

# **MONTANA HUNTER JUMPER ASSOCIATION**

## **RULE BOOK 2010**

The Montana Hunter Jumper Association has published this rulebook to assist all members in their participation in hunter/jumper shows, events, and activities.

Recommendations for changes or additions may be forwarded to any current Board Member.

The MONTANA HUNTER JUMPER ASSOCIATION is a non-profit association of horse enthusiasts. Our purpose is to promote hunters and jumpers 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
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 at all levels and abilities. The association will promote the inclusion of a large diversity of hunter and jumper classes at shows by offering assistance to shows and providing quality year-end awards.

The MHJA will promote hunter/jumper class standards at shows throughout Montana and the Northwest with a year-end awards system.

Members and horses registered with the MHJA are eligible for year-end awards. All members will receive a newsletter with information on the association and a schedule of upcoming shows, events, and other jumping related activities.

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**SECTION I: INDIVIDUAL AND HORSE REGISTRATION**

1. 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. New members will receive a complete rulebook. Previous members will receive the current year rulebook Updates.
2. The MHJA membership year commences on January 1st of each year. Dues become payable on that date and memberships expire the following December 31st. All members must pay the entire annual dues no matter when they submit their application. **A late fee will be assessed for dues submitted after April 30.**

Individual Membership	
Amateur, Professionals and/or Juniors; includes one horse	\$30.00
Family Membership	
Parents and children 18 and under; up to three horses	\$45.00
Additional Horse Registration (per horse)	\$ 5.00
Change of Horse Ownership	\$ 5.00
Late fee (for dues submitted after April 30)	\$ 5.00

3. The family membership includes 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 only has one vote.
4. Riders wishing to receive points at an MHJA-sponsored show must submit an application for MHJA membership, preferably before April 30 to avoid paying the late fee. Riders who have not joined MHJA at the time of a show in which they wish to participate must pay a non-member 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, not the show manager's, to submit his or her application and applicable payment to MHJA. The non-member fee will not be credited toward membership dues.
5. No horse or rider will be credited points until the membership form is completely filled out, signed by the member or guardian, and all dues have been paid. It is the responsibility of the owner or leaseholder to make sure MHJA membership requirements have been satisfied.
6. Membership forms must list the horse's show name not the horse's barn name. To change a horse's name, the Membership Secretary must be notified in writing. A five dollar (\$5) re-registration fee must accompany the written request.
7. To change the ownership or leaseholder 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.

8. 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 competition year.
9. 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.
10. 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.
11. With the exception of equitation classes, points will be accrued by horses, not the riders.
12. Extra rulebooks are available for \$5.00 from the Board.
13. All registration fees are non-refundable.

## **SECTION II: HORSE SHOW APPROVAL PROCESS**

1. The MHJA Board of Directors will decide the awarding of show recognition and dates.
2. All show managers must submit their potential dates to the Board of Directors by January 15<sup>th</sup> of the show year. The Board will review all requests and set the schedule for approved shows by February 1<sup>st</sup>. Late applications will be considered 1) if the date is open, 2) if the show manager successfully fulfills the MHJA approval process.
  1. The MHJA Show Approval Request Form may be obtained from the Director of Horse Shows or printed off the web page [www.montanahunterjumper.org](http://www.montanahunterjumper.org). When completed, the applications should be forwarded to the Director of Horse Shows. A request will not be considered complete until the Board has received all of the following information: 1) the name, address, and phone number(s) and e-mail address(es) of the show manager(s); 2) the name of the show; 3) the location of the show; 4) the proposed show date(s); 5) the judge for the show; 6) a copy of the proposed show premium; 7) a check for \$150 and (8) a completed insurance form which includes MHJA and MHJA board members in its coverage.
3. It is required that the show manager (whether an individual or part of an organization) be a current member of the association and familiar with the rules and regulations of MHJA.
4. Shows must offer a minimum of any six (6) Divisions to be eligible for approval. See section VI for list of MHJA divisions.

