

**MONTANA**



**MHJA**

*Hunter Jumper*

**Association**

**RULE BOOK 2024**

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## INTRODUCTION:

### MONTANA HUNTER JUMPER ASSOCIATION RULE BOOK 2024

The Montana Hunter Jumper Association has published this Rule Book to assist all members in participation in Hunter/Jumper shows, events, and activities.

Recommendations for changes or additions may be submitted to any current Board Member for presentation to, and voting by, the General Membership at the Annual Membership Meeting.

The Montana Hunter Jumper Association is a non-profit association of horse enthusiasts. Our purpose is to promote Hunters and Jumpers (H/J) in Montana by providing:

1. Notice of dates of hunter and jumper shows;
2. Notice of educational clinics;
3. Employment opportunities;
4. Tack and horse sales;
5. Association approved shows;
6. Year-end Awards;
7. Information about hunter and jumper trainers and/or judges;
8. Set standards at approved shows to promote safety and education; and
9. Approve classes for year-end awards for varied levels of competitors.

It is the intention of this Association to promote opportunities for showing over fences to riders and horses of all levels and abilities. The Association will promote H/J class standards at Montana shows, the inclusion of diverse skill levels, and providing quality year-end awards.

## BOARD MEMBERSHIP

To be eligible for the Board, a person must have been a voting member for at least one year in the preceding five (5) years. Directors shall hold offices for a term of two years and until their successors are elected and qualified. Directors shall be elected at the Annual Meeting.

### Safe Sport Certification

All MHJA Board Directors shall always have current Safe Sport Certification.

### Code of Conduct

All MHJA Board Directors shall sign a Code of Conduct and will be held accountable to its provisions.

## SECTION I: INDIVIDUAL AND HORSE REGISTRATION

### MEMBERSHIP TERMS & FEES

The MHJA membership year begins on December 1st of each year. Dues become payable on that date and memberships expire the following November 30. All members must pay the entire annual dues no matter when they submit their application. Applicable late fee will be assessed.

Membership in the MHJA is open to anyone by completing an application form with the Association. When the application form and membership fees are received, the Membership Secretary will send a membership card for the current year.

#### Individual Membership

- Amateurs or Professionals; includes one horse \$40.00
- Juniors; includes one horse \$25.00
- Children age 10 and under \$10.00

#### Family Membership

- Parents and children 18 and under; maximum of three horses \$80.00
- Family Memberships include the voting member, the voting member's spouse, all children 18 years of age and under, and registration for up to three horses. A Family Membership has one vote.

**Additional Horse Registration Fee:** (per horse) \$ 5.00

**Change of Horse Ownership Fee:** \$5.00

**Late Fee:** (for dues submitted after April 30) \$5.00

**Re-Registration Fee:** \$5.00

All registration fees are non-refundable.

### POINT ACCUMULATION

Riders wishing to receive points at an MHJA-sponsored show must apply for MHJA membership before April 30. Applications submitted after April 30" must include a late fee.

NOTE: Riders who have not joined MHJA by the date of a show, in which they wish to participate, must pay a nonmember fee. However, riders may receive points for that show if their membership application including membership dues and late fee is received by the MHJA Membership Secretary no later than two (2) weeks after said show. It is the rider's

responsibility to submit his or her application and applicable payment to MHJA.

No horse or rider will be credited points until the membership form is completed, signed by the member/guardian, horse photos submitted, and all dues have been paid. It is the responsibility of the owner or leaseholder to make sure MHJA membership requirements have been satisfied. Except for equitation classes, points will be accrued by horses, not the riders.

## REGISTRATION/RE-REGISTRATION OF HORSES

Membership forms must list the horse's show name, not the horse's barn name. Three (3) standing photos (right side, left side, and frontal) of each nominated horse must be submitted with each application. No part of the horse's body may be covered with the exception of a bridle or halter. To change a horse's name, the Membership Secretary must be notified in writing. A re-registration fee (\$5) must accompany the written request.

## CHANGE IN OWNERSHIP OR LEASE HOLDER

To change the ownership or lease holder of a horse, the Membership Secretary must be notified in writing. The new owner or leaseholder must be a paid member of the Association at the time the request is made. A five-dollar (\$5) fee must accompany the written request.

## JUNIOR STATUS

Juniors are riders who have not reached their 18th birthday as of December 1st of the preceding year. The age of an individual on December 1st will be maintained throughout the entire year.

MHJA will pay for one class per show for any Junior riding in an Equitation division.

## AMATEUR/PROFESSIONAL STATUS

Riders must declare amateur or professional status when applying for MHJA membership. Amateurs must meet the criteria spelled out in Section VIII. Professionals wishing to be reclassified as amateurs must apply to the MHJA

Board of Directors, which will vote on whether to accept the reclassification. If a rider's request for reclassification is granted, the rider must wait one calendar year before showing as an amateur.

## PONY CARDS

A pony card with measurement by a licensed veterinarian is required for all ponies competing in MHJA rated pony classes and the pony equitation medal class. The pony card number must be entered on the show premium. USEF, Canadian and MHJA cards will be accepted. If a pony card has not been issued for the pony prior to the show date, one of the MHJA Board Members may issue a temporary card good only for that show. MHJA Board Members will use a standard hand tape measure to measure the pony at the show and issue a temporary card at that time. When completing your membership application, please specify that you are registering a new pony. You will be sent a MHJA Pony Card to be certified and signed by a licensed veterinarian



## SECTION II: HORSE SHOW APPLICATION APPROVAL PROCESS

### SHOW DATE SELECTION

The MHJA Board of Directors will decide the awarding of show recognition and show dates. Only one MHJA rated show will be approved per date for shows that are less than three hundred fifty (350) miles apart. Shows that are three hundred fifty miles apart may run concurrently.

Show Managers have until December 1st of each year to notify the MHJA board that they would like to reserve the same show dates for use in the upcoming show year.

The MHJA official show season will be from March 15 through October 15. Only approved shows held within this period will provide points toward year-end awards.

### APPLICATION PROCESS

All show managers must submit their MHJA Show Approval Form to the Show Coordinator or President by March 1st of the current show year. Show Manager Packets will be sent to Show Managers upon receipt of a completed MHJA Show Approval Form.

The MHJA Show Approval Form may be obtained from the web page, [www.montanahunterjumper.org](http://www.montanahunterjumper.org).

A request is not considered complete until the Board has received the following information:

- i. Name, address, phone number and email of show manager;
- ii. Name of show(s);
- iii. Location of show(s);
- iv. Proposed show date(s);

NOTE: Shows that are double point judged must be held on only one day.

