

MONTANA HUNTER JUMPER ASSOCIATION

SHOW MANAGER INFORMATION

2010

Congratulations! Starting with an idea for a show and contacting a Board Member are the first steps towards a MHJA approved show. We won't mislead you – taking a show from conception to conclusion is not always an easy job. It requires a substantial commitment of time and energy. However, the challenges can be offset by the rewards. A well-run show is educational, profitable, and definitely earns appreciation from the competitors who follow our circuit.

** The first section of this packet is composed of pages taken verbatim from the Rule Book. This is not a substitute for reading the entire Rule Book; it merely highlights the rules that show managers should read first. In the second section, we have placed several Help Sheets created by the Board Members. These are meant to assist with some of the detailed aspects of the show. Following the Help Sheets are the standard MHJA forms.

Finally, in the back flap of the folder are the forms of which you need to have copies available at the show office. All of these forms are now available on our Web Site: www.montanahunterjumper.org

A complete Show Manager's Packet will be sent when you call the Director of Horse Shows to reserve your date or send in your Show Approval Form.

The Show Managers Packet Includes:

Instructions for Approval

Award Information

Suggestions for Judges

Standard Entry form for riders

Hold Harmless agreement & Parental permission signatory

Instruction for record keeping

Standard Point Keeping Record Sheets

Ribbons for Champion and Reserve Division Awards (Sent Prior to your Show)

Membership applications (with amateur status certification)

MHJA Rule Book

Horse Show Evaluation Form

MHJA Protest form

Judge's Packet

Course Design for Hunter and Jumper/Equitation

You also can expect:

Prompt Assistance by phone, email or mail for questions and assistance

A Board Member Present at your Show If at all Possible

We sincerely hope that you find this packet helpful. If you have any suggestions that we could use to make it better, please let us know. Good Luck!

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Material in Front Pocket

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| Judge's Packet |
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Forms in Back Pocket

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| Show Approval Form |
| Show Facility Profile |
| Show Remittance |
| Sample Entry Blank |
| MHJA Membership Application |
| MHJA Protest Form |
| MHJA Rule Change Form |
| Championship and Reserve Ribbons |
| Spreadsheet of Current Members and Nominated Horses |

FROM THE RULE BOOK

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 15th of the show year. The Board will review all requests and set the schedule for approved shows by February 1st. Late applications will be considered 1) if the date is open, 2) if the show manager successfully fulfills the MHJA approval process.
3. The MHJA Show Approval Request Form may be obtained from the Director of Horse Shows or printed off the web page MHJANEWS.com. 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.
4. 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.
5. Shows must offer a minimum of any six (6) Divisions to be eligible for approval. See section VI for list of MHJA divisions.
6. 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.
7. 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.
8. 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.
9. 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 (\$75) dollar refund. All show refunds will be sent after the conclusion of the show season.
10. 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.

11. 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 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, of those, none may be more than 2" over or under the stated height. A 3' class means the maximum height of any obstacle on the course is 3'2".
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.

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 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 the season and still be eligible for points in the Green Hunter Division for that year.

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: 1st – 10, 2nd – 8, 3rd – 6, 4th – 5, 5th – 4, 6th – 3, 7th – 2, 8th – 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 Division 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 8th place.

Open Hunt Seat Equitation Division

1. 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 3rd 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.

OTHER INFORMATION

SHOW MANAGER'S TIMELINE

Note: This timeline is a suggested timeline that specifies the deadline for action. However, in most cases, it is desirable to complete these actions before the deadline indicated.

BEGINNING OF THE SHOW YEAR:

- a. The show manager must be a current member of the association.
- b. Get show date approved. This step can be completed in conjunction with item c, or by calling a MHJA Board Member to see if the date is available.
- c. Complete the MHJA Show Approval Request Form and return to a Board Member. Approval for dates may be as short as 6 weeks prior to the intended horse show; however, it is preferable to notify the MHJA by March 31 for the current show season.
- d. Obtain a judge.
- e. Order ribbons. (The MHJA logo and initials may be used without charge if ordering through Hodges Badge Co.) Be sure to order a few extra sets of ribbons in consideration of ties, etc. Order entry numbers, judges' sheets, and Championship charts.
- f. Consider jumps and jump courses. One method involves asking several members or local stables to contribute 1 or 2 jumps freshly painted for the show's use.
- g. Obtain liability insurance. Be sure to include MHJA and its Board of Directors in the liability insurance.
- h. Publish the show bill. The MHJA Director of Horse Shows must approve the show bill or premium before it is mailed to the members. **The Judges name and classifications must be listed on the show bill.** Include show date(s), start time, order of classes, schooling times available, stabling information, RV information, entry forms and any other suitable information. An up-to-date membership mailing list of labels will be sent to the show secretary. **SHOWS ARE REQUIRED TO SEND A SHOW BILL TO EACH MEMBER SPECIFIED ON THE MAILING LIST AT LEAST FOUR WEEKS BEFORE THE SHOW DATE. NO EXCEPTIONS!!**
- i. Arrange for the use of a speaker system, restrooms, food services and parking.