5. Shows must set a standard in accordance with MHJA and USEF in managing their show with safety, good sportsmanship and complete fairness to all exhibitors. The location for the show must provide the competitors with suitable footing, stabling and parking.
6. The show management should try to select a judge who is unbiased. A judge may officiate at no more than two (2) approved shows per year and the shows must not be under the same management. It is not recommended to have a judge teach a clinic prior to fulfilling his/her judging duties.
7. The MHJA official show season will be from March 15 through October 15. Only approved shows held within this period will provide riders with points toward year-end awards.
8. The cost for show approval is one hundred fifty dollars (\$150) to be paid by the show when the approval form is submitted. If the results are remitted to the Board on the MHJA supplied forms within 14 days of the show, the show management is entitled to a seventy-five dollar (\$75) refund. All show refunds will be sent after the conclusion of the show season.
9. MHJA will request 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. This money is 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.
10. MHJA show approval is rescindable. At the Board's discretion, a show may lose its approved status IF the show is part of a summer series and the MHJA rules have not been followed at an earlier show in the series.

### **SECTION III: HORSE SHOW FEES**

1. Horse show entry fees are not controlled by MHJA.
2. If a person sends a non-negotiable check to the MHJA that person and his/her horse will not receive points until proper settlement is made and the MHJA is refunded for any fees or service charges. This same ruling applies to non-negotiable checks written to MHJA at approved shows.
3. There will be a \$15.00 service charge for each returned (non-negotiable) check submitted to MHJA.
4. Show management is not expected to make any refunds or transfer fees.

### **SECTION IV: CONDUCT OF SHOWS**

1. Any person showing at an MHJA approved show is responsible for knowing and abiding by MHJA rules and regulations.
2. At approved shows, only the classes recognized by MHJA will count toward year-end awards.

3. 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.
4. 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.
5. All shows must offer warm-up fences outside the show arena before and during all jumping classes. The MHJA recommends having at least two schooling fences- one cross-rail and one oxer. 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.)
6. USEF Rules will be used as a guideline. In case of conflict between USEF and MHJA Rules, MHJA Rules will prevail.
7. Show Premiums must designate MHJA approved classes and provide MHJA membership information.
8. 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.
9. All MHJA show must have MHJA protest forms available throughout the show. These forms should be located where the Show Secretary is accepting entries and assigning numbers. Any member is allowed to fill out a protest form concerning a member, a non-member or show management. While the MHJA does not charge a fee for submitting a protest, the member **MUST** sign the protest form. Protests will be reviewed by the entire Board of Directors and, if necessary, corrective action taken.
10. MHJA reserves the right to do 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.
11. Cruelty or abuse to a horse by any person at any MHJA show is forbidden. The show management, the Judge, or any Board Member of the MHJA may bar the violator from further participation at the show, and/or cancel that person's membership in the MHJA. The Association considers it cruel to exhaust a horse as demonstrated by a horse exhibiting sourness, tail switching, profuse sweating, refusing to jump, and other signs of exhaustion. The Association shall consider the weather conditions and the horse's physical fitness in its decision. Action and penalties to be determined by the MHJA Board of Directors.
12. 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.
13. MHJA requires shows to mandate that **all** riders wear approved 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.
14. 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.

15. 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.

## **SECTION V: ATTIRE AND EQUIPMENT**

1. 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).
2. Hair should be neat and worn so the competitor's number shows at all times.
3. English saddles are required.
4. 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. (Exception: a handicapped participant may use electronic devices subject to prior approval by show management.)
5. HUNTER ATTIRE:
  - a. Clothing should be neat and conservative in color. When possible, 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.
  - b. Regulation snaffles, pelhams and full bridles, all with cavesson nosebands are recommended. Flashes, dropped nosebands and figure eight (8) nosebands are prohibited.
  - c. A judge may penalize for non-conventional types of bits or nosebands.
  - d. Martingales are not permitted in Equitation on the flat, Hunter Hack, or under saddle classes according to the USEF rules.
  - e. Use of boots and bandages on a horse are prohibited in all Hunter classes. Exceptions may be made at the discretion of the show management when weather and footing conditions dictate.
  - f. Horses should be clean and neat. Braiding is encouraged but optional.
6. JUMPER ATTIRE:
  - a. Riders are encouraged to wear regulation attire. However, long, short or sleeveless shirts are acceptable if the shirt has a collar.
  - b. Boots and bandages are allowed.
7. EQUITATION ATTIRE:

Entries in these classes are being judged on the rider's ability rather than personal attire. Riders are encouraged to wear conservative colored riding coats, breeches or jodhpurs, boots and helmets.

