a judge, is not protestable. A judge's decision, representing his individual preference, is not protestable unless it is alleged to be in violation of the rules.

## **INTERRUPTION OF PROCEDURE**

If a show schedule is being impeded by conflicts, the Show Committee may change the order of classes to expedite the show for the general benefit of the exhibitors. Proper notification must be given to exhibitors during the show.

## **CANCELLATION**

Cancellation and/or interruption due to weather, storms, etc., are up to the discretion of the show manager/venue. Consultation with BCHSA and the show steward is recommended in these circumstances. In questionable/doubtful situations, an appropriate warning as to conditions should be given.

## **DOGS**

All dogs must be leashed. Any dog wandering the show grounds will be confined at the owner's expense. Any confined animal will subject the owner to a fine of \$25 per incident.

## **STALLIONS**

Stallions shall be barred from any BCHSA point shows or sanctioned events.

## **UN-JUDGED ENTRIES**

No entries will be allowed in a class un-judged.

## **DIVISION OF CLASSES**

If a class of a division or section is divided in accordance with the Rules, all remaining classes in that division or section must be divided in the same manner.

## **PRIZE LIST**

The Prize List for each BCHSA point show must contain:

1. The statement "The \_\_\_\_\_ Horse Show" is operated in accordance with the current rules of the Baltimore County Horse Show Association, Inc. In addition, a statement that the participant agrees and acknowledges that "By entering this competition, and signing the entry form, the exhibitor agrees to be subject to The Baltimore County Horse Show Association's Rules, the prize list and the local rules of the competition."
2. The name, location, and date of the show and start time.
3. The name of the officiating judge(s) and steward(s).
4. Statement as to entry fees and pre- or post- entry status.
5. Statement of awards and championships to be presented; designation of non-point status for special classes offered by the show.
6. Statement that stallions are barred at all BCHSA Shows.
7. Schedule of classes with a brief specification, i.e. fence height, general standards and specifications may be set forth in the section of the prize list covering rules and regulations for specific show. Specifications prescribed for each division will govern to the end of the show so that uniformity shall prevail in the competition.
8. The statement "All dogs must be leashed. Any dog wandering the show grounds will be confined at the owner's expense. Any confined animal will subject the owner to a fine of \$25 per incident."
9. Statement of responsibility for any accident or injury.
10. Each entry form must be signed before numbers will be given. Junior rider entries must be signed by an Adult.
11. All entries *must be prepared to present* the following three (3) documents; negative Coggins test drawn within the last twelve (12) months of the date of the event, Equine Exhibitor Self Certification of Health (MDA E-22) and the BCHSA Vaccination Record which gives documentation of Equine Influenza Virus and Equine Herpes Virus (Rhino-pneumonitis) vaccinations within six months prior to entering the show grounds. USEF Vaccination Record can be accepted as an alternate form of documentation.
12. Junior on Pony, Junior on Horse, Pre-Children's/Adult and Adult Amateur Medal Classes will be included

on the prize list for all BCHSA pointed shows. At the discretion of show management, the Adult Amateur Hunt Seat Medal class may be combined with HCHSA and HHSA and the Junior Hunt Seat Medal may be combined with HHSA, if only BCHSA fence heights are offered. When combining within other BCHSA Medal classes offered – the Adult Amateur Hunt Seat Medal class can only be combined with BCHSA Junior Hunt Seat Medal on a Horse. In the case of a two-day show, the Pony Medal class must be offered on the day that the pony classes run in the schedule. Medals can only be combined if there are not enough to fill each division. BCHSA Medals can only be combined with other association medals to fill either association.

13. All Show Committees must send at least two typed or printed copies of the proposed Prize List to the Horse Show Committee of the BCHSA sixty (60) days prior to the competition.
14. EMT Rule: **Qualified medical personnel with no other duties and suitable medical equipment must be present during schooling sessions over fences and during all scheduled performances.** Qualified medical personnel are defined as a person who is currently certified or licensed in their profession and trained in prehospital trauma care. EMT/paramedics would serve as the highest qualified for that responsibility followed next by doctors and nurses. This person must be identified and the area where this person is available must be designated and readily identifiable. An operational telephone and/or other emergency call priority system must be provided by the competition.
15. Management must post in the office and by the telephone and/or emergency equipment, emergency telephone numbers plus directions to the competition which could be quickly relayed to the offsite responder.
16. Horse show management must list which association rules shall take precedence at the horse show. If the rule is not complied with, the horse show will automatically be run in accordance with the county in which the show is being held.
17. Exhibitors must be informed of the omission or addition of classes or of a change in entry fees by writing or email at least five (5) days prior to the show if possible. Post entries must be accepted in such classes.
18. Shows in which Baltimore County is the Primary Association must offer all divisions for which a year end award is given. Shows in which BCHSA is a secondary Association must offer at least eight (8) divisions in which a Year End Award is given including all four (4) Medal classes and the Scholarship Hack. For any BCHSA Division that is offered at a show, it must adhere to the guidelines as set forth in the Rule Book for that division. All classes that are offered as part of the division **MUST ADHERE** to the specifications. Any class that runs as part of a BCHSA division that does not go by the rules as stated will not towards year end awards.
19. Entry blanks must have designated spaces for horse and rider BCHSA numbers.

## **EQUIPMENT, GROUNDS AND COURSE POSTINGS**

The show manager/venue sponsor shall be responsible to maintain good order and to enforce reasonable safety precautions.

1. All show grounds must provide at least two (2) rings with two (2) judges or hold over two (2) consecutive days, unless otherwise granted permission by the BCHSA Board.
2. All equipment and grounds are subject to approval of the BCHSA and must be in good state of repair. Fences should be adequate to simulate obstacles found in the hunt field. *Note: BCHSA strongly encourages the use of safety jump cups on all oxers.*
3. Adequate schooling areas must be provided, consisting of two height adjustable jumps for each ring. The schooling area must be available throughout the entire show for all exhibitors.
4. All wings, jump equipment and all other material should be removed from the ring in all classes requiring no jumping where adequate distance between rail and jumps will not safely accommodate hack classes.
5. Course diagrams must be posted at least one half-hour before scheduled time of class. The plan or diagram of the course must show the obstacles which must be taken in the order indicated by numbers. Apart from



this the rider is not bound to follow a compulsory track. An arrow is used on the diagram to indicate the direction in which each obstacle is to be taken. Distances, in feet, between fences (base to base) must be included on the posted course diagram.

6. If the area of the courtesy circle is to be restricted by a mandatory line, the line must be indicated on the diagram and a corresponding barrier must be erected on the course. As this becomes part of the judging specifications, this policy must be clearly stated in the prize list and announced at least one hour prior to the class.

## **VIOLATIONS & PENALTIES**

### **Violations**

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

1. Penalization by another Horse Association, Humane Society or Court of Law for violation of Association Rules.
2. Acting or inciting or permitting any other to act in a manner contrary to the rules of the Association, or in a manner deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interest of the Association.
3. Any act committed, or remark made during the show considered offensive and/or made with intent to influence or cast aspersions on the character, integrity of the judging; approaching a judge before or after a decision without obtaining permission from the show committee or steward; inspecting a judge's card without the judge's permission.
4. Failure to obey any penalty imposed by the Association.
5. Exhibiting any horse while in the care, training or custody of a suspended trainer.
6. Riding, exhibiting, coaching or training for the benefit, credit, reputation, or satisfaction of a suspended trainer.
7. Attempting to influence Member Shows in the selection of Judges and/or steward by threat of boycott if certain judges and/or stewards are designated.

### **Penalties**

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

1. CENSURE. A vote of Censure shall be 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, exhibitor train for him. A suspended person is forbidden for the time specified in the sentence to hold or exercise office in the Association or in any BCHSA Show, from the privilege of taking any part whatsoever in any BCHSA Show and is excluded from all show grounds during BCHSA 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 at the time of the alleged violation. The Executive Committee or the Enforcement 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 BCHSA Shows.
6. EXPULSION or SUSPENSION from membership in the Association.
7. FORFEITURE of trophies, ribbons and prize money won in connection with the offense committed.
8. FINE.

### **Notification**

Guilty party will be notified by email or US Postal Service Mail. An Officer of the Association may report disciplinary action taken by the Association to another association if in their opinion such a course is advisable for the protection of mutual interests.

### **PROTEST**

A protest may be made to the Show Steward by any exhibitor, agent, trainer or parent of a Junior exhibitor for any violation of the BCHSA rules.

- A. By one individual, on the day of the show.
- B. To the Steward with a \$100.00 deposit

All ribbons and prize money will be turned in to the Show Secretary until the protest has been decided. In the event a Steward cannot reach a decision in regard to a protest, he/she must refer to the BCHSA Protest Committee. Such hearings shall be held within ten (10) days, notice must be given to the concerned parties. After a hearing, if the protest is upheld or any of the winners disqualified they shall return ribbons and prize money (if not already done so) and, if they refuse to do so, they shall forfeit all rights for point awards until the violation is corrected. If the protest is sustained, the deposit shall be returned to the protester, if not sustained, the deposit shall be forfeited to the Association.

### **YELLOW WARNING CARD - STEWARDS & COMPETITION**

#### **OFFICIALS**

A Yellow Warning Card may be issued by a Steward or Competition Official working in any of these capacities at the competition to any competitor, spectator or participant for improper conduct, or for noncompliance with the rules, provided the issuer considers the conduct not severe enough to cause the issuer to file formal Charges pursuant to Rule XXII.

To issue a Yellow Warning Card, a Steward, or Competition Official must complete and sign the Yellow Warning Card. A copy of the signed Yellow Warning Card must be provided to the alleged offender at the competition either in person or by any other suitable means. A copy of the Yellow Warning Card must then be sent to the MHS and/or BCHSA, depending on the sanctioning of the show, with the Steward's Report Form and noted therein.

Upon receipt of the Yellow Warning Card, the BCHSA will send an acknowledgment of its receipt of the Yellow Warning Card to the alleged offender advising of the provisions of this Rule. The issuance of a Yellow Warning Card is not meant to replace the filing of charges for a willful and serious violation of BCHSA rules, and in no case may a Yellow Warning Card be issued for abuse of a horse in any form. It is for lesser offenses only.