- v. Check for \$250 or \$175 per show seeking approval. Show Fee refund is \$100 if everything is turned in within 2 weeks; and,
- vi. Show Manager's current MHJA number or membership application and dues.

NOTE: Shows no longer need to list MHJA as additional insured; D&O insurance purchased by the association covers the association and its board members.

Upon receipt of the Show Managers' Packet, the Show Manager must submit a copy of the prize list(s) for each proposed show. Applications are considered pending until prize lists are submitted and evaluated by the MHJA Board.

## APPROVAL PROCESS

If the MHJA Board approves the prize list(s), the Application will be considered approved.

- A. The proposed horse show(s) receive formal MHJA approval;
- B. The proposed date(s) will be guaranteed;
- C. The show(s) will be added to the official MHJA show schedule; and,
- D. Membership mailing labels will be sent to all shows approved.

Once the prize list is approved, any classes and/or divisions designated MHJA may not be changed, added or deleted without Board approval. Unapproved changes could result in loss of MHJA approval for the show(s) and the altered classes/divisions could become ineligible for year end points.

The Board will review and rule on all requests, then release the MHJA show schedule by April 1st.

NOTE: Show managers that miss the early deadlines can still request approval by following the same process noted above. Submittal must take place at least 45 days prior to requested show date.

Show Managers (whether an individual or part of an organization) must be a current member of the Association, in good standing, and be familiar with the current MHJA Rule Book.

NOTE: MHJA show approval can be revoked. At the Board's discretion, a show or show series may lose its approved status if it is determined that the MHJA rules have not been followed at the current show or at an earlier show in the series.

## PRIZE LISTS

Prize lists must be sent out to MHJA members at least 30 days prior to show date(s).

NOTE: An exception to this rule occurs if a show manager holds multiple shows during the same season and the following criteria are met:

- A. The prize list is approved and on the MHJA website;

- B. There are no changes in the prize list; and.
- C. Entry forms for all the shows are included in the first prize list.

## SHOW FEES

The Show Fee (\$150 or \$250) must be submitted when the approval form is submitted. The show fee is \$150 if the show provides a qualified Show Steward. The steward's name must be provided with the show application. If the show cannot provide a steward that is acceptable to the board, the show fee is \$250.

## SHOW FEE REFUNDS

Show Managers are entitled to a refund (\$100) if all show materials submitted on the MHJA approved forms and all required show materials and fees are remitted to the MHJA within 14 days of the show date. All show refunds will be sent after the conclusion of the show season.

## SECTION III: HORSE SHOW FEES

### SHOW FEES

Horse show entry fees are set by Show Managers and are not controlled by MHJA.

Show management is not expected to make any refunds or transfer fees.

Points will not be awarded until all show entry fee payment transactions have cleared.

If a show is held as a benefit show for another club association, there will not be a non-member fee charged. MHJA members that want to receive points from these venues will have to pay their drug fee and be a member in good standing.

### RETURNED CHECKS

If an individual submits a non-negotiable fee payment, that individual and his/her horse will not receive points until proper settlement is made, including refunds for any fees or service charges incurred by MHJA.

This same ruling applies to non-negotiable checks written to MHJA at approved shows.

There will be a \$25.00 service charge for each returned (non-negotiable) check submitted to MHJA.

### NON-MEMBER PARTICIPATION IN MHJA APPROVED SHOWS

In the absence of an MHJA Membership, non-members may participate in an MHJA rated show for a fee of \$20/individual. Non-members will receive a voucher for their non-member show fee.

To encourage the growth of the Association, participants at MHJA rated shows that have paid a non-member fee may join MHJA by remitting the difference between the non-member fee and MHJA individual membership fee with the non-member voucher and all required documentation. The non-member participant must join the Association within two weeks of the last date of the show to be awarded points from the show.

## SECTION IV: GENERAL SHOW REQUIREMENTS

### RULES

All participants of MHJA approved shows are responsible for knowing and abiding by the current MHJA rules as defined in this Rule Book.

USEF Rules will be used as a guideline. In case of conflict between USEF and MHJA Rules, MHJA Rules will prevail.

### SAFETY

**MHJA requires that riders wear ANSI-approved protective headgear, with attached harness, at all times when mounted on the show grounds.** It is the responsibility of adult riders and parents/legal guardians of children to examine the various styles/designs available and make an informed selection of their protective headgear.

NOTE: Any MHJA show failing to follow the rules of MHJA or to contribute to a safe and satisfactory experience to all exhibitors will be subject to loss of recognition.

All MHJA approved shows must have a qualified EMT on site for the duration of the show.

### SHOW REQUIREMENTS

Each show must offer a minimum of any six (6) Divisions to be eligible for approval. See Section VI for a list of MHJA divisions.

Show Managers must set a standard, in accordance with MHJA and USEF, regarding safety, good sportsmanship and fairness to all exhibitors.

The location for the show must provide the competitors with suitable footing, stabling and parking.

### SHOW JUDGES

The show management should strive to select a judge who is unbiased. A Hunter

Judge may officiate at no more than two (2) approved shows per year and the shows must not be under the same management.

A Judge may not teach a clinic prior to fulfilling his/her judging duties.

A qualified Judge must:

- A. Be a professional;
- B. Have a minimum of five (5) years' experience in the Hunter/Jumper discipline;
- C. Have and know basic judging of Over-Fence classes, scoring of faults;  
OR,
- D. Be a rated judge (USHJA or comparable).

## SHOW STEWARDS

A Steward will be required to be present at all shows. Stewards will be acting in an official show capacity and are not allowed to ride or coach at the show.

## DIVISION SPONSORSHIPS

MHJA requests that Show Managers put a notice in the show premium about Division Sponsorship opportunity. A full division sponsorship is \$100; a half-division sponsorship is \$50.

Sponsorship funds are used for year-end awards and should be sent to the MHJA with the rest of the show remittance.

The availability of MHJA Division Sponsorships does not limit or restrict sponsorship money the show management collects for their show.

## DRUG TESTING

**MHJA reserves the right to conduct drug testing at any MHJA member show.** At an unannounced show, the attending vet will determine the collection process and test random horses. For further information on Drug Testing, please see Section VII.

## CRUELTY AND ABUSE

**Cruelty or abuse to a horse by any person at any MHJA show is strictly forbidden**

**and will not be tolerated.** The show management, Judge, or any MHJA Board Member may bar the violator from further participation at the show, and/or cancel that person's membership in the MHJA, and/or take other reasonable action as outlined in USEF Horse Welfare & Safety Penalty Guidelines Effective September 1, 2017.

Action and penalties are at the full discretion of the MHJA Board of Directors, who constitute the Hearing Panel as outlined in the USEF rules and guidelines.

