



### **CWHJA Sanctioned Horse Show Season**

The season for sanctioned horse shows is January 1 to November 30th

- Sanctioned hunter classes may be held on weekends only
- Sanctioned jumper/equitation classes may be held on Fridays after 3:00 p.m.
- Two CWHJA shows will not be sanctioned on the same day
  - Existing horse shows receive priority on their dates from year to year. Any dates that become available will be given to new shows; these shows must claim the date 30 days prior to the show

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

### **Insurance**

CWHJA provides liability insurance to sanctioned horse shows that covers the show facility and the show manager.

- Costs for this insurance will be billed to each show manager per diem based on the annual cost divided by the number of show days mailed by Dec 1, due by Dec 15<sup>th</sup>

### **Show Steward**

CWHJA board member must be present on the grounds for the duration of your horse show. This person or persons will act as a steward, assisting the show management in resolving questions or disputes arising relevant to CWHJA rules and regulations.

- Your prize list must list the name of the board member(s) serving in the steward's capacity
  - More than one board member may serve as the steward at your horse show
- All decisions resulting from any discussion with the steward will be made by Horse Show Management
- The steward shall have the authority to request that the horse show adjust any course, obstacle or class specification if it is deemed by the steward to be unsafe
- The Steward may request that a show be cancelled and re-scheduled if the conditions at the show are unsafe or do not meet CWHJA requirements.

### **Prize Lists**

\*\*\*MUST BE SENT OUT AT LEAST 2 WEEKS PRIOR TO YOUR SHOW! Please see example prize list in the sanctioning packet

To avoid potential problems with your sanctioned divisions, it is requested that you submit your prize list, via e-mail, to the President for review prior to mailing it to the general membership

- FIRST TIME SHOWS MUST SUBMIT THEIR PRIZE LIST TO THE PRESIDENT OF CWHJA FOR REVIEW PRIOR TO MAILING
- If your horse show is a benefit your prize list must clearly indicate this, and indicating the mission of the organization and describe how proceeds from the show will be distributed to the beneficiary
- Include name(s) of Judge(s) is suggested to be on prize list

### **Daily Membership Fees**

No daily showing fee is required of current CWHJA members.

Members who sign up and pay in full for their membership on the day of a horse show do not have to pay a daily fee

- It is *strongly* suggested that show secretary collect separate payment for memberships rather than letting the rider incorporate their membership payment into their show entry fees

Every show must collect and remit to CWHJA a \$10.00 daily membership fee from any rider who is not a member of CWHJA

- In the case of a two-day horse show, non-members must pay the \$10.00 fee for each day they are active on the show grounds
  - This includes schooling in the show arenas and/or in designated schooling areas on the day(s) of the show
  - This fee is not required for schooling the day prior to the horse show
  - A form for recording non-membership fees collected at your horse show is included in the sanctioning packet, and must be forwarded along with the fees collected to the appropriate CWHJA official within two weeks of your show

### **Office Fee**

It is acceptable for a show manager to charge for supplies and outside expenses accrued due to hosting a CWHJA sanctioned horse show at a maximum of \$10 horse per weekend.

### **Entry Fees and Forms**

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

#### **Entry fees:**

Must be kept at a maximum of \$15.00 per class

- EXCEPTION: Classics or stake classes may have a higher entry fee, PROVIDED such classics or stake classes offer enhanced prizes to the exhibitor which reflect the increased entry fee, whether monetary or otherwise
- Division discounts may be offered to encourage complete division entries.

**Entry forms:**

- Must be signed by the exhibitor and (if the exhibitor is under 18) the exhibitor's parent or trainer. Trainers must sign the form when applicable.
- No junior riders may participate at any show without one of these signatures
  - Must indemnify CWHJA against liability, as shown in the sample entry form in the Sanctioning packet

**Other Forms Required at Secretary's Stand:**

All shows must have the following available at the show secretary's desk:

1. CWHJA membership forms
2. Member's Horse Show Evaluation Forms

\*\*\*Completed forms should be sent to the CWHJA treasurer with appropriate fees within 2 weeks of your show

**Emergency Care Requirements**

An Emergency Medical Technician (EMT) MUST BE PRESENT ON THE SHOW GROUNDS DURING YOUR SANCTIONED HORSE SHOW.