Immediately following receipt by the BCHSA of a third Yellow Warning Card indicating that a competitor, spectator, or participant has been issued three (3) Yellow Warning Cards within a sixteen (16) month period the

President or the Board shall either levy a fine ranging from \$500 to \$1000 or issue a formal Charge pursuant to this Rule and Rule XXI alleging that the rules have been violated on all or any one of said three occasions pursuant to Rule XXI of the BCHSA Rules. If the alleged offender is found in violation of any or all of said violations, they may be subject to the penalties set forth in Rule XXI of the Rules.

### **COGGINS TEST**

Effective November 1, 1975, a regulation went into effect which states that all horses over nine (9) months of age assembled for horse activities shall be accompanied by evidence of an official negative test for Equine Infectious Anemia (Coggins Test) made within twelve (12) months of the event.

Each organization belonging to the Association is responsible for checking the certificate either at the entry booth or at the gate. Although State Law states the test must be prior to the event by twelve (12) months, the member's clubs of the BCHSA may require a more current date. If this is the case, it must be printed on the show prize schedule.

### **EQUINE HEALTH SAFETY**

#### **BCHSA Vaccination Record**

At BCHSA licensed competitions, horses entering the grounds must be accompanied by documentation of Equine Influenza Virus and Equine Herpes Virus (Rhino-pneumonitis) vaccinations within six months prior to entering the show grounds. Horses not in compliance with this rule may be required to leave the competition grounds upon request by Competition Management. Documentation should consist of one of the following methods mentioned below. The frequency of vaccine administration should be per the vaccine manufacturers' or veterinarian's recommendations. It is recommended that vaccines are administered by or under the direction of a veterinarian.

In the case of vaccines administered by a veterinarian, the exhibitor, upon request by Competition Management, must provide documentation from the veterinarian on documenting that the horse in question received the vaccinations; name of the vaccines and date of vaccine administration.

In the case of vaccines administered by a person other than a veterinarian, the exhibitors, upon request by Competition Management, must provide a receipt of the vaccine purchase which is signed by the owner, or agent with care, custody, and control of the horse; name, serial number and expiration date of the vaccine; and date of vaccine administration.

In the case of a horse that is unable to receive either of the vaccinations due to a history of adverse reactions, the exhibitor, upon request by Competition Management, must provide a letter from the veterinarian on official letterhead stating that the horse in question cannot be vaccinated due to medical concerns and a log of temperatures taken twice daily for the seven days prior to entering the competition grounds. These horses must also have their temperature taken and logged twice daily while on the competition grounds. The log of temperatures should be provided to the Competition Management or Steward when requested.

Competition Management may not amend or enhance vaccination requirements without prior approval of BCHSA.

***USEF Vaccination Record is acceptable as an alternate form of documentation.***

#### **Equine Exhibitors' Self Certification of Animal Health**

1. A form provided by Show Management/Venue is acceptable.
2. Form MDA E-22 for the Maryland Department of Agriculture is acceptable at all venues. Go to [www.mda.state.md.us](http://www.mda.state.md.us) or the Downloads page on the BCHSA website.
3. All horses entering the grounds must be accompanied by this certificate, to be collected or reviewed as per the show's requirements, stated on the entry blank.

## POINTS

Point standings will be posted on the website and may be posted at each pointed horse show. For any corrections, contact should be made with the BCHSA PointKeeper, via the website, as soon as possible.

“Performance divisions” are hunter and pleasure divisions judged on the horse or pony.

In computing points for Annual High Point Awards at Member shows in Performance Divisions, points will be awarded as follows:

Placing	Points Earned 3-12 Competitors	Points Earned 13 or More Competitors
First	10	15
Second	6	11
Third	4	9
Fourth	2	7
Fifth	1	6
Sixth	1/2	5

In computing points for Annual High Point Awards for Equitation divisions, and for Medal classes during the show season, points will be awarded as follows:

Placing	Points Earned
First	10
Second	6
Third	4
Fourth	2
Fifth	1

Sixth	½
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For full points to count toward Annual High Point Awards for Performance Divisions, each division must have at least three (3) exhibitors complete the first class of the division. If only two (2) exhibitors complete the first class, only half points will be awarded for that division class. If there are only two (2) entries in a division, horses will only receive half points as long as both entries complete the first class. If a division is run with only one entry, no points will be awarded.

For points to count toward Annual High Point Awards for Equitation divisions, each class must have at least three (3) entries complete the class.

When there are less than three (3) entries in either Lead Line, Mini-Stirrup or Beginner Rider Equitation the exhibitors will receive half points.

For points to count toward medal class qualification there must be at least three (3) entries to complete the first phase of the class.

Members may raise a concern about points tabulations by contacting the Pointkeeper. Points errors must be reported to the Pointkeeper within 2 months following the date of the horse show, or the posted points finalization date if applicable, in order to be corrected.

Year-End points totals will be considered final effective the day after Medal Finals. I. BCHSA presents Year-End Awards in performance and equitation divisions. The member horses and riders earning the first- through eighth-most highest points during the show year will receive an award. In case of a tie for Year-End Awards, all competitors tied will receive the award for which they are tied.

Following the tied entries, the competitor[s] with the next highest points will receive the next award in ordinal sequence.

*Example: Two members are tied for 5th with 42 points. They both receive a 5th place year-end award. The next highest points-earner has earned 40 points. That entry receives a 6th place year end award.*

### **Champion and Reserve Champion Procedures**

Champion and Reserve Champion at member shows in Hunter Divisions will be awarded to two of the four ponies or horses which have acquired the most points over fences. In addition, only those four ponies or horses will receive points won in under saddle classes. In case of a tie, ponies or horses shall be worked off as an independent class or may flip a coin at their option. It is important to note, however, that all points won in under saddle classes will count toward Annual High Point Awards and therefore must be reported by the Show Secretary.

Champion and Reserve Champion in all Pleasure Divisions will be awarded to the two ponies or horses which have acquired the most points in all the classes. In case of a tie, ponies and horses shall be worked off as an independent class or may flip a coin at their option.

Champion and Reserve Champion in all Equitation Divisions will be awarded to two of the riders which have acquired the most points in all classes. In case of a tie, the riders may work off as an independent class or flip a

coin at their option.

In Lead Line classes, in the event of a tie, the championship is awarded to that rider who won the off-lead class.

No points for Champion and Reserve Champion will be computed for year-end High Point Awards.

## XXVII. ANNUAL HIGH POINT AWARDS

The Association will present Annual High Point Awards to registered animals, owners, and/or riders who qualify in the following divisions:

Short Stirrup Hunter	Green Working Hunter (ON HOLD)
Long Stirrup Hunter	Low Pony Hunter
Small/Medium Pleasure Pony Adult Amateur Hunter	Open Hunter
Large Pleasure Pony	Small/Medium Pony Hunter
Regular Working S/M/L Pony Hunter	Working Hunter (ON HOLD)
Junior Equitation - 14 thru 17	Large Pony Hunter
Pleasure Horse	Junior Equitation - 13 and Under
Hopeful Hunter Adult Equitation	Pre-Childrens/Adult Hunter
Low Horse Hunter	Low Adult Amateur Hunter
Low Children's Hunter	Thoroughbred Hunter
Children's Hunter	Caite Carnes Scholarship Hack

The Association will present Annual High Point Awards to both Small and Medium Pony Hunters regardless of whether shows hold combined or separate divisions. The format of the Small/Medium Pony Hunter Divisions is left to the discretion of the organization conducting the show.

A Year-End Award will be presented to the winners of the following classes:

1. BCHSA Short Stirrup Medal Final
2. BCHSA Long Stirrup Medal Final
3. BCHSA Junior on a Horse Medal Final
4. BCHSA Junior on a Pony Medal Final
5. BCHSA Adult Medal Final
6. BCHSA Pre-Children's/Pre-Adult Medal Final

To receive a Year - End award, a Horse/Pony in a Hunter or Pleasure division and a Rider in an Equitation division must have accumulated at least six (6) points.

## AWARDS, TROPHIES, AND MEDALS

### Special Awards

#### BCHSA Special Awards Committee

The special awards will be decided by the BCHSA Special Awards Committee which may be comprised of BCHSA board members and members at large on the basis of nominations from the membership every year. Every BCHSA member is encouraged to nominate candidates for these awards throughout the show season. Written nominations may be submitted via email to [specialawards@bchsa.org](mailto:specialawards@bchsa.org).

#### Hall of Fame Award

The Hall of Fame Award is one of BCHSA's most distinguished awards and is not required to be given each year. A Hall of Fame Committee will consist of members, each of whom shall be appointed for a period of three years. The committee is charged with creating a program for recognition for those individuals who have been outstanding in their contributions to the sport and/or the Association.

#### Guidelines for the Hall of Fame:

1. The Committee shall consist of not more than five Individual Senior/Senior Amateur Members of the BCHSA who are in good standing. The Chairman to be appointed by the President.
2. The Committee will exercise extreme care in the selection of individuals/horses and shall not feel that it is necessary to induct new members yearly.
3. One of the purposes of the Hall of Fame is to honor persons while they are still living. Therefore, the Committee will find a balance in its inductees.
4. The Committee must be unanimous in its support of candidates. Each inductee must receive greater than 50% approval of the Board of Directors.

#### Suggested Guidelines for Inductees into the Hall of Fame:

1. An individual who is or has been a member of the BCHSA for at least 10 years.
2. An individual who has made major contributions to the sport of showing horses/ponies, influencing the lives of others in the horse field and/or in the guidance of the policies and dedicated service to the BCHSA.
3. To be eligible, a Horse/Pony must be or have been owned by a present or former BCHSA member.

#### Sportsmanship Awards

These two trophies will be presented to a Junior and a Senior member of the BCHSA who exemplify a devotion to the sport of horse showing. The winning members' enthusiasm and good sportsmanship will be deemed to have been exceptional throughout the year in order to earn this recognition.