MHJA follows the rules and guidelines set forth by the USEF regarding the abuse and neglect of and cruelty to any horse/pony.

NOTE: The Association considers exhaustion of a horse as demonstrated by a horse, as exhibited by sourness, tail switching, profuse sweating, refusing to jump, and other signs of exhaustion, as cruelty. MHJA shall consider the weather conditions and the horse's physical fitness in its decision. Action and penalties are at the full discretion of the MHJA Board of Directors.

USEF Evidence Gathering Guidelines and Eye-Witness Abuse Report forms will be made available to all show managers in the Show Manager Packet, as well as on the Association's website. Show Managers will provide Eye-Witness Abuse Report forms, upon request, to any show steward, participant, trainer, groom, or attendee.

## COMPLAINT PROCESS

All MHJA show must have MHJA complaint forms available throughout the show. These forms should be located where the Show Secretary is accepting entries and assigning numbers. Any member is permitted to fill out a complaint form concerning a member, a non-member or show management. The member **MUST** sign the complaint form. Complaints will be reviewed by the entire Board of Directors and, if necessary, corrective action taken.

MHJA does not charge a fee for submitting a complaint,

## CLASS RECOGNITION

At approved shows, only the classes recognized by MHJA will count toward year-end awards.

## SHOW PREMIUMS

Show Premiums must designate MHJA approved classes and provide MHJA membership information.

## MHJA MEMBERSHIP APPLICATIONS

All MHJA shows must offer membership applications throughout the show (according to Section I). These applications should be located where the Show Secretary is accepting entries and assigning numbers.

## SHOW MANAGER PARTICIPATION

Show Managers may not compete for points in any MHJA rated Hunter divisions at the specific horse show they are managing. They may compete for points in MHJA rated Jumper divisions at the specific horse show they are managing.

## SCHOOLING

Shows may allow schooling over the show fences at announced times prior to the judged classes. This information must be provided in the show premium. Shows are encouraged to divide schooling time between a low fence group and a high fence group.

All shows must offer warm-up fences outside the show arena before and during all jumping classes.

The MHJA recommends having at least three schooling fences-one cross-rail, one oxer, and one vertical.

Placement of the schooling fences should allow them to be jumped individually.

Schooling fences should be flagged for safety. (Red on the right; white on the left.)

## OBSTACLES & JUMPS

Fifty percent or more of the obstacles must be at least the height listed on the show premium and none may be more than 2" over or under the stated height.

Jumping order must be posted in a conspicuous place at least one-half hour before the class. The jumping order must be legible to a mounted rider. If a



jumping order is used throughout the section, a systematic rotation of the starting list must be employed so that a complete cycle is made during the competition.

## SHOW RING ENTRY

After the gate person has called a rider to the ring, a rider has two (2) minutes to enter the ring before elimination. Management may permit a rider to compete out of order to minimize delays and in case of class conflicts.

## OVER FENCE ROUND LIMITATIONS

A horse may be entered in, and compete for ribbons in, a maximum of six (6) over fences *rounds*.

NOTE: Schooling and warm-up rounds will be included in the maximum number of classes per day.

## SECTION V: ATTIRE AND EQUIPMENT

The Association strives to provide a formal competition and show environment. Proper show attire and equipment is essential to achieving this objective.

### GENERAL REQUIREMENTS

All riders are required to wear: (1) ANSI-approved protective headgear with attached harness; and (2) riding boots (i.e. knee length English-style boots, jodhpur boots or paddock boots).

Hair should be neat and worn so the competitor's number is always visible.

English saddles are required.

No mounted exhibitor may wear or carry an electronic communication device (i.e., cell phone, pager, walkie talkie, etc.) while in the competition ring. The penalty for violating this rule if observed by the judge may be elimination from the class during which the device was worn or carried.

NOTE: An exception is made for a handicapped participant to use electronic devices subject to prior approval by show management.

### HUNTER ATTIRE & TACK

Clothing should be neat and conservative in color. Entrants are encouraged to show in proper riding attire: boots, breeches, and riding coat in addition to a hard hat with harness. Ladies usually wear a rat-catcher shirt with choker or stock tie. Gentlemen wear a collared shirt and tie or stock tie.

A judge may penalize for non-traditional attire.

Regulation snaffles, Pelhams and full bridles, all with cavesson nosebands are recommended. Flashes, dropped nosebands and figure eight (8) nosebands are prohibited.

NOTE: A judge may penalize for non-conventional types of bits or nosebands.

Martingales are not permitted in Equitation on the flat, Hunter Hack, or under saddle classes according to the USEF rules.

Use of boots and bandages on a horse are prohibited in all Hunter classes.

NOTE: Exceptions may be made at the discretion of the show

management when weather and footing conditions dictate. Horses should be clean and neat. Braiding is encouraged but optional. A shaped white saddle pad is recommended. Sidesaddles may be used. Appointments are not required, however, proper habit is.

## JUMPER ATTIRE & TACK

Riders are encouraged to wear regulation attire. However, long, short or sleeveless shirts are acceptable if the shirt has a collar. Boots and bandages are allowed.

## EQUITATION ATTIRE & TACK

Riders are encouraged to wear conservative colored riding coats, breeches or jodhpurs, boots and helmets.

NOTE: Entries in these classes are being judged on the rider's ability rather than personal attire.

Spurs, crops, or bats are optional. Regulation snaffles, Pelhams and full bridles, all with cavesson nosebands are recommended.

Flashes, dropped nosebands and figure eight (8) nosebands are prohibited.

NOTE: A judge at his or her discretion may choose to penalize a horse with non-conventional bits, or nosebands.

Martingales are permitted in classes over obstacles and in the jumping phase of classes requiring both jumping and flat work. They are prohibited on the flat in any class or phase.

Boots or conservative colored bandages on horses are permitted.

## SECTION VI: REQUIRED DIVISIONS AND CLASSES

### GENERAL REQUIREMENTS

#### Division & Class Offerings

The members will review the list of approved divisions annually at the awards banquet. Any division changes/revisions will be in effect for two years.

Each MHJA division must be offered at a minimum of two shows during the season for the division to qualify for a year-end award.

Shows have the option of choosing a minimum of 6 Divisions from the Hunter Divisions, Jumper Divisions, or Equitation Divisions for MHJA approval. (Please see Section VI:12: A for Hunter Derby divisions).

If Show Managers offer an MHJA-approved class on their premiums, they must run that class if there are any entrants for that class.

NOTE: The class may be cancelled because of a very small number of entrants, by agreement between the Show Management and all entrants in the class.

Show Management is allowed to split a division to Junior and Adult Riders should the number of entries warrant. Each class would provide points. Points would be consolidated for year end awards.