\*INCLUDING ANY SCHOOLING TIME ON SHOW DAYS

If schooling time is offered, the times must be listed on the prize list so that exhibitors will know that an EMT will be there during that time.

\*\*\* It is VERY IMPORTANT that this rule is upheld.

- You may charge a Maximum of \$15.00 per rider/per day fee to cover the cost of the EMT
- It is the horse show manager's responsibility to find, hire and pay the EMT
- If the EMT leaves the grounds for any reason during the course of the show, the show may not continue until another EMT is on the ground

**Protective Headgear**

It is the horse show manager's responsibility to ensure that appropriate headgear is worn by all participants.

A USEF-approved helmet (this means an ASTM/SEI approved helmet) with harness fastened must be worn by all riders whenever they are mounted anywhere on the show grounds.

CWHJA will follow any and all rules held by the USEF involving protective headgear.

- The USEF rule states: "It is compulsory for all persons at Federation licensed hunter, jumper or hunter/jumper competitions when mounted anywhere on the competition grounds, to wear properly fastened protective headgear which meets or exceeds ASTM (American Society for Testing and Materials) / SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. It must be properly fitted with harness secured."

### **General Conduct**

Any horse that is out of control in either a class or the schooling area should be excused for the safety of others, at the discretion of the show manager or judge or in the case of schooling area Show Steward.

Any individual, whether rider, owner, trainer, or spectator who, in the opinion of the horse show management or any CWHJA board member present at the show, exhibits behavior deemed excessively cruel or inappropriate in any way with respect to any horse, animal or human may be asked to leave the grounds, and is subject to disciplinary action by CWHJA.

- Such behavior may include either physical or verbal abuse.
- Anyone wishing to file a grievance must contact a CWHJA board member within 5 days of the horse show where the incident occurred and request a hearing.
- See CWHJA By-laws for full description of Disciplinary process.

Individuals who wish to speak to the judge at a horse show must obtain the judge's permission by requesting it through the horse show manager.

- Any individual who approaches a judge without this permission may face sanctions.

### **Schooling**

Designated warm-up areas must be provided.

The warm-up area(s) must be close to the show arena and free of on-foot traffic.

- Three fences are recommended in each schooling area:
  - one cross-rail, one vertical and one oxer
- Both the vertical and oxer must have breakaway-type "safety cups".
- CWHJA owns a set of these cups and will provide them to the show manager upon request
- If your show has two show arenas, you must provide adequate warm-up areas

### **Judges**

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

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

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

**Jumps and Courses**

Fences should be:

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

Please know and comply with the minimum and maximum fence heights applicable to each division. Also be aware of which divisions require or specifically forbid certain types of jumps or combinations.

- Non-compliance in these areas may result in points earned being disallowed.

The Set distances appropriately, lengthening or shortening them as heights change.

- CWHJA sanctioned shows follow the USEF/USHJA chart of distances and other course-building information
- It is suggested by CWHJA that your course designer post the distances in feet on courses posted at your show. Please feel free to request assistance from the President or any member of the Board of Directors if you need it.

\*\*\* CWHJA, contrary to USEF, allows three (not two) refusals before an elimination.

**Results and Points-keeping**

Keep your results carefully and submit them by email within 5 days of your horse show to the CWHJA points keeper

\*You are required to use the forms provided by CWHJA for that purpose and shall be awarded based upon this schedule:

	11+ Riders	4-10 Riders	3 or less Riders
1st	9pts	6pts	3pts
2nd	6pts	4pts	2pts
3rd	5pts	3pts	1pt
4th	4pts	2pts	-
5th	3pts	1pt	-

- In jumper classes, full points are awarded in the event of a tie
- If a division is split, full points are awarded for each section and ribbons must be presented in each division
- If a class in which points may be earned is listed on a prize list, it must be held if there is an entry.