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.

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**

1. 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.
2. Each MHJA division must be offered at a minimum of two shows during the season in order for the division to qualify for a year-end award.
3. Shows have the option of choosing a minimum of 6 Divisions from the Hunter Divisions, Jumper Divisions, or Equitation Divisions for MHJA approval.
4. If show managers offer an MHJA-approved class on their premiums, they must run that class if there are any entrants for that class, unless management and all entrants agree the class may be cancelled because of a very small number of entrants.
5. 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.
6. Shows may offer any other classes in addition to the MHJA approved classes.
7. Show Managers must send out to each MHJA member a premium stating which classes and Divisions will be offered, date and time of the show and an entry form. **Officiating Judges must be identified in the Premium.** This mailing must be postmarked at least 4 weeks before the show date.
8. 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. Mailing labels will be provided by the MHJA.
9. 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. The Champion and Reserve Champion horses are determined from the four horses that have accumulated the most points in the Over Fence Classes. These four Horses 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. 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 traditionally set on a twelve-foot stride (for horses). 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.

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". In all classes 3'0 and above horses must be jogged for soundness.

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

**Green Hunter Division (Pony and Horse)** – This division is restricted to ponies (14.2 hands and under) and horses in their first or second year of showing. The maximum height is 2'3". Ponies and horses will be judged together as one class. Ponies and horses showing in the Green Hunter Division may compete in levels higher than 2'3" during one season and still be eligible for points in the Green Hunter Division for that year. Ponies and horses that have not shown above 2'3" in their first year of showing are still eligible to compete in the Green Hunter Division in their second year of showing.

**18" Hunter** – This division will consist of Walk/Trot Under Saddle and two 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.

**2'0' 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 divisions at that show.

**2'0' 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 divisions at that show.

**2'3" Pony Hunter Division** - This division is restricted to ponies (14.2 hands and under) and is open to all pony riders, subject to suitability, pony to rider, as determined by the judge's discretion. Exhibitors in the Pony Divisions must submit a pony card when entering their ponies. (USEF, Canadian or MHJA cards will be accepted)

**2'3" Hunter Division**

**2'6" Hunter Division**

**2'6" Children's Hunter Division** -This division is restricted to horses and ponies ridden by juniors.

## **2'9" Hunter Division**

**2'9" Adult Amateur Hunter Division** - This division is restricted to horses and ponies ridden by persons classified as amateur riders under MHJA or USEF rules. Riders cannot accrue points in this division until the Association has a signed Amateur Status form. This form is located on the back of the Membership application.

**3'0" Hunter Division** - This Division requires the Judge to request the riders jog their horses for soundness upon completion of the class.

**3'3" Hunter Division** - This Division requires the Judge to request the riders jog their horses for soundness upon completion of the class.

**3'6" Regular Working Hunter Division** - This Division requires the Judge to request the riders to jog their horses for soundness upon completion of the class.

## **EQUITATION DIVISIONS**

These classes will be judged on the rider's hands, seat and control of mount over fences and/or on the flat. The points to be awarded in these classes are as follows: 1<sup>st</sup> – 10, 2<sup>nd</sup> – 8, 3<sup>rd</sup> – 6, 4<sup>th</sup> – 5, 5<sup>th</sup> – 4, 6<sup>th</sup> – 3, 7<sup>th</sup> – 2, 8<sup>th</sup> – 1. These divisions will consist of one class on the flat, one class over fences and one medal class. They will be placed to eight (8) places. The fence heights for the Open Equitation will be 3'0". The fence heights for the Junior/Amateur Equitation Division will be 2'6". The fence heights for the Pony Division will be 2'3". Pony equitation classes are open to all 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. Five dollars (\$5) of the entry fee for the Medal Finals class will go 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 fences in the Pony Medal Finals Class will be 2'3" in height and 2'0" to 2'3" 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 ribbons will be awarded through 8<sup>th</sup> place.