#### Junior Rider Sportsmanship Award: The James Lee McGhee Memorial Trophy

*Donated in loving memory by his friends Tilly Dorsey and Bonnie Thomas*

#### Senior Rider Sportsmanship Award: The Robert Tearle Memorial Trophy

*Donated in loving memory by Jennifer Marshall*

#### Nomination Criteria:

1. Nominee's acts have positively affected a horse environment.
2. Nominee's acts clearly demonstrate sportsmanship at a competition. The BCHSA defines a sportsmanship





The Distinguished Service Award was created to honor an individual who during the current competition year has helped strengthen the role of BCHSA. Successful candidates have served the association by improving its overall success and importance.

### **Who is Eligible for the Distinguished Service Award?**

The recipients of this award helped strengthen the role of the BCHSA in the horse community by volunteering themselves to services that help build and nurture the equestrian sport. Winners may have championed the merits of fellow competitors; helped at a horse show; developed educational or promotional programs for BCHSA; and worked with students or other equine associations in conjunction with BCHSA.

### **Award Criteria**

1. A leader whose counsel others seek and who gives selflessly of time and talent.
2. A distinguished record of service to the BCHSA in any type of role, whether through acts of service in the equine community or advising fellow equine enthusiasts.

### **Trainer of the Year Transglobal BCHSA Trainer of the Year Perpetual Trophy**

*Donated by the Parker Family*

The Trainer of the Year Award is offered annually to a trainer who has demonstrated an ability to inspire students to excel and has supported the BCHSA throughout the Show Season. Such person should have exhibited outstanding attention to their students as well as a willingness to help others both in and out of the ring. Any trainer is eligible to be considered for the Trainer of the Year Award, in any year, without regard to having won in prior years.

### **Catie Carnes “Equine Enthusiast” Scholarship**

*Donated by the McDonogh School Riding Program*

The Catie Carnes “Equine Enthusiast” Scholarship is offered annually to recognize junior members who have demonstrated a sustained enthusiasm for horses. The scholarship is intended to help support junior members in their pursuit of academic and/or equestrian-related educational activities. The award may be used for college or other school tuition, riding clinics, or other professional or vocational training. If participation in the educational activity requires travel, e.g., to an out of town clinic, the funds may be used to help defray the cost of travel and accommodations.

The number and size of the scholarship(s) each year is determined by the amount of funds raised during the year from various fund-raising activities of the BCHSA Junior membership, including most notably the Catie Carnes “Benefit Hack” that is held at each of the BCHSA shows. In order to qualify for the scholarship, applicants must be junior members (not older than 17 on December 1 - “junior show age”) of BCHSA, and ride in at least 3 of the “Benefit Hack” classes at the BCHSA shows during the year. To apply for the scholarship, qualified applicants must write an essay on a topic determined by the BCHSA Board each year.

Applications will be reviewed by a Scholarship Review Panel that includes a balance of Board members, BCHSA member volunteers, and other friends of the association as deemed appropriate and necessary. Consideration will be given to making awards to both older and younger applicants. The final selection of the awardees, number

of awards, and amount of the awards will be made by the Scholarship Review Panel, in consultation with the BCHSA Board, and will be announced and presented at the Annual BCHSA Banquet.

### **Benefit Show Trophies**

The BCHSA Annual Benefit show offers Association Members the opportunity to win the following trophies. In order to be eligible to win a trophy, the exhibitor must be a BCHSA member in good standing at the end of the benefit show. Non-members are ineligible to win the trophy. In this situation, the trophy will be won by the next highest participant who is eligible to win the trophy. In a Hunter Division both the Horse and Owner must be members at the conclusion of the show in order to be eligible to win the trophy.

### **Division Championship Trophies**

The Association will present the following Division Trophies to be held by the respective winners for a period of one year. Trophies may remain in the recipient's possession throughout the following show season and must be returned to the Association in time for the Annual Banquet.

In order to be eligible to win a year end trophy or award, the rider or horse must compete in at least two (2) regular season shows.

14-17-YEAR                      OLD                      JUNIOR                      EQUITATION                      CHAMPION

#### **Trixie Sox Perpetual Trophy**

*Donated by Dr. & Mrs. Donald H. Sherbourne*

13 AND UNDER JUNIOR EQUITATION CHAMPION

#### **Maryland Saddlery Equitation Trophy**

*Donated by The Schaefer and Needle Families*

ADULT EQUITATION

**Red    Sky    Perpetual    Trophy**

*Donated by Amy Stettler*

SMALL – MEDIUM PLEASURE PONY CHAMPION

#### **Fairfield Farm Trophy**

*Donated by The Sullivan Family in memory of Midnight Magic*

LARGE PLEASURE PONY CHAMPION

#### **Me Too Perpetual Trophy**

*Donated by Mr. & Mrs. L. Franklin Price*

SHORT STIRRUP HUNTER CHAMPION

#### **The Crystal Rose Perpetual Trophy**

*Donated by Lauren Moran*

LONG STIRRUP HUNTER CHAMPION

#### **Caves Farm Perpetual Trophy**

*Donated by Caves Farm*

LOW PONY HUNTER CHAMPION

REGULAR WORKING S/M/L PONY HUNTER CHAMPION

**The Farnley Milton – Farnley Lite Step Perpetual Trophy**

*Donated by BCHSA (for Small)*

**Dixie Belle Memorial Trophy**

*Donated by Dr. & Mrs. William J. Supik (for Medium)*

**Skymeadow Perpetual Trophy - Retired for Large**

*Donated by Mr. & Mrs. G. E. Atterbury replacing the Bittersweet Care Package Perpetual Trophy*

SMALL - MEDIUM PONY HUNTER CHAMPION

**Monte Carlo Perpetual Trophy**

*Donated by Mr. & Mrs. Donald Rock*

LARGE PONY HUNTER CHAMPION

**Irish Whiskey - Wolf Hill Perpetual Trophy**

*Donated by The Healy Family*

PLEASURE HORSE CHAMPION

**Nicole Stilwell Memorial Trophy**

*Donated by BCHSA*

HOPEFUL HUNTER CHAMPION

**The Hopeful Hunter Perpetual Trophy**

*Donated by the Pope Family*

PRE-CHILDREN'S/ADULT CHAMPION

**The Huntfield Perpetual Trophy**

*Donated by The Hubbard Family*

LOW HUNTER CHAMPION

**Will Endeavor Perpetual Trophy**

*Donated by Mr. & Mrs. Russell Fabiszak*

LOW CHILDREN'S HUNTER CHAMPION

**Beach Bound Perpetual Trophy**

*Donated by Bridgefield Farm*

LOW ADULT AMATEUR HUNTER CHAMPION

**Red Rock Perpetual Trophy**

*Donated by Rene Heaps*

CHILDREN'S HUNTER CHAMPION

<b>H.</b>	<b>Dorsey</b>	<b>McClellan</b>	<b>Memorial</b>	<b>Trophy</b>
	<i>Donated by Miss Susan Wills</i>			
<b>ADULT AMATEUR CHAMPION</b>				
	<b>The Allure Perpetual Trophy</b>			
	<i>Donated by Lauren Moran</i>			
<b>GREEN HUNTER CHAMPION</b>				
<b>Stockton</b>	<b>Saddlery</b>	<b>Perpetual</b>	<b>Trophy</b>	<b>Retired</b>
	<i>Donated by Stockton Saddlery</i>			
<b>OPEN HUNTER CHAMPION</b>				
	<b>William J. Supik, Jr. Memorial Trophy</b>			
	<i>Donated by the members of the BCHSA</i>			
<b>WORKING HUNTER CHAMPION</b>				
	<b>Raymond John Pietrocarlo Memorial Trophy - Retired</b>			
	<i>Donated by Robbi Pietrocarlo Wood</i>			
<b>THOROUGHBRED HIGH POINT CHAMPION</b>				
	<b>Maryland Horse Breeder's Association Trophy</b>			
	<i>Donated by the Maryland Horse Breeder's Association</i>			
<b>THOROUGHBRED HUNTER CLASSIC CHAMPION</b>				
	<b>The Country Time Perpetual Trophy</b>			
	<i>Donated by Laura Leroy &amp; Fox Creek Farm</i>			
<b>JUNIOR SCHOLARSHIP HACK CHAMPION</b>				
	<b>Catie Carnes Perpetual Trophy</b>			
	<i>Donated by McDonogh School</i>			
<b>PONY HUNTER CLASSIC CHAMPION (to be given at the Benefit Show)</b>				
	<b>Made Ya Look Trophy</b>			
	<i>Donated by the Margiotta Family</i>			
<b>LOW CHILDREN'S / LOW-ADULT HUNTER CLASSIC CHAMPION (to be given at the Benefit Show)</b>				
	<b>Shez Justa Princess Trophy</b>			
	<i>Donated by the Harrison Family</i>			
<b>CHILDREN'S /ADULT AMATEUR HUNTER CLASSIC CHAMPION (to be given at the Benefit Show)</b>				
	<b>The Claddagh Manor Junior / Amateur Hunter Trophy</b>			
	<i>Donated by Claddagh Manor</i>			

### **Merit Awards**

Merit Awards will be presented to exhibitors in Lead Line, Mini-Stirrup, Beginner Rider Equitation, Short Stirrup and Long Stirrup Divisions.

## **Blue Merit**

1. **Lead Line:** To qualify for a Blue Merit Award in Lead Line, a child must accumulate 25 points in that division.
2. **Mini-Stirrup:** To qualify for a Blue Merit Award in Mini-Stirrup, a child must accumulate 35 points in the Mini-Stirrup division.
3. **Beginner Rider Equitation:** To qualify for a Blue Merit Award in Beginner Rider Equitation, a rider must accumulate 35 points in the Beginner Rider Equitation Division.
4. **Short Stirrup:** To qualify for a Blue Merit Award in Short Stirrup, a child must accumulate 45 points in the Short Stirrup division, at which time they become eligible for the Short Stirrup Equitation Medal Final.
5. **Long Stirrup:** To qualify for a Blue Merit Award in Long Stirrup, an exhibitor must accumulate 45 points in the Long Stirrup division, at which time they become eligible for the Long Stirrup Equitation Medal Final.

## **Red Merit**

Red Merit Awards will be presented to exhibitors who have not achieved the blue merit level, but who have accumulated over 15, 25, 25, 35 and 35 points in Lead Line, Mini-Stirrup, Beginner Rider Equitation, Short Stirrup and Long Stirrup respectively.