### **General & Miscellaneous**

- Trailer parking should be provided in an area as flat, open and close to water as possible
- Where possible, all arena gates must be closed while exhibitors are in the arena.
- Encourage back-to-back rounds
- Adequate and sanitary toilet facilities should be located on the grounds and close to the show arena.
  - Where no permanent facilities are available, porte-potties must be provided
- Management should provide a concession stand for exhibitors, trainers and spectators.
  - If not possible please note in your prize list
  - Drinking water should be provided for exhibitors near the show arena.
- A spectator area should be provided away from mounted traffic whenever possible.
- **DOGS ON THE SHOW GROUNDS SHOULD BE STRONGLY DISCOURAGED**
  - If a dog is brought to the show by anyone, it must be on a leash or tied in a safe location away from the show arena
  - Dogs that bark or cause any kind of disturbance to horses should be removed from the grounds immediately for safety reasons.

### **USEF RULES**

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

\*\*\*CWHJA values the health and well being of our equine partners. One of the stated purposes of CWHJA is to “promote.... proper caring for animals”. The USEF Hunter Division Horse Welfare Rule, HU102 specifies “The following acts are prohibited: a. Riding an exhausted horse. b. Excessive pressuring of a tired horse.”

- To further clarify this standard, at CWHJA sanctioned shows, *horses are limited to seven Over Fences classes (including warm-up) in a single day, and ten Over Fences classes over the course of a two-day show.*

## **Rules, Regulations and Specifications for Sanctioning**

Not all CWHJA-rated divisions must be offered at your horse show; however, riders will receive year-end awards in a division only if it has been offered and held *at least three* times during the year, so horse show managers are encouraged to offer as many rated divisions as possible.

- Any division offered must be held if there is an entry for that division.
- Any combination of Hunter, Jumper and Equitation divisions may be offered at any horse show.

### **Hunter Division**

Judged on performance, manners, way of going and suitability and consists of three classes, two over fences and one under saddle.

- A classic or stake class may be offered in addition to the basic required classes, with points to count for the show championship and year-end awards
- Points earned in under saddle classes will not count toward year-end or show championships unless the horse has entered and completed at least one over fences class in the same division at the same horse show.

CWHJA points are awarded in the following hunter divisions:

1. *Beginner Rider Hunter (rider gets points)*
2. *Baby Green Hunter*
3. *Low Children's/Adult Amateur Hunter (horse gets points)*
4. *Evergreen Hunter*
5. *Low Hunter*
6. *Pony Hunter*
7. *Children's/Adult Amateur Hunters*
8. *High/Low Jr./Amateur Hunters*
9. *High/Low Hunters – Open*

*\*\*\*\*Additional divisions and/or classes may be offered by show management*

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

- Children and Juniors – 17 and under
- Adults and Amateurs – 18 and over
  - A rider's age in CWHJA is as is defined by USEF rule GR103:
    - "The age of an individual on December 1 will be maintained throughout the entire competition year." For example, if a rider is 14 years old as of December 1, 2004, that rider will be considered 14 years old for the entire 2005 show season

Large classes not split by age may be double-pinned

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

### **Jumper Division**

A jumper division consists of at least two classes of the same height

- These classes should be conducted under USEF-recognized tables and rules as contained in the current USEF rule book these rules are available on the USEF website, which is [www.equestrian.org](http://www.equestrian.org)

CWHJA-rated jumper divisions are as follows:

1. *Level One Jumpers, no restriction*
  2. *Level Two Jumpers, no restrictions*
  3. *Children's/Adult Jumper*
  4. *Amateur Jumper (level 2)*
  5. *Level Three Jumpers, no restrictions*
  6. *Level Four Jumpers, no restriction*
  7. *Level Five Jumpers no restriction*
  8. *Open Jumpers no restrictions*
- \*\*\*Additional divisions and/or classes may be offered by show management.*

### **Equitation Division**

An equitation division consists of at least two classes, only one of which may be a flat class. To qualify for division championship or year-end awards riders must compete in the over fences portion of the division at the same horse show.