#### **Open Hunt Seat Equitation Division**

16. Hunt Seat Equitation on the Flat
2. Hunt Seat Equitation over Fences 3'0"
3. Hunt Seat Equitation **Medal** Class 3'0"

#### **Junior/Amateur Hunt Seat Equitation Division**

1. Junior/AA Hunt Seat Equitation on the Flat
2. Junior/AA Hunt Seat Equitation over Fences 2'6"
3. Junior/AA Hunt Seat Equitation **Medal** Class 2'6"

#### **Pony Equitation**

1. Pony Hunt Seat Equitation on the Flat
2. Pony Hunt Seat Equitation over Fences 2'3"
3. Pony Hunt Seat Equitation **Medal** Class 2'3"

### **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. Courses are traditionally set on a 12' striding between fences. All MHJA approved jumper classes 2'6" and under must be run as optimum time classes. Optimum time is determined as 4 seconds less than the time allowed; once the class has begun, the optimum time may not be changed. This rule also applies to Pony Jumpers. Show managers are highly encouraged to apply this rule to lower non-MHJA classes as well. For classes over 2'9" in height, managers are encouraged to include longer and shorter distances.

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".

Time allowed may be adjusted at the sole discretion of the judge if he or she feels it is inaccurate, but only after consultation with the course designer. However, the time allowed may be adjusted only once during the early rounds of a given competition, and never later than after the 3<sup>rd</sup> competitor 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.

1. Scoring can be Table I (touch Classes), Table II (Knockdown Classes) , Table III (Faults Converted to Seconds) or Table V (optimum time).
2. Classes should state the time allowed as determined by the course length.

3. Electric timers may be used in conjunction with the flag person to mark the start and finish of the jump-off time.
4. All shows are required to time the first round of jumper classes to break ties in equal number of faults for horses not involved in a jump-off.
5. Ties for first place should be broken with a timed jump-off over a shortened course.

**2'3" – 2'6" Pony Jumper Division** - This division is restricted to ponies (14.2 hands and under) and is limited to junior riders. Exhibitors in the Pony Divisions must submit a pony card when entering their ponies. (USEF, Canadian or MHJA cards will be accepted)

**2'3" Jumper Division**

**2'6" Jumper Division**

**2'6" Children's Jumper Division** – This division is restricted to horses and ponies ridden by juniors.

**2'9" Jumper Division - Level 0**

**3'0" Adult Amateur Jumper Division** - This division is restricted to horses and ponies ridden by persons classified as amateur riders under MHJA or USEF rules. Riders will not accrue points in this division until the Association has a signed Amateur Status form. This form is located on the back of the Membership application.

**3'0" Jumper Division - Level I**

**3'3" Jumper Division - Level II**

**3'6" Jumper Division - Level III**

**3'9" Jumper Division - Level IV**

**4'0" Montana Hunter Jumper Association Grand Prix**

This class will consist of two rounds. A third round jump-off will be used to break ties for first place.

(rules continue on next page)

**SECTION VII: DRUG TESTING**

The MHJA Drug Program is modeled after the USEF program. See also Section I: Conduct of Shows.

The following disclosure is presented to each rider whose horse is selected for testing:

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As part of the ongoing efforts to improve the Montana Hunter/Jumper Association and align itself with the American Horse Show Association’s rules and regulations, the membership of MHJA voted to initiate random a 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 vet will determine the collection process/a urine sample or a blood sample.

If your horse tests positive, the following procedures will occur:

1. Appeal the test and decisions through the 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.

The horse owner must fill out the information below prior to testing:

Name: \_\_\_\_\_ - Phone #: \_\_\_\_\_  
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:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attending Veterinarian

## SECTION VIII:

## AMATEUR CERTIFICATION

### Montana Hunter Jumper Association - Amateur Certification

The MHJA has developed guidelines to ensure the members of the association are following the same rules as the United States Equestrian Federation (USEF). Every person who has reached his/her 18<sup>th</sup> birthday and competes in classes for amateur riders must possess a current amateur certification issued by the MHJA. Upon certification, an amateur continues to be such until he/she has notified the MJHA Board of Directors in writing of a change from amateur to professional 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 I:10)

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

1. Accepts remuneration for riding, training, schooling, or conducting clinics or seminars.
2. Accepts remuneration for giving instructions in any form of equitation (whether Western or English) or horse training.
3. Gives instruction, rides, trains, or schools horses, other than those horses actually owned or leased by him/her, when his/her employer or a family member of his/her employer owns, boards or trains said horse.
4. 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.
5. Accepts prize money in equitation or showmanship class.
6. Rides or shows a horse, for which he/she or a member of the family receives remuneration for boarding, training, riding, or showing.
7. Gives instruction to any person, or rides or shows any horse for which activity another person in his/her family will receive remuneration.