## **Participation Awards**

Participation awards will be awarded to all other exhibitors who have accumulated points in their respective divisions.

## **Equitation Medal Finals**

### **Short Stirrup Medal**

*Donated by the Smith Family in memory of Got Milk? to the Short Stirrup Medal Final Winner*

### **Long Stirrup Medal**

*Donated by Miranda Kolbe in memory of Something Special to the Long Stirrup Medal Final Winner*

### **Pre-Children's/Pre-Adult Medal**

*Donated by Fox Creek Farm to the Pre-Children's / Pre-Adult Medal Final Winner*

### **Junior Horse Medal**

*Donated by the BCHSA to the Junior Medal Final Winner on a horse*

### **Junior Pony Medal**

*Donated by Mary Anne Clarendon in memory of Diplomat Doll to the Junior Medal Final Winner on a pony*

### **Adult Medal**

*Donated by the BCHSA to the Adult Medal Final Winner*

## **XXVIII. DIVISION DESCRIPTIONS**

### **EQUITATION DIVISIONS**

In equitation classes, only the rider is being judged, therefore any horse or pony that is suitable for a particular style of riding and is capable of performing the required routine is acceptable. Any rider not having his/her mount under sufficient control shall be dismissed from the ring and shall be disqualified from the class. In the event a two

(2) day show offers an equitation division both days, a BCHSA member may ride in that division only once on the same weekend. No martingales will be allowed in the flat phase of any equitation division or class.

NOTE: No cross entering will be allowed between Lead Line, Mini-Stirrup, and Short Stirrup during the same day.

### **Lead Line**

Open to children four (4) and under - and five to seven (5-7) years of age as of December 1 of the Current Show Year. Riders in the four (4) and Under division may compete in Lead Line (Walk) and Lead Line Walk. Riders in the five to seven (5-7) division may compete in Lead Line, Lead Line Walk, and Lead Line Walk Unattended. Lead Line Exhibitors may not cross enter into any other pointed division at the same show.

Lead Line mounts may not exceed 14.2 hands. Lead Line mounts need not be registered for points to count in this division. To be judged on rider's hands, seat, and suitability of mount.

Lead Line To be shown at a walk both ways of the ring. Pony to be judged 50% on suitability to rider. Riders are to be judged 50% on hands, seat, and control.

Lead Line Walk To be shown at a walk both ways of the ring. Pony to be judged 50% on suitability to rider. Riders are to be judged 50% on hands, seat, and control. Riders may be escorted without penalty as long as the pony or rider is not touched.

Lead Line Walk Unattended To be shown at a walk both ways of the ring. Pony to be judged 50% on suitability to rider. Riders are to be judged 50% on hands, seat, and control. Riders may not be escorted. Handlers may stand in the center of the circle or outside of the ring.

### **Mini-Stirrup Equitation**

Open to children ten (10) years of age and under as of December 1 of the Current Show Year. Mini-Stirrup Equitation riders in this division may not cross enter in any other division at the same show. Mini-Stirrup mounts may not exceed 14.2 hands. Mini-Stirrup mounts need not be registered for points to count in this division.

The maximum number of entrants allowed in a section of a class is eighteen (18). The class must be split if there are nineteen (19) or more entries. The class may be split at show management's discretion if there are less than nineteen (19) entries.

Mini-Stirrup Walk (EQUITATION) To be judged at a walk both ways of the ring. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Mini-Stirrup Walk - Trot (EQUITATION) To be shown at a walk and trot both ways of the ring. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Mini-Stirrup Walk - Trot Pony (HUNTER) To be shown at a walk and trot both ways of the ring. To be judged on suitability of the mount to be a Mini Short Stirrup Pony. Ponies' manners are to be emphasized.

Mini-Stirrup 4 X Rails Over Fences (EQUITATION) to be shown over four (4) 12" crossrails at the trot or canter,

rider's preference and not to be penalized. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

### **Beginner**

### **Rider**

### **Equitation**

Open to Senior and Junior Members nine (9) years of age and older as of December 1 of the Current Show Year. Riders competing in this division may not cross enter in any other division at the same show. Open to horses and ponies. Adults may ride ponies. Beginner Rider Equitation mounts do not need to be registered for the riders to earn points. A rider is not eligible to compete in this class if they have competed over a course of jumps 2' or higher at any horse show.

The maximum number of entrants allowed in a section of a class is eighteen (18). The class must be split if there are nineteen (19) or more entries. The class may be split at show management's discretion if there are less than nineteen (19) entries.

Beginner Rider Equitation Walk To be judged at a walk both ways of the ring. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Beginner Rider Equitation Walk-Trot To be shown at a walk and trot both ways of the ring. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Beginner Rider Equitation Walk-Trot Hunter To be shown at a walk and trot both ways of the ring. To be judged 50% on rider's hands, seat, guidance, control, and suitability of mount and 50% on the horse or pony's movement and their suitability as a Beginner Rider Equitation mount. Horses' and ponies' manners are to be emphasized.

Beginner Rider Equitation X-Rails To be shown over a course of four (4) 12" x-rails (Show Management's discretion for how many jumps) at the trot or canter, rider's preference and not to be penalized. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

### **Short Stirrup Equitation**

Open to riders ten (10) years of age and under as of December 1 of the Current Show Year. Riders may only cross enter into the Short Stirrup Hunter Division at the same show. Riders who have exhibited in Hunt Seat Equitation or Medal classes, excluding the Short Stirrup Medal Final, are not eligible to return to the Short Stirrup Divisions. Short Stirrup mounts may not exceed 14.2 hands.

The maximum number of entrants allowed in a section of a class is eighteen (18). The class must be split if there are nineteen (19) or more entries. The class may be split at show management's discretion if there are less than nineteen (19) entries.

Short Stirrup mounts need not be registered for rider points to count in Short Stirrup Equitation. All shows are required to offer 3 of the following class options: walk, walk trot, walk trot canter, and over fences.

Short Stirrup Walk: To be shown at the walk both ways of the ring; to back easily and stand quietly. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Short Stirrup Walk - Trot To be shown at a walk and trot both ways of the ring; to back easily and stand quietly. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Short Stirrup - Flat To be shown at a walk, trot, and canter both ways of the ring. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Short Stirrup Over Fences To be shown over a course of eight (8) fences set at 18 inches in height. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

### **Long Stirrup Equitation**

Open to senior and junior members over ten (10) years of age as of December 1 of the Current Show Year. Riders may only cross enter into the Long Stirrup Hunter Division at the same show. Once a rider has exhibited in a Hunt Seat Equitation or Medal class, excluding the Long Stirrup Medal Final, they are no longer eligible to return to the Long Stirrup Division. Once a rider has gotten a Blue Merit award in this class 3 times, they are no longer eligible to compete in this division. All shows are required to offer 3 of the following class options: walk, walk trot, walk trot canter, and over fences.

Long Stirrup Walk: To be shown at a walk both ways of the ring; to back easily and stand quietly. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Long Stirrup Walk - Trot To be shown at a walk and trot both ways of the ring; to back easily and stand quietly. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

Long Stirrup - Flat To be shown at a walk, trot, and canter both ways of the ring. To be judged on the rider's hands, seat, guidance, control, and suitability of mount.

Long Stirrup Over Fences To be shown over approximately eight (8) fences set at a height range between 18" and 2'. To be judged on rider's hands, seat, guidance, control, and suitability of mount.

### **Junior Hunt Seat Equitation**

JUNIOR EQUITATION 13 YEARS AND UNDER - Open to riders ages thirteen (13) and under as of the current show year.

Equitation - Flat - To be shown at a walk, trot and canter both ways of the ring; to stand quietly. To be judged on hands, seat, general position, and control. At the discretion of the judge, other tests may be required.

Equitation – Over Fences - To be shown over approximately eight (8) fences. The height options are 2', 2'3" or 2'6", at the rider's discretion. To be judged on rider's hands, seat, legs, general position, and control. At the discretion of the judge, other tests may be required.

**JUNIOR EQUITATION 14 – 17** - Open to riders fourteen (14) years of age and older, but not yet eighteen (18), as of December 1 of the current show year.

Equitation - Flat - Guidelines same as thirteen (13) years and under.

Equitation – Over Fences - Riders may compete at 2' 3", 2'6", or 3', at their discretion.

### **Adult Hunt Seat Equitation**

Members competing in classes restricted to amateurs must meet the requirements of USEF Rule GR1306. The rider's signature as rider on the entry blank will verify that the rider understands and is in compliance with this





rule. In the medal class, six (6) ribbons will be awarded along with points. For points to count toward medal class qualification there must be at least three (3) entries to complete the class.

Only one (1) rider per animal and only one medal class per rider per show. Competitors must jump a course of eight (8) fences or more, with or without wings. The course must contain an oxer, at least one change of direction, and two of the following which may not be combined: a bending line, a narrow jump (6'-8'), a roll 33 back turn, a trot fence, a hand gallop fence, a counter canter fence, a fence at the end of the ring, or a long approach to a single fence. Adults may ride ponies. Fence heights offered are 2'3", 2'6", or 3'. The height choice is at rider's discretion.

Class to be judged on rider's hands, seat, guidance, and control throughout. The jumping faults of mount are not to count (is up to the discretion of the judge). Fall of pony/horse, fall of rider, or three disobediences shall eliminate rider. Judge may require additional tests. USEF Tests 1-17

When combining with other BCHSA Medal classes offered, this class may only be combined with Junior Medal on a Horse. A rider may not compete in the Pre-Children's/Pre-Adult Medal and the Adult Amateur Hunt Seat Medal class or finals within the same show season.

**Adult Amateur Hunt Seat Medal Finals**

The Medal Finals will be conducted at the end of the season. In each of the Medal Finals, all riders not eliminated will come back for the flat phase of the competition. In addition, it is required that the judge call back not less than four (4), if available, nor more than twelve (12) exhibitors to complete one (1) or more tests chosen by the judge from USEF tests 1-17 for horses. During the Medal Finals event, each horse or pony may participate in only one class. In determining those entries to be tested, the classes shall be scored on a cumulative basis as follows: 60% based on jumping; and 40% based on flat.