Shows may offer any other classes in addition to the MHJA approved classes.

#### Number of Participants & Class Sections

If there are more than fifteen entrants in Under Saddle classes, it is requested that the judge split the group into two working sections. One set of ribbons and points will be awarded.

#### Show Premiums

Show Managers must send a premium stating which classes and Divisions will be offered, date and time of the show and an entry form to each MHJA member. Officiating Judges must be identified in the Premium. This mailing must be postmarked at least 4 weeks before the show date.

Show Managers holding multiple shows during a show season must send out separate mailings for each show. It is not acceptable to send one mailing with multiple dates, unless this is found in compliance with Section 2.7. Mailing labels will be provided by the MHJA.

## Multi-Day Shows

Consecutive days of a show shall constitute only one show, regardless of how many sections or classes of a division are offered. Multiple championships may be awarded, but for year-end award purposes, this will count as only one show.

## HUNTER DIVISIONS

A Hunter division consists of at least two Hunter Over Fences classes at the same height and one Hunter Under Saddle class. For both Show Awards and Year-End Association Awards, champions will be determined by the following:

- The top four horses in all Over Fences classes combined will receive Under Saddle points.
- The horse with the most points is Champion.
- The horse with the second highest total of points is Reserve Champion.

NOTE: In case of a tie score, the champion and/or reserve champion is awarded to the horse with the higher point total over fences.

The classes are run over a course of at least eight fences. Possible obstacles include verticals, oxers and in-and-outs. The fences should resemble those found in the hunt field. Hunter fences are generally composed of rails, gates, pickets, coops, brush boxes, and roll tops. Hunter fences are generally natural wood, brown, white, or green in color. These courses should not have spooky fences or difficult turns. Hunter courses test the quality of the horse over the jump rather than the boldness or difficulty of the course.

The suggested striding on courses with jumps 2'9" to 3' is based on a 12' stride.

The suggested striding on courses with jumps 2'6" and under is SHORTEN the line by one foot to one and a half feet depending on if the line is coming or going from the in gate.

The suggested striding on courses with jumps 3'3" to 3'6" is LENGTHEN the line by one foot to one and a half feet depending on if the line is coming or going from the in gate.

Fifty percent or more of the obstacles must be at least the height listed on the show premium and of those, none may be more than 2" over or under the maximum stated height. A 3' class means the maximum height of any obstacle on the course is 3'2".

Hunter classes with fences at 2'3" or lower may NOT include the use of oxers, in-and-outs, or solid fences.

Elimination from a class will occur after a third (3<sup>rd</sup>) refusal or upon stopping for loss of a shoe or broken equipment.

### MHJA Approved Hunter Classes:

- i. **Hunter Warm-Up:** To be judged and awarded ribbons, but no points. This class does not have to be judged by a certified judge. A horse/rider combination may only ride one round during Warm-Up class. Low Warm-Up: 2'-2'3" High Warm-Up: Up to 2'9"
  
- ii. **18" Hunter Division:** This division will consist of Walk/Trot under saddle and classes of Walk/Trot over 18" fences with cantering optional. This division is restricted to horse/rider combinations that do not compete in classes with fence heights above 2'3" in any Hunter or Jumper divisions at that show.
  
- iii. **Short Stirrup Hunter Division:** This division is restricted to junior riders where the Horse/rider combination does not compete in classes over fences above 2'3" in the Hunter or Jumper divisions at that show. Trotting is not penalized in over-fences portion of the division. Under Saddle is to walk, trot, and canter.
  
- iv. **Long Stirrup Hunter Division:** This division is restricted to adult amateur riders where the horse/rider combination does not compete in classes over fences above 2'3" in the Hunter or Jumper divisions at that show. Trotting is not penalized in over-fences portion of the division. Under saddle is to walk, trot, and canter.
  
- v. **2'3 Open Hunter:** Horse/Rider combinations are restricted to jumping no higher than 2'6 at the same show.
  
- vi. **2'6" Open Working Hunter Division:** This division has no restrictions.
  
- vii. **2'9" Open Working Hunter:** This division has no restrictions.
  
- viii. **3'0 Open Working Hunter Division:** This division has no restrictions
  
- ix. **3'3 Open Working Hunter Division:** This Division has no restrictions
  
- i. **3'6" Open Working Hunter Division:** This Division has no restrictions.

## EQUITATION DIVISIONS

These divisions will consist of one class on the flat, one class over fences and one medal class. These classes will be judged on the rider's hands, seat and control of mount over fences and/or on the flat. They will be placed to eight (8) places. The points to be awarded in these classes are as follows:

- First - 10 points
- Second – 8 points
- Third – 6 points
- Fourth – 5 points
- Fifth – 4 points
- Sixth – 3 points
- Seventh – 2 points
- Eighth- 1 point

The fence heights for the Open Equitation will be 3'0".

The fence heights for the Junior/Amateur Equitation Silver Division will be 2'6".

The fence heights for the Junior/Amateur Bronze Division will be 2'3".

Junior/Amateur Bronze equitation classes are open to all horse and pony riders.

The Equitation Medal Class will be judged with the same specifications as the over fence class. After all horses have completed the course, the top four riders will be brought back to work on the flat and over fences with special tests given at the judge's discretion. Five dollars (\$5) of each rider's entry fee will go to the MHJA for the Medal Finals.

At the final show of the year, the top six riders earning points in Medal classes at one or more shows are eligible to ride in the Medal Finals.

An entry fee for the Medal Finals class (\$5) will be paid to the MHJA.

The rider must use the same horse during all phases of the Medal Finals Class.

All riders who have qualified for the Equitation Medal Finals Ride Off shall compete over two courses of 8 to 10 fences with at least two changes in direction.

The fences in the Open Equitation Medal Finals will be 3'0" in height and 2'9" to 3'3" in width.

The fences in the Junior/Adult Amateur Equitation Medal Finals will be 2'6" in height and 2'3" to 2'9" in width.

The order of go in Round One will be drawn and this round will count for 50% of the rider's score.

The order of go for Round Two will be the reverse of Round One and will count for 50%.

After the completion of Round Two, riders may be asked to perform additional tests at the discretion of the judge. The work-off score will be added to each rider's total. Awards and the ribbons will be awarded through 8th place.

Elimination from a class will occur after a third (3<sup>rd</sup>) refusal or upon stopping for loss of a shoe or broken equipment.

### MHJA Approved Equitation Classes

I. Open Hunt Seat Equitation Division

Hunt Seat Equitation on the Flat

Hunt Seat Equitation over Fences 3'0"

Hunt Seat Equitation Medal Class 3'0"

II. 2'6 Junior/Adult Amateur Silver Equitation

Open to horses and ponies ridden by juniors and adult amateurs only.