*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.*

The undersigned certifies that he/she has read and understands the above amateur rule and is eligible for amateur status under the above conditions. The undersigned confirms that he/she has NOT engaged in any activity cited in the amateur rules that would make him/her a professional.

If and 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IX: YEAR-END POINTS**

1. 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.
  
2. 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, please see Section I.
  
3. 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. Final results will be announced at the awards banquet.
  
4. Computation of points:
  - a. The computation of points for each class (except equitation) will be as follows:

1 <sup>st</sup> place - 7 points	4 <sup>th</sup> place - 3 points
2 <sup>nd</sup> place - 5 points	5 <sup>th</sup> place - 2 points
3 <sup>rd</sup> place - 4 points	6 <sup>th</sup> place - 1 point
  
  - b. All ties will be resolved in favor of the greater number of first place awards.
  
  - c. For information on Equitation Points, see Equitation Division specifications.
  
5. Double points will be awarded in classes with 15 or more entrants.
6. The point keeper will notify all annual award winners by mail prior to the date of the awards banquet.
7. Any MHJA member may inspect the point book after the awards banquet at a convenient time for the point keeper.
8. 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.

## **SECTION X: SHOW MANAGER INFORMATION**

**\*\* Read Section II and Section IV of the MHJA Rule Book. \*\***

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

## **SECTION XI: ANNUAL MEETING/AWARDS DINNER**

1. Each year following the last MHJA approved show; the Board will schedule an annual meeting/awards dinner. Notification of this event will be mailed to each member.
2. Annual awards will be presented to at least four places in MHJA approved divisions, if the division has filled at two or more shows that meet the requirements set by MHJA.
3. Special awards as may be defined and directed by the MHJA Board.
4. 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.)
5. Individual members have one (1) vote; family memberships have one (1) vote.
6. Voting may be accomplished by mailing a ballot to all members in good standing either prior to or after the annual meeting. Members will have two weeks to return their ballot.

## **SECTION XII: UPDATING OF RULES**

This rulebook may be updated by the Membership during the Annual Meeting. All suggested changes **must be presented in writing** to a member of the Board. The members present may vote on changes at the Annual Meeting. 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.

## **SECTION XIII: MANAGEMENT OF ASSOCIATION**

### **BOARD OF DIRECTORS**

1. A board of seven (7) directors shall manage the affairs of this organization. To be eligible for the Board, a person must have been a voting member for one year. Directors shall hold office for a term of two years and until their successors are elected and qualified.
2. Special meetings of the directors may be called by the president, the secretary, or by any director. It shall be the responsibility of the secretary to notify directors of the time, place, and purposes of any special meeting of directors so that sufficient notice is given. Any meeting at which four directors are present shall be legal for the transaction of business. Four directors shall constitute a quorum of the board.
3. Vacancies on the board shall be filled at each annual meeting for two-year terms. The immediate past president shall automatically be an *ex-officio* member of the board of

directors for the two-year period immediately following his/her term as president. As an *ex officio* member of the board, the past president shall not have voting rights, unless he or she continues to serve as an elected member of the board.

4. The election of directors by the members shall be by voting; that is; each member shall have the right to vote in person or by written proxy, one vote per membership. The candidates receiving the highest number of votes shall be the ones elected.

#### MEETINGS OF THE MEMBERS

1. The annual meeting of the members of this corporation shall be held in the fall or winter of each year in the state of Montana at such time and place as may be determined by the board of directors. Ten percent of the membership of the association shall constitute a quorum.
2. Notices of all membership meetings, regular and special, stating the time and place and the object for which such meetings are called, shall be given by the secretary or by the president of the corporation in the Newsletter, not less than fourteen days prior to the date of the meeting.
3. The president, and or 3 Board members may call for special meeting of the members. It shall be the responsibility of the secretary of the association to send notice of special meetings.

#### OFFICERS

1. The officers of this corporation shall be a president, vice-president(s), Membership Secretary, Director of Horse Shows, and Treasurer. The members of the Board of Directors shall determine these offices. Officers shall serve a term of two years and until their successors are elected and qualified.
2. The board of directors, at its discretion, may create the offices of executive secretary, one or more additional vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers and appointees as the board deems advisable, and prescribe the duties thereof. The board of directors shall elect such officers and appointees.
3. In the event of the absence or inability of any officer to act, the board of directors may select an officer pro tem to serve during the absence or inability of the elected officer to serve.