Once a rider has received twelve (12) points, they have qualified for the Medal Finals. Once the rider has received twenty (20) points, they are no longer eligible to compete in the class for the remainder of the show season. (This includes filling the class.)

The winner of the Medal Finals will win the end of the year award. A trophy will be presented at the Awards Banquet. There will be at least six (6) ribbons also given out at the finals. All Medal Finals riders will receive a small award for qualifying for the Finals.

**Junior Hunt Seat Medal Class**

In the medal class, six (6) ribbons will be awarded along with points. For points to count toward medal class qualification there must be at least three (3) entries to complete the class. Only one (1) rider per animal and only one (1) medal class per rider per show. The course must contain an oxer, at least one change of direction, and two of the following which may not be combined: a bending line, a narrow jump (6'-8'), a roll back turn, a trot fence, a hand gallop fence, a counter canter fence, a fence at the end of the ring, or a long approach to a single fence.

Fence heights offered are 2', 2'3", 2'6" or 2'9" for ponies ridden by a junior and 2'6" or 3' for juniors on horses. The height choice is at rider's discretion.

Class to be judged on rider's hands, seat, guidance, and control throughout. The jumping faults of mount are not to count (is up to the discretion of the judge). Fall of pony/horse, fall of rider, or three disobediences shall

eliminate rider. Judge may require additional tests. USEF tests 1-10 for ponies and USEF tests 1-17 for horses

When combining with other BCHSA Medal classes offered, the Junior Medal on Horses may be combined with either the Junior Medal on Ponies or the Adult Medal, but not both. The Junior Medal on Ponies may only be combined with the Junior Medal on Horses.

**Junior Hunt Seat Medal Finals**

The Junior Medal Finals will be divided into a BCHSA JUNIOR HORSE MEDAL FINAL and a BCHSA JUNIOR PONY MEDAL FINAL. Throughout the show season the Junior Medal class may or may not be divided; only the Junior Medal Finals must be divided into horse and pony. Riders may compete in the Finals event on a horse or on a pony, but may only compete in one (1) class at the Finals event.

Once a rider has received twelve (12) points, they have qualified for the Medal Finals. Once the rider has received twenty (20) points, they are no longer eligible to compete in the class for the remainder of the show season. (This includes filling the class.)

Junior riders may qualify riding either a horse or a pony, but may only compete in one class at the Medal Finals. Points earned in either the Junior Horse or Junior Pony medal classes during the show season will be summed to determine the rider's qualifying points. For example, a rider who earns ten (10) points in the Junior Horse medal class and two (2) points in the Junior Pony medal class has earned twelve (12) points and qualified for the Medal Finals.

The Medal Finals will be conducted at the end of the season. In each of the Medal Finals, all riders not eliminated will come back for the flat phase of the competition. In addition, it is required that the judge call back not less than four (4), if available, nor more than twelve (12), exhibitors to complete one (1) or more tests chosen by the judge from USEF tests 1-10 for ponies and USEF tests 1-17 for horses. During the Medal Finals event, each horse or pony may participate in only one (1) class. In determining those horses/ponies to be tested, the classes shall be scored on a cumulative basis as follows: 60% based on jumping; and 40% based on flat.

The winner of the Medal Finals will win the end of the year award. A trophy will be presented at the Awards Banquet. There will be at least six (6) ribbons also given out at the finals. All Medal Finals riders will receive a small award for qualifying for the Finals.

**Pre-Children's/Pre-Adult Medal Class**

In the medal class, six (6) ribbons will be awarded along with points. For points to count toward medal class qualification there must be at least three (3) entries to complete the class.

Competitors must jump a course of eight (8) fences or more, with or without wings. The course must contain at least two (2) of the following which may not be combined: a bending line, a narrow jump (6'-8'), a roll back turn, a trot fence, a fence at the end of the ring, or a long approach to a single fence. No oxers in this class. Fence height offered is 2'.

Class to be judged on rider's hands, seat, guidance, and control throughout. The jumping faults of mount are not to count (is up to the discretion of the judge). Fall of pony/horse, fall of rider, or three (3) disobediences shall eliminate rider. Judge may require additional tests. USEF Tests 1-10.

Pre-Adult Members competing in classes restricted to amateurs must meet the requirements of USEF Rule GR1306. Your signature as rider on the entry blank will verify that you understand and are in compliance with this rule.

Riders may not compete in the Pre-Children's/Pre-Adult Medal if they have competed in any class 2'6" or higher during the same show season. Amateur riders may not compete in the Pre-Children's/Pre-Adult Medal and the Adult Medal within the same show season.

**Pre-Children's/Pre-Adult Medal Final**

The Medal Finals will be conducted at the end of the season. All riders not eliminated will come back for the flat phase of the competition. In addition, it is required that the judge call back not less than four (4), if available, nor more than twelve (12) exhibitors to complete one (1) or more tests chosen by the judge from USEF tests 1-10. During the Medal Finals event, each horse or pony may participate in only one (1) class. In determining those horses/ponies to be tested, the classes shall be scored on a cumulative basis as follows: 60% based on jumping; and 40% based on flat.

Once a rider has received twelve (12) points, they have qualified for the Medal Finals. Once the rider has received twenty (20) points, they are no longer eligible to compete in the class for the remainder of the show season. This includes filling the class.

Pre-child medal points may be combined with the Junior Pony medal or the Junior on a Horse medal in order to qualify for medal finals, provided that the rider competes in the Junior Pony medal or Junior on a Horse medal, respectively.

Pre-adult medal points may be combined with the Adult Amateur medal in order to qualify for medal finals, provided that the rider competes in the Adult Amateur medal.

The winner of the Medal Finals will win the end of the year award. A trophy will be presented at the Awards Banquet. There will be at least six (6) ribbons also given out at the finals. All Medal Finals riders will receive a small award for qualifying for the Finals.

A rider may not participate in both the Pre-Children's/Pre-Adult Medal Final and any other Medal Final class within the same year's Medal Finals event.

**Short Stirrup Merit Medal Final**

The BCHSA Short Stirrup Merit Medal class will be conducted at the BCHSA Medal Finals event. To qualify for the Merit Medal Final, a rider must have received their Blue Merit in the Short Stirrup Equitation Division. A rider may not participate in both the Short Stirrup Medal Final and another Medal Final at the BCHSA Medal Finals event.

The Medal Final class will consist of a jumping and a flat phase, each to count 50% towards the judge's overall score. The course will consist of approximately eight (8) fences set at 18". Course elements such as, but not limited to, a bending line, rollback turn, or single fence may be included. Class to be judged on rider's hands, seat, guidance, and control throughout. The jumping faults of mount are not to count (is up to the discretion of the judge). Fall of pony/horse, fall of rider, or three disobediences shall eliminate rider. All riders not eliminated will

be asked to return for the flat phase. In the flat phase, riders will be asked to show collectively at walk, trot, and canter. The only additional USEF tests that may be asked are 1 and 7.

**Long Stirrup Merit Medal Final**  
 The BCHSA Long Stirrup Merit Medal class will be conducted at the BCHSA Medal Finals event. To qualify for the Merit Medal Final, a rider must have received their Blue Merit in the Long Stirrup Equitation Division. A rider may not participate in both the Long Stirrup Medal Final and another Medal Final at the BCHSA Medal Finals event.

The Medal Final class will consist of a jumping and a flat phase, each to count 50% towards the judge's overall score. The course will consist of approximately eight (8) verticals set at 2'. Course elements such as, but not limited to, a bending line, rollback turn, or single fence may be included. Class to be judged on rider's hands, seat, guidance, and control throughout. The jumping faults of mount are not to count (is up to the discretion of the judge). Fall of pony/horse, fall of rider, or three disobediences shall eliminate rider. All riders not eliminated will be asked to return for the flat phase. In the flat phase, riders will be asked to show collectively at walk, trot, and canter. The only additional USEF tests that may be asked are 1 and 7.

**PLEASURE DIVISIONS**

Pleasure divisions may be divided by horses and ponies. Horse and pony classes with less than three entries will be combined.

**Pleasure Horse**

English Pleasure Horse is open to horses ridden by a Junior or Senior rider. An entry may be judged for soundness on the pleasure circle. Extreme speed shall be penalized. Martingales are prohibited in all pleasure classes. To be judged on manners, performance, suitability and soundness. No oxers are allowed. Horses showing in this division may not compete in any divisions where fences are 3' or higher, except equitation or medal, at the same show.

Pleasure Over Fences - To be shown over a minimum of six (6) fences which will not exceed 2'.

Pleasure Combination Hack - To be shown at a walk, trot and canter on a light rein both ways of the ring, back easily, and stand quietly. At least eight (8) competitors, if available, will be asked to jump two fences at 2'.

Pleasure Under Saddle - To be shown at a walk, trot, and canter on a light rein both ways of the ring; to back easily and stand quietly. Other tests may be required at the judge's discretion.

**Small – Medium Pleasure Pony**  
 Small - Medium Pleasure Pony is open to ponies 13.2 hands and under. Ponies may only be exhibited by Junior riders as defined by the Rules of the Association. Suitability of a pony to the rider shall be determined by height and weight of the rider as related to size of the pony as well as the compatibility of the rider and the pony. Judges may penalize but shall not necessarily eliminate any entry not having such qualification. Martingales are prohibited in all pleasure classes. An entry may be judged for soundness on the pleasure circle. To be judged on manners, suitability, and soundness. No oxers are allowed.

Extreme speed shall be penalized. Small ponies showing in this division may not compete in any other division where fences are 2'3" or higher, except equitation or medal, at the same show.

Medium ponies showing in this division may not compete in any other division where fences are 2'6" or higher,

except equitation or medal, at the same show.

Pleasure Over Fences - To be shown over a minimum of six (6) fences which will not exceed 2'.

Pleasure Combination Hack - To be shown at a walk, trot and canter on a light rein both ways of the ring, back easily, and stand quietly. At least eight (8) competitors, if available, will be asked to jump two fences at 2'.

Pleasure Under Saddle - To be shown at a walk, trot, and canter on a light rein both ways of the ring; to back easily and stand quietly. Other tests may be required at the judge's discretion.

**Large Pleasure Pony** is open to ponies over 13.2, but do not exceed 14.2 hands. Ponies may only be exhibited by Junior riders as defined by the Rules of the Association.