BEFORE THE SHOW:

- a. Entry Booth: If you do not have a location for an entry booth, a camper or horse trailer will work fine. You may want to have the following on hand: tables, chairs, calculators, pencils, pens, tape, stapler, change, money box, paper clips, clip boards, small first aid kit, hammer, nails, large markers, class cards, entry numbers, safety pins or strings, judge's sheets, championship charts, jump courses for posting, a copy of the courses for the judge, and a copy for the ring crew stating the heights and course changes for each class, MHJA membership forms, Horse registration forms and the MHJA rule book (have a copy of the rule book on hand for the ring steward also) Whistles and stop watches for the judge and ring crew.
- b. Fill in completely the class cards for every MHJA recognized class. MHJA points forms will be provided if you wish to use them.

SHOW DAY:

- a. Review class fees with entry booth secretaries. Please be sure your office is open at least one hour before your show begins to leave adequate time for post entries.
- b. Discuss the classes with the judge and secretaries. Please make sure your Judge is well taken care of- offer food/drinks/shelter according to weather conditions and breaks if possible.
- c. Be sure the class cards contain the date and name of the show and that the judge's placings through 6th place are properly marked.
- d. Post the courses at least one hour before the first morning class in a location that is easily accessible and logical to the direction the course is set. The association recommends covering the posted courses with plastic in case of rain.
- e. Place the rules for the use of the Warm-up areas and Schooling areas near the warm -up jumps. Remember to flag all warm-up fences with red on right.

The following rules are suggested for warm-up:

1. During schooling, it is safer to have everyone hack and jump in the same direction.
 2. Remind riders to communicate intentions (For example: "heads up- brush box").
 3. Lunging should be limited to areas outside of the schooling area.
- f. When classes are large, show managers are allowed to work the classes in sections for safety. It is **strongly** suggested indoor classes of 12 or more should be split and outdoor classes of 15 or more should be split.

AFTER SHOW:

- a. Complete the MHJA Remittance sheet found in the show manager's packet.
- b. On the class cards, all results must be easily legible and contain the show date and the placings for first through sixth place (top eight in equitation).
- c. Send all the items on the MHJA remittance sheet to the MHJA Board within 14 days of the show. Failure to meet the time requirement or to send clear and correct copies will result in an automatic loss of \$25 of the show deposit. **Send Points to Points Secretary.**
- d. The MHJA Points Secretary will maintain possession of the class cards until January of the year following the show.

WANTED: SAFE HORSE SHOWS - NOT LAWSUITS

Advisor: Jan Dawson, Esq. President American Association for Horsemanship Safety (AAHS)

Putting on a successful show means more than having your classes run smoothly, the porta-john being clean, and the caterer showing up. It also means that you are protecting yourself from the possibility of a negligence-liability-lawsuit. In other words, you planed your show with human and horse *safety and well being* as your first priority.

The following is a partial list of safety guidelines for you to implement at your show.

The goal of these guidelines is to protect you and your organization from exposing yourself to a negligence-liability-lawsuit. What is negligence? Negligence is often defined as: *The failure of a duty to prevent a reasonably foreseeable accident from happening to someone to whom you owe a duty and which results in an injury.*

When we see a dangerous situation, any situation that makes us as supervisors of an activity uncomfortable, or **should have** made us uncomfortable, we have a duty to **prevent** the potential accident, and not simply to minimize the effect of the dangerous situation.

Read your insurance policy carefully to determine what is and what is not covered. Anywhere that the policy uses the word: “shall”, it really means “mandatory”. In Montana, there is a clear statute defining horse injury liability for participants, which includes those helping with horses. This statute does not cover spectators, and does not protect you from lawsuits from spectators.

Now, this is a partial list only, and is intended to help you start thinking **Safety**. Remember, the best way to avoid a lawsuit is not to have the accident in the first place. Our goal is to improve the quality of our shows for everyone: humans and our equine partners.

The Board strongly recommends you make these guidelines into hard and fast rules.