Division includes the following:

Hunt Seat Equitation on the Flat

Hunt Seat Equitation over fences, fence height 2'6".

Riders with USHJA affiliate membership or higher may earn points toward a national award. Nonmembers may enter but will not accrue national points.

Riders may not enter any other USHJA Equitation Medal Class at the same show.

III. 2'3" Junior/Adult Amateur Bronze Equitation

Open to horses and ponies ridden by juniors and adult amateurs only.

Division includes the following:

Hunt Seat Equitation on the flat

Hunt Seat Equitation over fences, fence height 2'3.

USHJA 2'3 Hunt Seat Equitation Bronze Medal class

Riders with USHJA affiliate membership or higher may earn points toward a national award. Nonmembers may enter but will not accrue national points.

Riders may not enter any other USHJA Equitation Medal Class at the same show.



#### IV. 2' Equitation

Open to horses and ponies ridden by juniors and adult amateurs only.

Division includes the following:

Hunt Seat Equitation on the flat

Hunt Seat Equitation over fences, fence height 2'.

#### HUNTER DERBY

Individual Height classes may be counted as divisions for meeting the six required divisions rule for an MHJA approved show.

A horse may go in different heights and will receive points in whichever derby class they had the highest placing in at that show. There will be a single year end award for the horse with the highest point total at the end of the year. In the event of a tie, the winner is based on who competed against the most competitors.

The 12 highest-scoring horse-and-rider combinations after the first round are eligible to return for the second round.

The pair with the highest two-round score is declared the class winner.

For more information, reference the USHJA website or contact a Board member or a horse show secretary.

#### JUMPER DIVISIONS

Jumper Divisions consist of two or more classes of the same title at the same height. Competitors will earn points in each approved class; however, a division champion will only be awarded at shows that offer more than one class per specified division.

These classes are run over a course of eight to ten fences. Obstacles may include verticals, oxers, and combinations. Jumper fences are generally composed of rails, gates, panels, walls and rolltops. Jumper courses generally have brightly colored fences and may use flowers, decorations, and painted rails and panels.

The suggested striding between jumps on courses with jump heights .85m-.90m is based on a 12-foot stride.

Courses .80m or lower, shall not contain one (1) stride combinations.

The suggested striding between jumps in courses with jump heights 1.00m and 1.10m is LENGTHEN the line by one foot to one and a half feet depending on if the line is coming or going from the in gate.

For classes over .85m in height, managers are encouraged to include longer and shorter distances.

All MHJA approved jumper classes .75m and under must be run as Table IV (optimum time) with a maximum of 12 jumps.

Fifty percent or more of the obstacles must be at least the height listed on the show premium and, of those, none may be more than 2" over or under the maximum stated height. A 3' class means the maximum height of any obstacle on the course is 3'2".

All jump-offs must have at least one change in direction.

#### MHJA Approved Jumper Classes

- i. 0.6m-0.65m Jumper Division
- ii. 0.70m Jumper Division
- iii. 0.80m Jumper Division
- iv. 0.85m Jumper Division -Level 0
- v. 0.90m Jumper Division -Level I
- vi. 1.00m Jumper Division -Level II
- vii. 1.05 Jumper Division
- viii. 1.10m Jumper Division -Level III
- ix. 1.20m Montana Hunter Jumper Association Grand Prix. This class will be run on Table II.2.a, b, or c.

## TIME ALLOWANCE

Classes should state the time allowed as determined by the course length.

Time allowed may be adjusted at the sole discretion of the judge if he or she feels it is inaccurate, after consultation with the course designer.

The time allowed may be adjusted only once during the early rounds of a given competition, and never later than after the 3 competitors to complete the course without a disobedience. The time allowed can never be lowered so that time faults will be awarded to any previous competitor that has completed the course without disobedience.

## TIMERS

Electric timers may be used in conjunction with the flag person to mark the start and finish of the jump-off time.

If a manual timer is used, management must provide 2 persons, other than the judge, who will jointly act as timers. Management must furnish each of them with a modern stopwatch with a time out feature reading at least in hundredths of a

second.

If an automatic timer is used, management must provide one person to time manually, other than the judge. Management must furnish the manual timer with a modern stopwatch with a time out feature reading at least in hundredths of a second.

## SCORING

Scoring can be done per the following tables:

**Table I: Time First Round.** The first round is decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed.

**Table II, Sec 2(a): Time First Jump-Off.** The first round and first jump-off are decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. In the event of equality of faults after the first round, there will be one jump-off for first place only in which time will decide in the event of equality of faults.

**Table II, Sec.2(b): Time First Jump-Off.** The first round and first jump-off are decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. If a competitor has gone clean in the first round, the competitor will, without leaving the ring upon an audible signal, commence the designated jump-off course.

**Table II, Sec. 2(c): Two Phase Competition.** The first phase, to consist of 8-10 jumping efforts, and the second phase (immediate jump-off) of 5-7 jumping efforts. Scores are decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. If a competitor has gone clean in the first round, he will, upon crossing the finish line, commence the designated jump-off course. Time starts as the horse crosses the finish line for the initial course. If there are no clean rounds and a tie exists for first place, there will be one jump-off, in which time will decide in the event of equality of faults.

**Table III: Faults Converted into Seconds.** Faults incurred when jumping an obstacle, for knocking down a boundary flag, for putting one or more feet in the water or on the marking lath are penalized by adding four seconds for each occurrence. A time limit of 120 seconds will be automatically applied (180 seconds for courses over 66m). Seconds added due to jumping faults do not count towards the 120 or 180 second time limit determination. The first disobedience is penalized automatically by the extra time taken. Second disobedience results in elimination.

**Table IV-Optimum Time.** Classes are scored on faults under Table II, however, all ties are broken on the basis of Optimum Time (defined as 4 seconds less than the Time Allowed for course). Optimum Time will be posted on the course plan. The horse with the time on course closest to this Optimum Time (over or under) will prevail in the tie

**Table IV, Sec. 1: Time First Round.** The first round is decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. In the case of equality of faults ties will be broken based on Optimum Time.

**Table IV, Sec 2(a): Time First Jump-Off.** The first round and first jump-off are decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. In the case of equality of faults, ties will be broken based on Optimum Time.

**Table IV, Sec.2(b): Time First Jump-Off.** The first round and first jump-off are decided by adding together the faults incurred over the

course and any penalties for exceeding the time allowed. If a competitor has gone clean in the first round, the competitor will, without leaving the ring upon an audible signal, commence the designated jump-off course. In the case of equality of faults in the jump-off, ties will be broken based on Optimum Time.