- Courses in these classes should represent an appropriate challenge for these more advanced riders

CWHJA points are awarded for the following divisions:

1. Long/Rusty Stirrup Equitation
  2. Pre-beginner Equitation
  3. Limit Equitation Pony Equitation
  4. Intermediate Equitation Open Equitation – 17 & Under
  5. Open Equitation – 18 & over
- Medal classes and equitation medal classes for Pony riders, Children/Adult Amateur riders and High/Low Jr./Amateur riders may be included in the program at any show
  - Flower Power and Walk Trot Any classes held by horse show managers will be at their own discretion in regards to cross-entries and specific classes held
  - Show managers will report a list of all participants so that CWHJA may recognize each one at the Year End Award Ceremony.



## **Points**

Points won in CWHJA-rated divisions count toward year-end awards as noted above.

- In order for Hunter Under Saddle points to count toward a Division Championship or year-end award in any hunter division, horses must be entered in and complete at least one point class over fences in the same division at the same show
- In order for points to count for year-end awards, both the rider and horse must be members of CWHJA, except in equitation divisions and medal classes, where only the rider must be a CWHJA member

Points will be counted immediately upon receipt of payment for membership

It is the owner's obligation to register their horse(s) with CWHJA using the SAME NAME the horse will be shown under. (If a horse's name is changed during the show year, the rider must re-register the horse with the new name and pay a \$5 fee). POINTS WILL NOT BE AWARDED RETROACTIVELY!

- Earned points will be kept even if the rider or horse loses its eligibility for a division during the same show year.

## **CWHJA Rated Hunter Divisions & Specifications**

### **BEGINNER RIDER, 18" - 2'0" / No oxers / Points follow the rider**

This rider may not have shown in any classes where the fences exceed 2'6" at any CWHJA, CHJA, or USEF-recognized show during the 10 years immediately preceding the current show year.

- A rider may show in this division until they have won six classes over fences during the same show season
  - At this point, they may keep showing for a year-end award, but may not return to the division the following year
- Split by age if there are at least four riders to participate in each section

### **Flower Power, Jumping flower boxes / Riders can trot or canter the courses**

- Cross entry with pre-beginners is allowed
- Entry-level division judging rider on position, control and attitude
- Cantering will not be penalized in jumping portion
- No-judge is NOT allowed on the flat but is allowed over fences at horse show managements discretion

### **BABY GREEN HUNTER, Fences not to exceed 2'3"**

Open to horses and ponies which have never won three classes over fences during the same show season, and which have NEVER shown in any class over fences exceeding 2'6" in height at any CWHJA, CHJA or USEF-recognized horse show.

- A horse that wins three classes over fences in one year may remain in the division to compete for year-end points, but loses its eligibility for the division the following year
- A HORSE THAT COMPETES OVER FENCES EXCEEDING 2'6" LOSES ITS ELIGIBILITY IMMEDIATELY FOR THE CURRENT YEAR AND ANY FUTURE YEARS

### **LOW CHILDREN'S/ADULT AMATEUR HUNTER, 2'3" – 2'6"**

Open to horses shown by junior and amateur riders who have never shown over fences exceeding 2'6" at a CWHJA, CHJA or USEF-rated horse show during the ten years immediately preceding the current show season

- A rider who shows over fences exceeding 2'6" during the current show season will not be allowed to participate in any further classes in this division during the remainder of the season but will be entitled to a year-end award that may result from points already accrued
- Will not be split by age

### **PONY HUNTER, 2'0 – 2'3" or 2'6" - 2'9**

Open to ponies ridden by juniors.