- Copy and post clearly the Montana Equine Activity Statutes at your show.
- Keep spectators and participants separate. Spectator and participant areas should be clearly delineated with signs. Portable toilets and concessions should be located in the spectator area. Don't make the spectators go into the participant areas for services.
- Spectator parking should be separate from horse trailer parking and clearly marked. Horses should not be trafficking through spectator parking.
- While horses are tied to trailers, they should be supervised *at all times*.
- Release forms need to state all possible risks.
- Minors must have a parent or legal guardian sign the release, a trainer signature is not valid and will not protect you. Beware the seventeen year-olds who drive themselves to the show and sign in! Check the MHJA membership list for junior members.
- Minor participants are to be with their parents or trainers at all times. Discourage "drop-offs", unless you want to hire a lifeguard.
- If you must rope off an "arena", make sure it is something breakable (i.e. no poly rope and plastic poles)
- A representative of the horse show should supervise the warm-up area. This person must check minors for loose fitting helmets. It is good to post someone at the in-out gate.
- Show ring gate attendant should have a radio to communicate with the announcer.
- Warm-up jumps should be flagged.
- Remove extra jump cups from set fences. It is safer to have them on the ground at the base of the standard.
- Ring steward will check that all jumps are in correct direction (i.e. no backwards gate behind the brush box).
- Electrical cords on the ground must be properly protected and marked. Where there are horses crossing wires, run the wires through metal pipe.
- If there are minors presenting awards, they should be helmeted.
- If a horse or horse and rider are endangering anyone, they should be asked to leave the show grounds.
- Emergency "911" center should be notified of the show's date and location.
- Equine and Human First-Aid kits should be on site.

Locating Judges

Finding a judge who is knowledgeable, impartial, courteous, and affordable is a tall order.

However, it is also paramount that we try, as an organization, to uphold sportsmanship and fair play. Using the same judge at several shows during the year, or using local residents who personally know the competitors, decreases the “fairness” of competition. All judges are going to have preferences to certain types of horses (confirmation and movement) as each has his or her vision of the ideal hunter. Having different judges at each show does not penalize any competitor; however, having the same judge at many shows provides an unfair advantage to some.

With these thoughts, we wish to provide show managers with some suggestions to finding different judges who are knowledgeable of our discipline, yet do not know all of the local competitors. It takes some legwork to find new judges for our circuit, but everyone benefits in the long run.

- Try to contact regional clubs for ideas. Idaho, Washington, Oregon and Alberta, British Columbia have organizations similar to MHJA.
- *The Chronicle, Flying Changes* and other hunter/jumper publications feature advertisements for large training/show barns. The managers of these establishments might be able to offer suggestions.
- Don't dismiss judges located in California and Texas. If you can afford their judging fee, the plane ticket is apt to be less than trying to fly someone in from a less populated area.

Once you have found a judge:

- Don't be afraid to check their references. You are paying them to do a professional job.
- Please be up front with them in discussing fees and reimbursable items. We have included a sample contract that you may copy or modify as you wish.
- Upon arrival at the show grounds, make sure the judge is introduced to his/her show steward. The steward is responsible for the comfort of the judge. Make sure that food, drink, shade and/or shelter are available.
- Please situate the judge's stand away from spectator and exhibitor areas. The judge does not need to be distracted while he or she is working.
- The judge should be invited to walk the course before the competition begins (but when the arena has been cleared of competitors).

CONTRACT FOR HORSE SHOW OFFICIALS

The following is an agreement between _____ and _____ made on (Date) _____.

_____ Agrees to officiate as _____ at the _____ Horse Show on (Date) _____.

The payment for these services is \$ _____ per day and \$ _____ per half day for a total of \$ _____.

The show management is responsible for the following expenses incurred by the official:

Lodging for ___ nights, specifically _____. Lodging prior to or after the specified dates(s) is the responsibility of the official and shall not be paid or reimbursed by the show.

Meals, specifically:

Meals may be charges to the concessionaire. (This is the option of the show.)

Meals to be paid by the official and reimbursed, per receipts presented.

Travel Expenses

Personal auto, for ___ miles at ___ cents per mile, for a total of \$_____.

Personal auto paid per receipts presented.

Public transportation, via _____ in the amount of _____ to be

Prepaid by show

Paid by official and reimbursed per receipt

Other appropriate travel expenses, specifically:

It is further agreed that expenses for the following are not the responsibility of the show, and if incurred must be assumed by the official:

Long distance telephone charges.

Drinks, liquor, and/or lounge or bar charges.

Lodging, meals, transportation and any other expense incurred by any person or persons accompanying the official.

Signed: _____
(Name of Official)

Signed: _____
(Name of Show Representative)

Date: _____

Date: _____

Horse Show Course Designing – HUNTERS

From the MHJA Rulebook: “Hunter courses test the quality of the horse over the jump rather than the boldness or difficulty of the course.”