**Table IV, Sec. 2(c):** The first round and first jump-off are decided by adding together the faults incurred over the course and any penalties for exceeding the time allowed. If a competitor has gone clean in the first round, he/she will, upon crossing the finish line, commence the designated jump-off course. The time will start as the horse crosses the finish line for the initial course. In the case of equality of faults in the jump-off ties will be broken based on Optimum Time.

xv. The following fence dimensions are approximate equivalents in Metric and English units per USHJA:

Meters	to	Feet
0.70		2'3
0.75		2'5
0.80		2'7
0.85		2'9
0.90		2'11
0.95		3'1
1.00		3'3
1.05		3'5
1.10		3'7
1.15		3'9
1.20		3'11
1.25		4'1

## SECTION VII: DRUG TESTING

The MHJA Drug Program is modeled after the USEF program.

The MHJA will adhere to the USHJA Drug Standards.

*See also Section I: General Show Requirements.*

### SELECTION FOR TESTING

The horse owner must consent to testing. The Consent for Testing form (see Appendix A) shall be signed by both the horse owner and the attending veterinarian.

If a show manager, steward or judge has reasonable suspicion that a horse has been drugged, the horse may be selected for drug testing. The reasonable suspicion needs to be documented. The test cost would be paid by MHJA. Four Board members (or Board at Large) of the Board must approve the testing.

### APPEAL RIGHTS

Horse owners have the right to appeal the results of the test and any disciplinary actions taken.

Appeals shall be made to the MHJA Board of Directors. All appeals shall be in writing.

### FINAL DECISION AUTHORITY

Any decision made by the MHJA Board of Directors, following the submission of an appeal, shall be considered final.

## SECTION VIII: AMATEUR CERTIFICATION

### GUIDELINES

The MHJA has developed guidelines to ensure the members of the association are following the same rules as the United States Equestrian Federation (USEF).

### CERTIFICATION FORM

Every person who has reached his/her 18th birthday and competes in classes for amateur riders must possess a current amateur certification issued by the MHJA.

See Appendix B: MHJA Amateur Certification Form

### DEFINITION OF AMATEUR

An amateur is defined as anyone who is NOT engaged in the following activities:

- i. Accepts remuneration for riding, training, schooling, or conducting clinics or Seminars.
- ii. Accepts remuneration for giving instructions in any form of equitation (whether Western or English) or horse training.
- iii. Gives instruction, rides, trains, or schools on horses owned by his/her employer or a family member of his/her employer.
- iv. Accepts remuneration for the use of his/her name, photograph, or other personal form of association as a horseman in connection with any advertisement or article to be sold.
- v. Accepts prize money in equitation or showmanship class.
- vi. Rides or shows a horse, for which he/she or a member of the family receives remuneration for boarding, training, riding, or showing.
- vii. Gives instruction to any person, rides or shows any horse in an activity for which another person in his/her family will receive remuneration.

## CHANGE IN STATUS

Upon certification, an amateur continues to be such until he/she has notified the MJHA Board of Directors, in writing, of a change in status.

A professional continues to be such until he/she has received amateur status by a vote of the MHJA Board of Directors and then must wait one calendar year until he/she may show as an amateur.

*See also Section 1: AMATEUR/PROFESSIONAL STATUS*

## AMATEUR STATUS PROTESTS

Any MHJA may protest the status of another member. Protests shall be in writing and directed to the MHJA Board of Directors.

Protests shall be accompanied by information/evidence justifying the protest and shall be signed by the protesting member.

## PENALTY FOR RULE VIOLATION

If an MHJA member protests another member's amateur status, and it is determined by the MHJA Board of Directors that the individual under protest has signed this certification but does not qualify as an amateur according to the above rules, the violating member will be subject to a fifty dollar (\$50) fine and points accumulated as an amateur will be forfeited for that show year.

NOTE: If any MHJA member has questions about whether a specific activity would negate their amateur status, it is the member's obligation to contact a member of the MHJA Board to discuss the issue.



## SECTION IX: YEAR-END POINTS

### GENERAL INFORMATION

The following rules for Rider Points and Horse Points mirror the rules established by the USEF:

- A. Equitation points may only be earned by MHJA members in good standing.
- B. Points will not begin to be credited until the owner is a current member and the horse is officially nominated.
- C. A member may ride a non-nominated horse. No points will be accrued except for Equitation points.
- D. A non-member must pay a non-member fee to show. This applies to non-members riding nominated and non-nominated horses.

Members are required to register for all shows with the name listed on their MHJA card. This rule applies to both the horse's name and the rider's name. For rules on name changes, see Section I.

Show managers must submit all results and monies before points will be posted. Points are required to be submitted within 14 days of the show conclusion.

The Point Keeper will maintain the point records of the Association and will compute the results of the show year. The Point Keeper will keep the point book current. Current standings will be available to the members at certain times during the show season.

To be eligible for year end awards, a rider must compete at 2 MHJA recognized shows.

NOTE: They do not have to ride in the same division or on the same horse. Point Keeper will maintain a record of member attendance.

Points will be finalized and lock on November 1<sup>st</sup>. It is the responsibility of the member to check points and notify the Point Keeper of any discrepancies prior to finalization.

The Point Keeper will notify all annual award winners prior to the date of the awards banquet. The results will be announced at the awards banquet.

Any MHJA member may inspect the point book after the awards banquet at a convenient time for the point keeper.

Each MHJA division must be offered at a minimum of two (2) MHJA recognized shows during the season for the division to qualify for a year end award.

Consecutive days of a show shall constitute only one show, regardless of how many sections or classes of a division are offered. Multiple championships may be awarded, but for year-end award purposes, this will count as only one show.

Year-End Under Saddle points in Hunter and Equitation divisions will count only for the four (4) top scoring horses in over fences for each division. To be eligible for Year End awards in a Hunter division, the horse must compete and complete in at least 25% of the undersaddle classes for their division at the shows they attended.

## COMPUTATION OF POINTS

The computation of points mirrors the USHJA point system as follow:

- 1st place = 10 points
- 2nd place = 6 points
- 3rd place = 4 points
- 4th place = 2 points
- 5th place = 1 point
- 6th place = .5 points

In addition to these points, each placing will receive 1 point per entry in the class, including those entries that are disqualified.

## TIES

All ties will be resolved in favor of the greater number of first place awards. In the event of equal first place awards in the same division or class, ties will be resolved in favor of the greater number of classes ridden for the division or class in question. If the class has only one competitor and that competitor is tied for a year-end award, that class would not count as first place.

## HORSES WITH MULTIPLE RIDERS

To prevent one horse, ridden by multiple riders in the same class, from collecting multiple entry points from that class, only those points earned from the first rider will be used for year-end points. This is the same basic rule used for the Hunter Derby with multiple entries.