Suitability of a pony to the rider shall be determined by height and weight of the rider as related to size of the pony as well as the compatibility of the rider and the pony. Judges may penalize but shall not necessarily eliminate any entry not having such qualification.

Martingales are prohibited in all pleasure classes. An entry may be judged for soundness on the pleasure circle. Entries to be judged on manners, suitability, and soundness. Extreme speed shall be penalized. Large ponies showing in this division may not compete in any other division where fences are 2'9" or higher, except equitation or medal, at the same show. No oxers are allowed.

Pleasure Over Fences - To be shown over a minimum of six (6) fences which will not exceed 2'.

Pleasure Combination Hack - To be shown at a walk, trot and canter on a light rein both ways of the ring, back easily, and stand quietly. At least eight (8) competitors, if available, will be asked to jump two fences at 2'.

Pleasure Under Saddle - To be shown at a walk, trot, and canter on a light rein both ways of the ring; to back easily and stand quietly. Other tests may be required at the judge's discretion.

**Catie Carnes Junior Scholarship Benefit Hack**  
To be judged as a "Pleasure" class, and shown at a walk, trot, and canter both ways of the ring; back and stand quietly. To be judged on performance, manners, and soundness of the horse. Martingales are prohibited. The Benefit Hack, sponsored by the Junior membership, will be held at all BCHSA sponsored horse shows. The purpose of this class is to raise funds for the Catie Carnes "Equine Enthusiast" scholarships that will be awarded to Junior members of the association.

All members are eligible to participate in the class, except for those who ride in Lead Line, Mini Stirrup, Beginner Rider, and Short Stirrup divisions (for safety reasons). The entry fee is \$10 (to be collected along with other entry fees in the horse show office). All entry fees collected from this class are directly added to the Scholarship Fund. Points will be tabulated from each class, and a year-end award will be given to the high point horses. Junior riders show age 11 to 17 of the current show year will be eligible to apply for the BCHSA Scholarship after participation in at least three (3) Benefit Hack classes during the year (See "Special Awards" section of the Rule Book).

## HUNTER DIVISIONS

An entry may be judged for soundness on the hunter circle. In the event a two (2) day show offers a hunter division both days, a Horse or Pony may compete in that division only once on the same weekend.

### **Short Stirrup Hunter**

Open to ponies 14.2 hands and under. Open to all riders who are eligible to compete in the Short Stirrup Equitation Division at the show. Ponies are allowed to cross enter into any class where eligible. Riders may only cross enter into the Short Stirrup Equitation Division at the same show. Manners and suitability of the pony to the rider shall be emphasized. Suitability of a pony to a rider shall be determined by height and weight of the rider as related to the size of the pony as well as compatibility of rider and pony. Judges may penalize but not necessarily eliminate an entry not having such manners and suitability. Short Stirrup Hunter Mounts must be registered for points to count in this division.

Short Stirrup Hunter – Under Saddle - To be shown at a walk, trot, and canter both ways of the ring; back and stand quietly. To be judged on performance, manners, and soundness. Martingales are prohibited.

Short Stirrup Hunter Over Fences - To be shown in the ring over a course of approximately eight (8) verticals set at a height between 18" and 2'. To be judged on performance, manners, and soundness.

### **Long Stirrup Hunter**

Open to both horses and ponies. Open to all riders who are eligible to compete in the Long Stirrup Equitation Division at the show. Horses and ponies are allowed to cross enter into any class where eligible. Riders may only cross enter into the Long Stirrup Equitation Division, and the Catie Carnes Scholarship Hack at the same show. Manners and suitability of the horse/pony to the rider shall be emphasized. Suitability of a horse or pony to a rider shall be determined by height and weight of the rider as related to the size of the horse/pony as well as compatibility of rider and horse/pony. Judges may penalize but not necessarily eliminate an entry not having such manners and suitability. Adults may ride ponies.

Long Stirrup Hunter Mounts must be registered for points to count in this division.

Long Stirrup Hunter – Under Saddle - To be shown at a walk, trot, and canter both ways of the ring; back and stand quietly. To be judged on performance, manners, and soundness. Martingales are prohibited.

Long Stirrup Hunter Over Fences - To be shown in the ring over fences with a minimum of four (4) fences and a maximum of eight (8) jumps set at a height between 18" and 2'. To be judged on performance, manners, and soundness.

### **Low Pony Hunter**

Open to ponies measuring 14.2 and under. To be ridden and handled by a junior in all phases of the competition. Manners and suitability of a pony shall be emphasized. Suitability of pony to rider shall be determined by height and weight of rider as related to the size of the pony as well as compatibility of the rider and the pony. Judges may penalize but shall not necessarily eliminate an entry not having such manners and suitability. A rider in the Low Pony Hunter division is not eligible to cross enter in any other division where the fences exceed 2' at the same show except age group equitation or medal classes not to exceed 2'6". Riders may not cross enter into Small/Medium Pony Hunter or Large Pony Hunter, nor Regular Working Hunter, at the same show. Course shall consist of no less than eight fences. Fence height shall be 2'. Spreads not to exceed height of the fence. No oxers may be used. Ponies must have a current BCHSA, MHSA, or USEF measurement card on file with the BCHSA office prior

to showing in this division.

Low Pony Hunter -- Under Saddle- To be shown at a walk, trot, and canter both ways of the ring; and stand quietly. Martingales prohibited.

Low Pony Hunter Over Fences- To be shown in the ring or outside course of approximately eight (8) fences.

### **Small/Medium Pony Hunter**

Small-Medium ponies to be 13.2 hands and under to jump 2'. To be ridden and handled by juniors in all phases of competition. Division must run together as one class and not combined with other associations that allow large ponies. Small/Medium Low Pony and Large Low Pony can only be combined when there are less than three (3) in either division.

Small-Medium Pony Hunter – Under Saddle - To be shown at a walk, trot, and canter both ways of the ring; and stand quietly. Martingales are prohibited.

Small-Medium Pony Hunter Over Fences - To be shown in the ring or outside course of approximately eight (8) fences. To be judged on performance, manners, soundness and style of jumping.

Small-Medium Pony Handy Hunter Over Fences - To be shown in the ring or outside course over a special 39 course of approximately eight (8) fences. To be judged on performance, manners with emphasis of promptness. Judges may penalize but shall not necessarily eliminate an entry not having such manners and suitability.

### **Large Pony Hunter**

Large ponies, over 13.2 - 14.2 hands and under, to jump 2'6". To be ridden and handled by juniors in all phases of competition. Small/Medium Pony and Large Pony can only be combined when there are less than three (3) in either division.

Large Pony Hunter – Under Saddle - Guidelines same as Small-Medium Pony Hunter.

Large Pony Hunter Over Fences - Guidelines same as Small-Medium Pony Hunter.

Large Pony Handy Hunter Over Fences - Guidelines same as Small-Medium Pony Hunter.

### **Regular Working Pony Hunter**

Open to small ponies 12.2 hands and under, medium ponies over 12.2 -13.2 hands, and large ponies over 13.2 - 14.2 hands. To be ridden and handled by Juniors in all phases of competition. Manners and suitability of a pony shall be emphasized. Suitability of pony to rider shall be determined by height and weight of rider as related to the size of the pony as well as compatibility of the rider and the pony. Judges may penalize but shall not necessarily eliminate an entry not having such manners and suitability. Small ponies to jump 2'3", medium ponies to jump 2'6", and large ponies to jump 2'9".

Regular Working Pony Hunter – Under Saddle - To be shown at a walk, trot, and canter both ways of the ring; and stand quietly. May be asked to hand gallop, but not more than eight (8) at one time. To be judged on performance, manners, suitability and soundness. Martingales are prohibited.

Regular Working Pony Hunter Over Fences - To be shown in the ring or outside course over a special course of



approximately eight (8) fences. Judged on performance, manners, suitability, and soundness.

Regular Working Pony Handy Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences. To be judged on performance, manners, suitability, and soundness. Emphasis on promptness.

### **Hopeful Hunter**

Open to horses and ponies. Adults may ride ponies. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize but shall not necessarily eliminate an entry not having such manners and suitability. **Fences to be between 2' and 2'3" in height** and shall include oxers. If an adult rides a pony in this division, said pony can ONLY cross enter into Pre-Children's/ Pre-Adult Hunter at the same competition.

Hopeful Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop, but not more than eight (8) horses at a time. Martingales are prohibited.

Hopeful Hunter Over Fences - To be shown in the ring or an outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

### **Pre-Children's / Pre-Adult Hunter**

Open to horses and ponies, to be ridden by Juniors and Amateurs only. Adults may ride ponies. Pre- Adult Members competing in classes restricted to amateurs must meet the requirements of USEF Rule GR1306. Your signature as rider on the entry blank will verify that you understand and are in compliance with this rule. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize but shall not necessarily eliminate an entry not having such manners and suitability. **Fences to be between 2' and 2'3" in height** with no oxers. Rider may not cross enter into any hunter division with fences higher than 2'3". Riders may cross enter into any pleasure division. Rider may not cross enter into equitation and/or Medals classes with fences higher than 2'3". Riders are ineligible for this division if they have shown 3' or higher in any show on any horse during the current show season. If an adult rides a pony in this division, said pony can ONLY cross enter into Hopeful Hunter at the same competition.

Pre-Children's / Pre-Adult Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. Maybe asked to hand gallop, but not more than eight (8) horses at a time. Martingales are prohibited.

Pre-Children's / Pre-Adult Hunter Over Fences - To be shown in the ring or an outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

### **Low Horse Hunter**

Open to horses over 14.2 hands and ridden by Juniors or Senior riders. Fences heights offered are 2'6" and 2'9". Note: to qualify for Year End Awards, entries must jump 2'6" or 2'9" in this division even if another height is offered.

Low Horse Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop, but not more than eight (8)

horses at a time. Martingales are prohibited.

Low Horse Hunter Over Fences - To be shown in the ring or an outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Low Horse Handy Hunter Over Fences - To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Low Children's Hunter**

Open to horses ridden by Junior riders. Horses are allowed to cross enter into any class where eligible. The same horse/rider combination may not cross enter into classes where fences exceed 2'9", except medal and equitation classes, at the same show. Manners and suitability shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a horse to a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider of the rider and the horse. Fence height not to exceed 2'6". Can only be combined with the Low Adult Hunter when there are less than three (3) entries in either division.