#### REMOVAL OF THE OFFICERS OR DIRECTORS

1. Any member, director, or officer of this association may resign at any time by giving written notice of his/her resignation to the Board of Directors or the President. The Board of Directors shall elect the successor of any director or officer who dies or resigns, such successor to serve to serve until the next election of directors or officers.
2. The membership at any meeting called for that purpose, by vote of the majority of those present, may remove any director or officer or appointee of this corporation and elect or appoint his/her successor.

#### The President

The president of this corporation shall preside at all meetings of members and all meetings of directors. Subject to the control of the Board of Directors, the President shall have general charge and care of the business and property of the corporation. The President, together with an additional Board Member, shall sign all contracts and agreements of this corporation. The President shall perform all acts and have such powers as are normal incidental to the office of the President and the Chief Executive Officer.

#### The Vice President

The vice president shall be vested with all the powers and perform all duties of the President in the absence of the President and shall perform such other duties and have such powers as may be assigned by the Board of Directors.

#### The Secretary

The secretary shall keep accurate records of all meetings of the members and of the Board of Directors and shall perform all duties commonly incidental to the office, as well as those designated by the Board of Directors. In the absence of the secretary, an assistant secretary or secretary pro tem shall perform the duties of the secretary.

#### The Treasurer

The treasurer shall keep accurate records of the receipts and disbursements of all funds of this corporation in books and records belonging to this association, and shall deposit all funds and other valuable effects in the names of and to the credit of this association in such depositories as may be designated by the directors.

Additional duties and responsibilities may be added to any officer or director as is deemed necessary by the presiding Board of Directors for that year.

#### EMPLOYEES AND COMPENSATION

1. The officers and directors of this corporation shall receive no compensation for their services in those capacities. No person who is an officer or director of this corporation shall be reimbursed for expenses incurred on behalf of this association unless such expenditures are authorized by the Board of Directors.
2. No part of the net earnings of this association shall inure to the benefit of or be distributable to its members, directors, officers, or other person, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purposes set forth.
3. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any candidates for public office. Notwithstanding any other provision of these by-laws, the association shall not carry on any other activities which are proscribed for associations exempt for federal income taxes under section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue Code) or which are proscribed for associations to which contributions are deductible under section 170(c) (2) of the Internal Revenue Code.

### AUDIT COMMITTEE

1. Each year two months after the annual meeting of members, the president of the association shall appoint three members of the association who are not directors or officers to an audit committee. The audit committee shall audit the financial records of the association before the annual meeting of members. The audit committee shall serve for the year in which it is appointed, but the President shall have the authority to appoint an audit committee at any time the services of such a committee are deemed necessary. If the President fails to appoint an audit committee at any time the Board of Directors deems as desirable, the directors may appoint such audit committee and state its duties.

### AMENDMENT OF BY-LAWS

1. The by-laws of the corporation may be repealed or amended, and new by-laws may be adopted, at the annual meeting of members or at any other meeting of members called for that purpose, by a vote representing a quorum of the members of the association. The written assent of the majority of the members of the corporation shall be effectual to repeal or amend any by-laws, or to adopt new by-laws, without a meeting for that purpose. Or new by-laws may be adopted, by the vote of two-thirds of the directors in office at any meeting of the directors called for that purpose, at which two-thirds of the directors then in office are present.

### PROXY VOTING AND VOTING BY MAIL

1. Members may vote at any membership meeting either in person or by proxy in writing. Each card holding member is entitled to one vote, i.e., if you have a family membership, the family has one vote. All proxies shall be filed with the secretary of the meeting before being voted. If the proxy is for a specific meeting, the proxy holder may vote at any continuation of such meeting but the proxy shall be void after the final adjournment of the meeting. Except for meetings not finally adjourned, no proxy shall be valid except during the calendar year in which it is executed. In election of directors, a proxy shall entitle the holder to vote cumulatively.
2. Members may vote by mail on matters being considered by the membership.
3. Directors may vote by mail on matters being considered by the directors, proxy voting by directors is permitted by written, signed proxy.