## EQUITATION DIVISION POINTS

For information on Equitation Points, see Equitation Division specifications.

## PERPETUAL TROPHIES

Winners of perpetual trophies are responsible to return the trophy to a board member by the end of September. If the trophy is damaged or lost, the recipient is responsible for replacing the trophy.

## SECTION X: SHOW MANAGER INFORMATION

Show Managers will receive a comprehensive packet, which should be read thoroughly.

Show Managers are responsible for knowing any and all rule changes for the current year.

Please see Sections II and IV for additional information on Show Manager responsibilities.

## SECTION XI: ANNUAL MEETING/AWARDS DINNER

### ANNUAL MEETING DATE

Each year the Board will schedule an annual meeting/awards dinner for that year. Notification of this event will be provided to each member.

### ANNUAL MEETING PURPOSE

The Annual Meeting shall be held to discuss and vote on issues pertinent to the operation and direction of the MHJA. (This may include but is not limited to rule changes, director elections, committee reports, fees, horse show standards, penalty assessment, etc.)

### VOTING

Individual members have one (1) vote; family memberships have one (1) vote.

Voting may be accomplished by mailing a ballot to all members in good standing prior, during, or after the annual meeting. Members will have two weeks to return their ballot.

### ANNUAL AWARDS

Annual awards will be presented to four places in MHJA approved divisions, if the division has been offered at two or more shows that meet the requirements set by MHJA.

### SPECIAL AWARDS

Special awards as may be defined and directed by the MHJA Board. Current Special Awards are as follows:

- Mighty Shady Trophy (Perpetual Trophy): Champion, 0.85m Jumpers
- Casey Russell Memorial: Champion, 3' Open Working Hunter Division
- Southern Sapphire Trophy (Perpetual Trophy): High Point 3'3" Championship, Open Working Hunter Division
- Betsy Cohen Memorial: Champion, 2'6 Open Equitation
- John Xanthapoulos Trophy (Perpetual Trophy): Champion, 3' Open Equitation
- Donaldson Award (Perpetual Trophy): High Point Adult Amateur, First Time Showing.
- High Point Jockey Club registered TB Award

## SECTION XII: UPDATING OF RULES

### GENERAL INFORMATION

This Rulebook may be updated by the Membership during the Annual Meeting. The members present may vote on changes at the Annual Meeting.

### SUGGESTING RULE CHANGES

All suggested changes must be presented in writing to a member of the Board.

### RULE DURATION

Rule changes may be made on an annual basis if necessary; however, any individual rule change must remain in place for a minimum duration of two (2) years.

# APPENDIX A: Consent for Testing Form

Montana Hunter Jumper Association

## Consent for Testing Form

As part of the ongoing efforts to improve the Montana Hunter/Jumper Association and align itself with the USHJA's rules and regulations, the membership of MHJA voted to initiate a random policy of drug testing at the MHJA approved shows. Monies are collected at each show with the goal of financing the random testing of horses.

Your horse has been selected to be tested for any forbidden substances or drug levels higher than the maximum allowed by USEF standards. A listing of foreign substances and maximum levels of allowed substances is available from the USEF.

The attending veterinarian will determine the collection process/a urine sample or a blood sample.

If your horse tests positive, the following will occur:

1. Any appeals of the test and subsequent decisions shall be made through the MHJA Board of Directors.
2. The Board of Directors will have the right to either accept the appeal or reject the appeal based upon the laboratory report of the test.
3. The horse that has been positively tested will not receive any points for class placement at the show where the drug testing occurred.
4. Repeated violations will be subject to a monetary fine.

You have the right to decline consent to the random test. The consequence of denying the test will be the same as above.

**Owner Name:**

**Phone #:**

**Owner Address:**

**Horse Name:**

**Trainer:**

By signing below the horse owner consents to the random drug testing as administered by the attending veterinarian and the MHJA Board of Directors:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attending Veterinarian

\_\_\_\_\_  
Date

## APPENDIX B: Amateur Status Certification Form

Montana Hunter Jumper Association  
Amateur Status Certification Form

The undersigned certifies that he/she has read and understands the MHJA Amateur Certification Rule and is eligible for amateur status under the conditions defined in the Rule.

Further, the undersigned certifies that he/she has NOT engaged in any activity cited in the Amateur Certification Rule that would make him/her a professional.

Finally, the undersigned certifies that he/she shall be subject to a fine (\$50) and forfeiture of all points accumulated during the show year, if it is found that the member has violated the Amateur Certification Rule.

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Member Signature

---

Date

## **MHJA BOARD OF DIRECTORS JOB DESCRIPTIONS AND GUIDELINES (updated January 2013)**

### **President:**

Convene and chair board meetings (generally 4 per year)

Keep track of issues due for discussion by board. Write agenda; circulate in advance to

board members. It's useful to review minutes of previous board meeting to assure that issues are not dropped. Keep track of new issues that surface during the year and assure that they are added to the agenda for discussion.

Remain in touch regularly with board members between meetings to help resolve questions or problems that arise, particularly during show season.

Be sure that board members are aware of deadlines and that the deadlines are met,

e.g. for sending out show managers' packets, ballots for board elections, and other board responsibilities.

Work closely with Horse Show Liaison to assure time lines and prize lists are proceeding within MHJA rules.

Be familiar with MHJA rules and help resolve questions involving them.

Chair annual meeting, where votes on rule changes take place.

Keep reminding board to proactively seek future candidates for the board.

### **Vice President:**

Assist President as needed.

Act as President in the case of his or her absence.

### **Treasurer:**

Keep track of financial data. Receive and deposit money for:

- Memberships
- Horse Nominations
- Show approval fees
- Merchandise sales
- Division sponsorships and other donations

Make prompt deposits. Do not let checks accumulate to make a larger deposit.

Receive reconciliation forms from shows and deposit money for non-member fees, drug fees, and equitation medal fees.

Pay all bills submitted and approved.

Keep all expense receipts in a file with the number of the check, who it was written to and the date it was paid.



Keep files also for financials (CD), drug tested horses, and show remittance forms (write check number and date paid on forms).  
Pay a \$75 refund to shows that get their points back and fees paid within two weeks of their show dates.  
Pay the Secretary of State the fee for non-profit status by April 15. (on line)  
Pay USHJA and USEF memberships after January 1.  
Reconcile the checkbook every month and print out a detailed report.  
Back up the MHJA quick books file on a CD  
Pay for lunch at Board of Director Meetings.  
Keep the check book up to date and make reports such as profit and loss and balance sheet to the board at regular meetings.  
Inform the Board of Directors when the CD is due for renewal and roll it over if all agree to do so.