Low Children's Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at time. Martingales are prohibited.

Low Children's Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Low Children's Handy Hunter Over Fences - To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Children's Hunter**

Open to horses ridden and handled by a Junior in all phases of competition. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize, but shall not eliminate, an entry not having such manners and suitability. Fence height not to exceed 3'. Can only be combined with the Adult Amateur Hunter when there are less than three (3) entries in either division.

Children's Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at a time. Martingales are prohibited.

Children's Hunter Over Fences - To be shown in the ring or over an outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Children's Handy Hunter Over Fences - To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Low Adult Amateur Hunter**

Open to horses ridden by Senior riders. Members competing in classes restricted to amateurs must meet the requirements of USEF Rule GR1306. Your signature as rider on the entry blank will verify that you understand and

are in compliance with this rule. Horses are allowed to cross enter into any class where eligible. The same horse and rider combination may not cross enter into classes where fences exceed 2'9", except medal and equitation classes, at the same show. Any adult amateur rider may ride a horse in Low Adult Amateur Hunter under saddle class and not be subject to the fence height restrictions, provided that the horse has jumped in at least one of the Low Adult Amateur over fences classes at the same show. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize but shall not eliminate an entry not having such manners and suitability. Fence height not to exceed 2'6". Can only be combined with the Low Children's Hunter when there are less than three (3) entries in either division.

Low Adult Amateur Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at a time. Martingales are prohibited.

Low Adult Amateur Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Low Adult Amateur Handy Hunter Over Fences- To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Adult Amateur Hunter**

Open to horses ridden by Senior riders. Members competing in classes restricted to amateurs must meet the requirements of USEF Rule GR1306. Your signature as rider on the entry blank will verify that you understand and are in compliance with this rule. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize, but shall not eliminate, an entry not having such manners and suitability. Fence heights not to exceed 3'. Can only be combined with the Children's Hunter when there are less than three (3) entries in either division.

Adult Amateur Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at a time. Martingales are prohibited.

Adult Amateur Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Adult Amateur Handy Hunter Over Fences- To be shown in the ring, or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness, with emphasis on promptness.

### **Green Working Hunter - Division Withdrawn Until Further Notice**

Open to horses ridden by Junior or Senior riders. A Green Hunter is a horse of any age in its first or second year of showing in any classes that require horses to jump 3' or higher at any competition regardless of whether or not the competition is rated by any association, organization or federation. When shown in a Green section a horse in its first year of showing over fences 3' or higher must be shown as a First-Year Green horse and a horse in its second year of showing over fences 3' or higher must be shown as a Second-Year Green horse. Any horse that

shows as a Second Year Green Hunter will lose its status the following year.

A horse's green status is considered to be broken once it competes over fences 3' or higher at any competition, regardless of whether or not the competition is rated by any association, organization or federation. The horse's green status may be reinstated for a future competition year if it was not shown at a height of 3' or above at more than two (2) competitions during the year. The owner of record must submit a letter requesting First or Second Year green reinstatement via certified/return receipt mail addressed to the BCHSA President. The request must be post marked on or before the end of the Current Show Year (November 30). The request must be made during the year in which green status was broken. A \$25.00 processing fee, the horses' name, and a list of competitions with dates where the horse competed at 3' or higher must accompany the green reinstatement request. At the time of request, the horse must stop competing over fences 3' or higher for the remainder of that competition year. If the horse is not recorded with BCHSA at the time of request, it must be recorded or renewed at that time. Failure to do so will result in the horse losing its green status. The owner will receive a letter indicating the horse's green eligibility.

Once approved for Green Reinstatement, the Reinstatement will not be official and in effect until any awards and trophies won in BCHSA divisions requiring horse to jump 3' or higher have been returned to the association. A Green Reinstatement will only be granted one time for first year or for second year.

Fence heights shall not exceed 3' for the First Year Horses and 3'-3" for the Second Year Green Horses.

In order to qualify for High Point Awards, a Green Hunter must compete over fences in this division. Horses that begin competing over fences at any time during the show season will be awarded points for ribbons won under saddle earlier in the year.

Green Working Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and to stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at time. Martingales are prohibited.

Green Working Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Green Working Handy Hunter Over Fences - To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Open Hunter**

Open to horses ridden by Junior or Senior riders. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize but shall not eliminate an entry not having such manners and suitability. Fence height not to exceed 3'.

Open Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring and to stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at time. Martingales are prohibited.

Open Hunter Over Fences - To be shown in the ring or over the outside course of approximately eight (8) fences.

To be judged on performance, manners and soundness.

Open Handy Hunter Over Fences - To be shown in the ring or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness with emphasis on promptness.

### **Working Hunter - Division Withdrawn Until Further Notice**

Open to horses ridden by Junior or Senior riders. Manners and suitability of a horse shall be emphasized in all classes; extreme speed shall be penalized. Suitability of a rider shall be determined by the height and weight of the rider as related to the size of the horse as well as the compatibility of the rider and horse. Judges may penalize but shall not eliminate an entry not having such manners and suitability. Fences to be approximately 3'3" - 3'6" in height.

Working Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop but not more than eight (8) horses at time. Martingales are prohibited.

Working Hunter Over Fences - To be shown in the ring, or over the outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

Working Handy Hunter Over Fences - To be shown in the ring, or an outside course, over a special course of approximately eight (8) fences. Judged on performance, manners, and soundness, with emphasis on promptness.

### **Thoroughbred Hunter**

To be eligible for participation in the Thoroughbred division, a horse must have proof of Jockey Club Registration, State Breed Association Membership, or a visible tattoo. A valid Thoroughbred Incentive Program (TIP) number is considered proof of Thoroughbred breeding. Thoroughbred-only divisions may be held at BCHSA shows throughout the show season. The division will offer fence heights of 2'3", 2'6" and 3'0". When bi-pointed with MHSA, only 2' 6" ad 3' heights would be offered. In order for a horse to accrue points toward the year-end Thoroughbred Division Awards, the horse must be registered with BCHSA, the owner must be a registered member, and a separate BCHSA Thoroughbred Registration Form must be filled out. There is no additional cost for the Thoroughbred Registration.

Thoroughbred Hunter – Under Saddle - To be shown at a walk, trot and canter both ways of the ring; and stand quietly. To be judged on performance, manners and soundness. May be asked to hand gallop, but not more than eight (8) horses at a time. Martingales are prohibited.

Thoroughbred Hunter Over Fences - To be shown in the ring or an outside course of approximately eight (8) fences. To be judged on performance, manners and soundness.

### **BCHSA Hunter Classics**

Several shows throughout the BCHSA Show Season may offer these three Hunter Classics:

1. 3' Children's/Adult Amateur Classic- points will count towards Children's Hunters and Adult Amateur Hunters.
2. 2'6" Low Children's/Low Adult Amateur Classic- points will count towards Low Children's Hunters and Low Adult Amateur Hunters.
3. 2', 2'3", 2'6", and 2'9" Pony Hunter Classic- points will count towards Low Pony Hunter, Small/ Medium Pony Hunter, Large Pony Hunter, and Regular Working Pony Hunter Divisions.

These three classics are held separately and are completely independent of each other. Each classic will consist of two rounds. Since the classics are run in conjunction with specific BCHSA divisions, placings 1-8 will carry point values over into the riders' specific divisions (i.e. I placed 3rd in the Children's /Adult classic, and therefore will receive bonus points toward my year-end total in the Children's division.)

Classic Points will not be used for champion/reserve at the show, but the points are added to the year- end points for the division. In order for classic points to count, there must be a minimum of 3 riders in the class.

**The Classics' point scheme will be as follows:**

Placing	Points Earned
First	20
Second	16
Third	14
Fourth	12
Fifth	10
Sixth	8
Seventh	6
Eighth	5

At the Benefit show, three (3) separate trophies (Children's /Adult 3', Low Children's/Low Adult 2'6", and Pony Hunter) will be awarded for these classics.

## APPENDIX A: BOARD OF DIRECTORS ACCOUNTABILITIES

**Position**                      **Descriptions**                      (Applicable                      to                      All                      Positions)

All Board Members are required to support the Benefit Show, Medal Finals and Banquet in some capacity.

Any Director who shall be absent from two (2) consecutive meetings of the Board of Directors without being excused by the Board, shall thereupon be subject to removal as a Director by majority vote of the Directors present at a duly constituted meeting of the Board of Directors.

Each Board of Director will receive one (1) free ticket to the Banquet of Champions.

### **President**

Term: Two (2) Years, can serve two (2) consecutive terms

Elected by: Board

Restrictions: general membership at fall open meeting can serve 2 consecutive terms; must come off after 2 terms as president

**Job Description:** The president oversees BCHSA, its board and membership. The president presides over and guides monthly board meetings and semi-annual open meetings. The person in this role works with committees to make sure goals and deadlines are being met to better serve the membership at large. The president handles conflict and resolves disputes among the membership through interpretation of policy and with consideration from the board.

### **Role and Responsibilities**

- Lead association meetings, including monthly board meetings and biannual open meeting
- Work closely with Vice President to make decisions regarding the association and agenda topics
- Work with the Treasurer and Bookkeeper to make informed decisions on budgeting
- Manage board and membership voting in order to inform policy decisions
- Support BCHSA on all social media platforms
- In charge of 501c3 compliance
- Assist the Banquet Committee in making any major decisions
- Work with the Rule Book Committee to make decisions regarding change of rules
- Work with the Medal Finals Committee to ensure a quality event
- Assist the Benefit Show Committee in creating a quality event
- Assist the Summer Premiere Committee in creating a quality event

### **Vice President**

Term: Two (2) Years, can serve two (2) consecutive terms

Elected by: Board

Restrictions: general membership at fall open meeting can serve 2 consecutive terms; must come off after 2 terms

**Role**    **and**    **Responsibilities**

*To assist or lead in the following:*

- Support the President in any major decisions regarding policy and budgeting.