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

**EVERGREEN HUNTER, 2'6"**

Open to all riders of any age on horses or ponies

**LOW HUNTER, 2'9"**

Open to all horses, ponies and riders

**CHILDREN'S/ADULT AMATEUR HUNTER, 2'9"**

Open to junior and amateur riders

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

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

Open to all Junior and Amateur riders

- Will not be split by age
- Judged on performance
- Riders may jump at either height, but must jump the same height in all classes in the division at the same horse show
- Ponies are eligible, but distances and fence heights will not be adjusted for them

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

No restrictions. Open to all riders.

- Judged on performance
- Riders may jump at either height, but must jump the same height in all classes in the division at the same horse show.

**CWHJA-Rated Jumper Divisions**

\*\*\*\*\*A horse may not show in more than three jumper divisions at any one show.

**CHILDREN'S /ADULT AMATEUR JUMPER, 2'9" / Spreads not to exceed 3'0"**

Open to Junior and Adult Amateur riders only

- No split by age

**LEVEL ONE JUMPER, 2'6" - 2'9" / Spreads not to exceed 3'0"**

Open to all horses and riders

**LEVEL TWO JUMPER, 2'9" - 3'0" / Spreads not to exceed 3'3"**

Open to all horses and riders

**LEVEL THREE JUMPER, 3'0" - 3'3" / Spreads not to exceed 3'6"**

Open to all horses and riders

**LEVEL FOUR JUMPER, 3'3" – 3'6" / Spreads not to exceed 3'9"**

Open to all horses and riders

**LEVEL FIVE JUMPER, 3'6" – 3'9" / Spreads not to exceed 4'0" / triple bars to 4'3"**

Open to all horses and riders

**CWHJA – Rated Equitation Divisions**

**PRE-BEGINNER EQUITATION**, fences not to exceed 15" at center of jump  
Riders who have shown over fences higher than 2'0" in any CWHJA, CHJA or USEF-recognized show are ineligible for this division

- Fences may consist of cross-rails or verticals and may incorporate gates and flower boxes
- The flat class in this division is a walk, trot, canter class
  - Show managers are strongly urged to split the class for cantering if entries exceed 12 riders
- Riders in this division may cross-enter in to the beginner rider divisions at the same horse show. RIBBONS WON OVER FENCES IN THE PRE-BEGINNER DIVISION DO NOT AFFECT ELIGIBILITY IN OTHER DIVISIONS
- Split by age if entries warrant

**Long/Rusty Stirrup Equitation, 2'0 – 2'3"**

\* Riders who have shown over fences higher than 2'6" in any CWHJA, CHJA or USEF-recognized show are ineligible for this division.

**LIMIT EQUITATION, 2'3" – 2'6" / No combinations**

Riders who have shown over fences 3'0" or higher in any CWHJA, CHJA, or USEF-recognized horse show within the ten years immediately preceding the current show season are ineligible.

- Riders may show in this division until they have won six classes over fences in this or any other equitation division (pre-beginner equitation excluded)
- Will not be split by age

**INTERMEDIATE EQUITATION, 2'9"**

Riders who have shown over fences higher than 3'3" in any CWHJA, CHJA, or USAE-rated show are ineligible for this division

- Will be split by age if entries warrant

**OPEN EQUITATION, 3'0"- 3'3" / Only back rail of oxers may be 3'3"**

Open to Junior and Amateur riders

- Will be split if there are at least 4 entries in each age group.

### **Medal Classes**

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

**PONY MEDAL, 2'0"-2'3" or 2'6" – 2'9" / Courses may not include a combination**  
Open to riders 17 years of age and under

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

**CHILDREN'S / ADULT AMATEUR MEDAL, 2'9" / A combination is recommended**

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

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

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