- 1) A hunter course can be made up of single fences, one or two stride combinations, and fences set in a straight or bending line with a related distance between them.
- 2) Courses consist of eight to ten jumping efforts with at least one change of direction.
- 3) All fences are numbered individually. There is not an “A” and “B” portion.
- 4) First and foremost, hunter fences should look inviting and safe.
- 5) Hunter fences are generally composed of rails, gates, pickets, coops, brush boxes, brick walls, straw bales, and roll tops. The color scheme is natural - bare wood, or painted brown, white, or green.
- 6) Colored/Striped rails should not be used.
- 7) “Ramped” ascending oxers are used. The front rail should be 3 to 6 inches lower than the back rail. The spread of the oxe should not exceed the height of the back rail.
- 8) Square oxers are prohibited.
- 9) All hunter fences should have a ground line (pole, brush, low wall, etc.). For a vertical, ground lines can be set on both sides to allow the fence to be jumped from both directions.
- 10) For an outdoor course, the distance between fences should be based on a 12 foot stride. (For example, 60 feet is a 4 stride line with space for take-off and landing.)
- 11) For an indoor course, the distance between fences should be based on an 11 foot stride. (For example, 55 feet is a 4 stride line.)
- 12) The turns on a hunter course should be open and wide to encourage an open stride to be maintained on the corners.
- 13) An encouraging fence jumped in the direction of the in-gate is a nice first fence, especially for the lower classes.

There is a sample hunter course included in this packet.

Horse Show Course Designing – JUMPERS

Designing a jumper course encourages creativity with both the layout and the construction of the fences. However, be carefully to mediate artistic flair with safety.

- 1) Jumper courses can have a combination of spread fences, triple bars, solid fences, verticals and combinations.
- 2) Brightly colored or striped fences may be used.
- 3) For the higher classes, distances between fences may be lengthened or shortened.
- 4) Ground lines are not required.
- 5) Setting courses with “spooky” jumps and/or technical lines encourages riders to plan ahead.
- 6) Jump-offs (over a shortened course) can have tight turns and require fences to be jumped at angles.
- 7) In a jumper class, cones mark the start and finish lines. A rider must pass through the cones to start the clock when he/she begins, and again pass through to stop the time at the end.
- 8) When designing the courses, try to place the start and finish cones on the same end of the arena. This makes the job of the timers much easier.
- 9) The first round should be timed in order to break ties.

Horse Show Course Designing – EQUITATION

Equitation courses have been described as “riding a hunter round over a jumper course.” The course should test the technical abilities of the rider.

- 1) Colored Fences and combinations are allowed.
- 2) The course may be designed with tighter turns and bending lines.
- 3) Often a single vertical is set at the end of the ring.
- 4) For the equitation medal class, the judge can have the top riders back to perform a test.

There is a sample course included in this packet that could be used for jumper or equitation classes.

Information about the Entry Blank: For the Show Secretary

Drug Fee

- \$ 2 is collected for each horse.
- This fee applies to both members and non-members.
- If your show is to be the site of drug testing, you will NOT be notified in advance. The contract vet will arrive at the show and be directed by one of the MHJA Board Members.

Non-Member Fee

- All members have been told to bring their membership cards with them to shows. They should be able to present their card when they register.
- Riders who are not MHJA members at the time of your show must pay a \$15 non-member fee. They may receive points for your show if they submit an application, along with membership dues and a late fee, to MHJA no later than two (2) weeks after your show. It is the rider's responsibility, not the show manager's, to submit the application and dues to MHJA.

Amateur Status

- All membership forms now include a second page to be completed for amateur status.
- Amateur status only applies to members 18 years and older.
- Amateur classes include Open Equitation, Adult Amateur Hunter and Adult Amateur Jumper Divisions.
- If a member wishes to question another rider's amateur status, the protesting member must fill out and sign a MHJA Protest Form.

Hold Harmless

- The "Hold Harmless" clause on the entry blank needs to include the MHJA and its Board of Directors, in addition to the other sponsoring organizations(s), the show manager, show agents, and volunteers. If you have any question on wording, please contact a Board Member.

MHJA Point Sheet Information For the Show Secretary/Show Manager

- 1) Make sure current MHJA numbers are used for each rider and horse. An up-to-date membership list will be sent to the show manager two weeks in advance of the show.
- 2) Use one point sheet for each class. List all riders whether they are members or not.
- 3) Place points received next to recipient's name. The point schedule is as follows:

| | |
|----------------------------------|----------------------------------|
| 1 st place - 7 points | 4 th place - 3 points |
| 2 nd place - 5 points | 5 th place - 2 points |
| 3 rd place - 4 points | 6 th place - 1 point |
- a) Classes with 2 or 3 riders, points as follows:

| | | | |
|----------------------------------|----------------------------------|----------------------------------|---------------------------------|
| 1 st place - 4 points | 2 nd place - 3 points | 3 rd place - 2 points | 4 th place - 1 point |
|----------------------------------|----------------------------------|----------------------------------|---------------------------------|
- 4) Award division championship and reserve ribbons as soon as the results can be tabulated.
- 5) Send all judges card with completed point sheets to MHJA within two weeks of show completion.