- Support BCHSA on all social media platforms.
- Point of contact for Show Managers on matters relating to show insurance policies. Orchestration of shows managed by and benefitting BCHSA, with support of the relevant committees, including: managing communications with prospective venues; hiring judges, course designer, starters, concessions, and EMT; finalizing the prize list; ordering ribbons.
- Solicit Donations and Sponsors including payments/collections for Benefit Show, in conjunction with the Benefit Show Committee.
- Selection and transport of Decorations and Clean-up for Benefit Show.
- Coordinate with Medal Finals Chairperson for transport of decorations from Benefit Show to Medal Finals Venue.
- Creation of Show Calendar by November prior to new show season and submission to Webmaster.
- Calendar and Sanctioning updates to Webmaster.
- Review of Prize Lists and submission to Webmaster for posting on Show Calendar. Presentation during Show Managers Meeting regarding specs of divisions
- Manages routine updates to, centralized storage of, and sharing out of pertinent documents for Show Managers
- Collation and review of Show Feedback forms submitted by membership
- Enforcement of any violations of Show Manager/Venue.
- In the President's absence, heads association meetings
- Should the President step down from their position, the Vice President will assume that position's accountabilities until the position is filled by vote of the Board

### **Qualifications**

Good working relationships with venues and experience with all aspects of planning a successful horse show and appealing Show Calendar for our Members.

### **Treasurer**

Term: Two (2) Years, can serve two (2) consecutive terms

Elected by: Board

Restrictions: general membership at fall open meeting can serve 2 consecutive terms; must come off after 2 terms

### **Role and Responsibilities**

*To assist or lead in the following:*

- Support the President in any major decisions regarding policy and budgeting.
- Support BCHSA on all social media platforms.
- Send notifications to Bookkeeper regarding PayPal payments and email notifications of bank statements.
- Deposits from annual Banquet receipts.
- Acts as a volunteer to help assist Bookkeeper at any event where there is a need to collect payments. One such event, for example, check-in at the Banquet and Silent Auction or at any other fundraiser.
- Sign tax and other relevant documentation for accountant on behalf of association
- Serve on two (2) Committees

### **Secretary**

Term: Two (2) Years, can serve two (2) consecutive terms

Elected by: Board



Restrictions: general membership at fall open meeting can serve 2 consecutive terms; must come off after 2 terms

### **Role and Responsibilities**

*To assist or lead in the following:*

- Support the President in any major decisions regarding policy and budgeting
- Support BCHSA on all social media platforms
- In charge of transcribing Meeting Minutes and emailing to BOD within five (5) days of Board Meeting
- Submitting Champion photos to Equiery and The Chronicle of the Horse at the end of the year
- Updating forms for the website for new competition year - November
- Updating Officer and BOD Notebooks when needed – January
- Serve on one (1) Committee

### **Officers**

Term: Three (3) Years

Elected by: Board

Restrictions: None?

### **Role and Responsibilities**

*To assist or lead in the following:*

- Support the President in any major decisions regarding policy and budgeting
- Support BCHSA on all social media platforms
- Serve on AT LEAST TWO (2) Committees
- Serve as Steward AT LEAST TWO (2) shows and be present for the ENTIRE horse show
- Support all fundraising efforts for the Scholarship Fund by coordinating events for your host barn

### **Pointkeeper and/or Bookkeeper**

Job Category: Unpaid and Non-Voting

Hired By: President and appointed interview committee

Term: This is expected to be a year to year position, renewing annually on 1/1 unless or until either party chooses to terminate the relationship

The person in this role may not hold a simultaneous position on the Board of Directors. An individual may be an Officer or Director in a previous year and then the Pointkeeper and/or Bookkeeper the following year, or may resign from an Officer or Director position within the year to assume this role should it become vacant. After leaving the Pointkeeper and/or Bookkeeper role, this person must wait one (1) calendar year before applying for an Officer or Director position.

The Board will provide an annual performance review.

### **Role and Responsibilities**

The Point Keeper/Bookkeeper role is responsible for handling points data during the show season (usually, April through October) and the association's accounting year-round. This role is expected to attend the beginning of monthly Board meetings to present financial information and address questions or concerns about points data and financial status, with the support of the Treasurer as needed. This role reports to the President of the organization but is also accountable to and will need a strong working relationship with all Board Members

including the Treasurer, who is ultimately responsible for the financial health of the organization. This role is not a Director position. The individual in this role is not a voting member of the Board and is expected to excuse themselves from calls or meetings after giving financial updates, and to keep association information confidential. This role is not expected to participate in committees. The person in this role will be subject to the association Conflict of Interest policy.

### Duties

- Process all memberships received for rider, owners, trainers, and horses, and update membership database within 48 hours of receipt
- Manage point system for the association in organization-selected software
- Update points after each horse show is held, within 48 hours of receipt
- Compile year end results for trophy committee and board members
- Respond promptly to members' questions or issues regarding points or membership issues
- Manage day to day cash flow, including making deposits into bank account
- **Manage the association PO Box, including checking incoming mail on a regular basis and renewing the PO box annually**
- Pay invoices promptly via check or debit/credit card
- Process reimbursement requests promptly
- Pay approved costs associated with the Benefit Show, Banquet, and Medal Finals
- Monthly reconciliation of bank account(s)
- Prepare and circulate financial reports for board members prior to monthly board meetings
- Process payments received in PayPal for memberships
- Prepare show manager contracts and invoice (one document)
- Follow up with show managers on contracts and payments
- Prepare contracts for Judges for benefit show and medal finals
- Prepare reimbursement of expenses for Judges of Benefit Show and Medal Finals
- Receive payments after horse shows are held
- Handle financial matters as they arise with the accountant, with support of the Treasurer
- Work with accountant to prepare tax returns for signature by Treasurer
- Upon vacating the role, provide transition documentation and arrange a handoff call with the incoming Pointkeeper and/or Bookkeeper

### Qualifications

- Competent with software used for points management
- Familiarity with Quickbooks, Microsoft Office, Microsoft Excel, Google Drive, and similar software systems
- Attention to detail
- Excellent communication skills with Board and membership
- Conversant in accounting practices for a 501(c)3 organization

### Committee Responsibilities

#### Fall Benefit Show

- Venue/ Location & Contract
- Decorations including Photo Op Area
- Judges, Starters, EMT, Jump Crew, Steward, and Course Designer
- Ribbons (decision in February to align with Hodges' annual sale)

- Prize List
- Food Vendor
- Invite Vendors if venue has the needed space available
- Office Coordination
- Prizes and coordination of nominations of Best Rider Awards from judges of each ring and submit to Special Awards Committee Chair for vote in October
- Trophy Contracts & Display- works with Trophy Committee
- Schedule Trophy Tent Monitors
- Works with chair of Medal Finals to move decorations
- Thank-you notes sent to each sponsor after the event

### **Summer Premiere Show, if scheduled**

- Venue/ Location and Contract
- Decorations including Photo Op Area
- Judges, Starters, EMT, Jump Crew, Steward, and Course Designer
- Ribbons
- Prize List
- Food Vendor
- Invite Vendors if venue has the needed space available
- Office Coordination
- Prizes

### **Medal Finals**

- Secure a Venue, EMT, Announcer, Food Vendor, Course Designer, and Judge
- Works with the Chair of Benefit show to move decorations
- Invitations to qualifiers
- Sponsors for each final, and thank you notes sent to each sponsor after the event
- Goodie Bags and Boutonnieres for each participant
- Winner Bouquets 1st-3rd for all 6 finals
- Design and Print Programs
- Ribbons (decision made in February to align with Hodges annual sale, unless otherwise discussed)
- Secures prizes

### **Banquet**

- Date/Facilities, Menu and coordinate set-up
- Invitations, table cloths, centerpieces and decorations
- Year End and Special Award prize selections
- DJ/Entertainment

### **Banquet Silent Auction**

- Obtain donations
- Organize and set up
- Hold 50/50 raffle and solicit staff to sell tickets at the tables during the event Notify donors of whom won their item at auction when appropriate
- Prepare spreadsheet with all info for bookkeeper for tax purposes
- Solicit staff to sell tickets at the tables during the event

- Coordinate with emcee of banquet cut-off times for auction blocks
- Thank-you notes sent to each donor after the event

### **Banquet Yearbook and Slideshow**

- Obtain sponsorships and send out ad forms
- Design layout, graphic artwork, editing
- Solicit printer for production and deliver yearbooks to banquet venue
- Quality control for final proof
- Collaborate with communications committee regarding promotional blurbs in horse show email blasts
- Ensure photo releases are on file for professional photos used in BCHSA promotional materials, and that subjects of photos have consented to their images being used
- Collection of photos for banquet and year-end publications
- Prepare the slideshow to be displayed at the Banquet

### **Show Conduct Committee**

- Rulebook changes
- Management of rulebook file
- Prepare rulebook file for distribution to Show Managers by Show Managers' Meeting each year
- Identify and communicate reminders or points of emphasis to Show Managers as needed throughout the year, coordinating with the Communications Committee
- Coordinate the scheduling of stewards for all BCHSA shows
- Inform show managers who the steward is for their show
- Send monthly reminders to all stewards for that given monthly time frame
- Coordinate with venues for show calendar dates
- Review all prize lists

### **Measurement Cards and Pony Measurements**

- Management of measurement cards and organizing pony measurement with stewards
- Knowledge and/or possession of the TWO measuring sticks
- Scheduling measurement appointments at shows

### **Benefit Show and Year End Trophies**

- Trophy management, releases, distribution, and collection
- Purchase new trophies if needed- get sponsors
- Coordinate and oversee final proof for engraving text
- Ensure trophies are clean and delivered to venue in timely manner

### **Special Awards, Hall of Fame, and Scholarship Review**

- Review criteria for each award to make sure relevant
- Hold and conduct selection process in October and vote for candidates based on criteria

### **Junior Board**

- Portion of Spring Open meeting focused on Junior members
- Coordinate fundraising and outreach activities throughout the year
- Conduct monthly meetings with Junior Board members

**Communications (Website, Quarterly Newsletter, Social Media)**

- Enhance communications, public outreach, and membership relations/services
- Regular email blasts of upcoming events and important rule changes, etc.
- Manage the content of the website for accuracy and relevancy