### **Secretary:**

Attend all board meetings.  
Read minutes from previous meetings and keep a hard copy record of them.  
Record minutes from the meetings and send to all board members after each meeting.

### **Horse Show Liaison:**

Maintain contact with MHJA-approved show managers as well as potential show managers.  
Keep President updated on approval process for each show.  
Receive and approve requests for horse shows

- receive approval fees and forms
- approve show dates
- note officials contracted. Judges may officiate at no more than two MHJA approved per year in hunter and equitation. These shows may not be under same manager.
- assure all required info is submitted by show manager (rulebook Sect. II, 2b).
- Send managers packets. Follow up to make sure they are aware of new rule changes, answer questions.
- Approve show prize lists, assuring the show offers a minimum of 6 MHJA approved divisions. Make sure these divisions meet all MHJA restrictions and requirements.
- Assure MHJA equitation divisions/classes are not offered within 14 days of Equitation Finals.

Send Mailing Labels to approved show managers.  
Assure prize lists are sent out to members at least 30 days prior to show dates.  
Assure prize lists have no unauthorized changes in regard to requirements.  
Notify board members of approved show dates asap.

**Rule Book Manager:**

Maintain the MHJA files that contain the Rule Book, Show Managers Packet, Judges Packet, and various forms used by MHJA members.

Make changes to the rules as voted by the membership at the year-end meeting.

Changes, Additions and Clarifications need to be made by February of the ensuing year.

Make back-up disk for yourself and President.

Update board member list and contact info each year.

Maintain an official record, by year, of the Rule Changes.

**Website Manager:**

Liaison to the website ([www.montanahunterjumper.org](http://www.montanahunterjumper.org)) and Addison McColl who does website maintenance. (Note: all additions, deletions, and changes to the website are done by Addison; the Website Manager sends all the changes to her).

Use the website as a key source of information for members- posting links from the homepage to important news on the site.

Check the site regularly to ensure that all information is up to date and changes are made in a timely manner.

Add shows to the calendar on the homepage and calendar page.

Add classified ads as sent by members. Be sure Addison dates each ad when it's posted. (Non-members also may post ads.) We don't charge but encourage donations.

Remove classifieds after six months. If they want to repost same ad, they can.

At beginning of each year refresh the homepage by changing or adding photo slide show. Add banquet photos to the photo page. Post year-end awards asap after the banquet.

Update board member contact and job information.

Update addresses on forms (rule change form, show remittance form, membership, complaint, etc) as needed.

Face book Manager:

Check frequently for inappropriate posts. Delete as needed.

Delete any spam.

Post current news related to MHJA and other horse activities members have interest in.

## **Awards and Events Manager:**

### **Ribbons:**

Order year-end championship ribbons to places determined in rule book.

Keep ongoing inventory of ribbons.

Hodges Badge Company

PO Box 1290 Portsmouth, RI 02871

### **Awards:**

In consultation with the board: plan, budget, select, order, organize, and bring to the Banquet the awards for the year-end championships. Review number of divisions that meet requirements for year end awards and order accordingly.

Have board determine budget early in the year.

Year-End Banquet and Meeting:

Decide on date early in the year. It's usually scheduled in late October or early November.

Get possible location information (meeting room, banquet room, food prices, room prices) and present to board for voting.

Consult with board regarding activities, entertainment, menu choices, etc.

Reserve block of rooms for members at a special rate.

Receive member RSVPs and money.

Inform location of final meal count.

At banquet make sure members have paid, collect money due. Pay hotel. Send checks

to Treasurer.

### **Drug Testing Officer**

Initiate board vote to decide which shows will be selected for candidates to be tested for this year. This is usually done at the March meeting or just before show season begins.

Antech is the company usually used that analyses the blood and faxes you the results.

Vary the shows selected each year, if possible.

Select, call and schedule a veterinarian in the area that can perform the procedure and send sample in for testing. There will be mailing boxes and tubes provided by the laboratory. Show managers can often suggest vets in the area.

Selection Process: this is what has been done in the past but is subject to change as needed.

- At the show selected by the board, put all the classes in a hat and draw one class. At the gate of that class ask someone nearby to pick a number between one and the number of horses in that class. The horse that goes in the order of the number chosen will be the horse to be tested. Example: there are 7 horses in the class. The

person choosing a number will choose between 1 and 7. If 5 is chosen, the fifth horse will be tested.

- Notify the rider and ask them to report to your determined location after completion of the class or their ride.
- Schedule the veterinarian to be available to perform the procedure as close to that time as possible. Some riders want to wait until their horse is done competing for the day. That can often be accommodated.

Receive results and report them to the board. Riders often request a copy of the results.

### **Newsletter Editor**

Prepare and distribute the MHJA newsletter to members and for website display.

- forward all newsletters to Addison McColl.
- Newsletters are usually sent in January or February, April, July and September of each year.
- first newsletter notes that year-end results are available online; includes the results of board elections; and includes new rule changes.
- second newsletter includes show schedule; any additional news.
- third newsletter includes any additional shows or clinics added to the schedule; includes nomination forms for board; includes finalized banquet info, if available.
- last newsletter includes banquet info (location, date, time, price, RSVP info, no-host tack sale, ballots for Board election, room reservation info, menu, etc.) Also, a note should be made that rule change forms are available on line.
- It was decided that newsletters would go electronic after first mailing of 2013. If a member wants a hard copy it is their responsibility to notify the Newsletter Editor.

### **USHJA representative**

Should attend USHJA meetings and Zone 9 meetings. Should try to attend the USHJA annual meeting held in December.

- someone who shows at rated and Zone 9 shows would be best suited for this position.
- some rated shows have Zone 9 meetings during the season.

Report to the board on any upcoming changes in rules or classes.

Keep board and membership informed about all Affiliate/Outreach Programs.

Work with the Horse Show Liaison to help show managers understand and implement qualifying classes.

Send in the point sheets for USHJA members in Affiliate/Outreach programs.

- These points come from Outreach Hunter and Outreach Medal classes only.

### **Points Keeper**

Keep points from MHJA shows on the MHJA computer with the OrgPro program.

- points must be put into program as they are received.
- the companion program, ShowPro may be used by show management, in which case, points can be uploaded directly to OrgPro. Otherwise, the points will have to be entered manually.
- provide year-end data for awards.

### **Membership Secretary**

Receive and record all memberships.

- send money to Treasurer
- send out membership cards
- enter data to membership program
- send regular updates to Points Keeper.

Generate mailing labels with member addresses.

- send to Horse Show Liaison
- send to Newsletter Editor for first newsletter of year

When newsletter goes electronic, provide Newsletter Editor with updated email addresses of members.