



# **NPHA RULE BOOK**

**2016-2017**

## EVENT POLICIES & PROCEDURES

### **Section 1: Event Scheduling**

1. The show season will begin the first week of May and end the second week of October.
2. Managers of NPHA horse shows/events must be members in good standing.
3. Managers of NPHA horse shows/events must attend or send a representative to both the Annual Organizational Meeting and General Rules Meeting, or show/event dates will not be accepted.
4. New member events will be accepted on a one-event trial.
  - a. All requests for new dates must be submitted in writing to the current NPHA President.
  - b. Each new event must have a consultant from NPHA to help organize the new event.
5. Organizers of member events have the right of first refusal on dates for one (1) year, and then they will be required to resubmit their request for the original date to the officers at the Annual Organizational meeting.
6. NPHA event fees are as follows:
  - \$125.00 per event date
  - \$175.00 per 2-day event date
  - \$50.00 per Dressage event date

These fees are non-refundable. 20% of these fees, except Dressage, may be deposited to the NPHA Scholarship Fund.

7. The event date(s) must be paid for at the Annual Organizational Meeting with a check drawn on the account of the organization sponsoring the event. In case of cancellation, the event loses its option for that date. If the event has to be canceled, it must be done within ten (10) days prior to scheduled date. Exceptions will be made for extreme conditions.
8. In the case of cancellation, show management must notify NPHA and all its potential exhibitors. No refunds will be given. If the NPHA and its membership are not notified, a minimum \$100.00 fine will be imposed and must be paid within thirty (30) days. A \$1.00 per day fee will be added to the fine up to ninety (90) days. At the end of 90 days, the member holding the event will no longer be a Member in Good Standing with NPHA.

### **Section 2: Event Rules**

1. NPHA standardized entry forms are to be used at all NPHA member events.
2. Member events may offer any or all NPHA Divisions along with any other non-pointed divisions of their choice. NPHA has no jurisdiction over non-pointed classes of divisions.
3. NPHA Member Events have the option to be rated by any other accredited horse show organization. For example, USEF, AQHA etc. That organization may govern, but NPHA rules must be followed for NPHA divisions. The current rule book for any other governing organization must be available at the member event.
4. All English shows, including Dressage, which are sanctioned by NPHA will adopt USEF rules for operation. Western show will adopt AQHA rules. The rules of the association which apply to the event must be stated in the prize list.
5. Member events must strictly follow NPHA guidelines for NPHA pointed divisions. The steward and show manager reserve the right to consider alternatives in the event of extreme conditions.

6. Proof of negative Coggins will be required at all NPHA events, or horse/pony name must be on the current NPHA negative Coggins Master List. A current Coggins Certificate must be dated within six months of the event date or January 1 or later of the current year.
7. Each judge at an NPHA Member Event must be licensed by USEF (R, r or L) for English shows and similar accreditation for Dressage. For Western events, the judge must be accredited by either AQHA or a similar judging accrediting organization. Each judge must be licensed in the division he or she is judging at the event. No judge is necessary for the timed events.
8. The organizers of each member event will be responsible for mailing a copy of the NPHA Rules to the judge and for having a copy of these rules available at the secretary's desk for exhibitor examination.
9. It is mandatory to have an NPHA steward at each event. The steward must be approved by NPHA and cannot serve as manager of that event. Horse show management will be required to pay the NPHA steward \$35.00 per event with the exception of Dressage.
10. Jump courses, trail courses, reining patterns, and classes requiring a diagram must be posted at that course/class one (1) hour prior to the start of the NPHA division. If this is not done a \$25.00 fine will be imposed.
11. Jump courses at an NPHA event shall follow USEF specifications of a fair test of each division. Trail courses at an NPHA at an NPHA event shall follow the AQHA or NPHA specifications of a fair test of each division.
12. Halter Division points will not affect eligibility for performance classes.
13. All exhibitors must wear their assigned entry number while being judged at an NPHA event.
14. No member or non-member may approach a judge at an NPHA event unless it has been cleared with the NPHA steward. The judge's stand should be kept clear of unauthorized personnel. The rule will be strictly enforced by the NPHA steward. After one warning, a \$50 (fifty) fine and expulsion from the event will result.
15. The steward will correct and post the prize list as needed at the member event.
- 16. Managers are responsible to return points, judge's cards, division sheets, steward's report and new membership forms to NPHA Points Secretary within five (5) business days of the event or a fine will issued.**

### **Section 3: Event Prize Lists**

1. Prize lists must be submitted to the NPHA English, Western and Dressage Vice Presidents for approval **40 days** prior to an event date. Prize lists must not be distributed until written approval has given by the vice president. Any changes made by the vice president must be completed within **10** days of receiving the original prize list. Failure to submit the Member Event Prize List for approval will result in a \$100.00 fine.
2. NPHA prize lists must specify the NPHA divisions offered the name of the show manager, the NPHA steward, the names of the judge and the association by which the judge is accredited.
3. NPHA prize lists must state the type of ring and type of footing that will be used each event. If multiple rings are to be used, specifications must be included for all locations.
4. The prize list must be sent to the members within ten (10) days of the event, or a \$50.00 fine will be imposed.
5. If an NPHA division is offered in a prize list, it must run regardless of the number of entries. Divisions may be split or combined only if so noted in the NPHA division specifications.
6. All stake classes must pay back. If an NPHA division notes a stake class, it must be made part of the division. Show management is responsible for determining payback amounts. Payback amounts must appear in the

prize list as a percentage amount or specific dollar amount. If these amounts do not appear in the prize list, a \$50.00 fine will be imposed. All advertised monies must be awarded as specified in each prize list.

- a. Exhibitors must show the entire division to be eligible to show in a stake class. Exception: Open Western must show in three (3) other classes to be eligible for the stake class.

#### **Section 5: Event Awards & Championship Points**

1. At NPHA horse shows a trophy will be presented to the high score exhibitor in each division and ribbons 1st through 6th place in each class.
2. Horse shows must use the following Point System for Championships only:
  - 1st place 7 points
  - 2nd place 5 points
  - 3rd place 4 points
  - 4th place 3 points
  - 5th place 2 points
  - 6th place 1 point
3. In case of a tie in championship points, English will follow USEF rules.
  - a. In Hunter Divisions, the horse with the most points over fences will be awarded the championship.
  - b. In all other English Divisions, ties will be broken at the judge's discretion.
  - c. All Western ties will be decided by flip of a coin.
  - d. The NPHA steward in the presence of the concerned exhibitors (if available) will settle all ties.

#### **Section 4: Specifications for Courses & Obstacles**

1. Fifty (50%) percent or more of the obstacles must be the required maximum height.
2. In case of inclement weather, broken equipment or similar circumstances, the course may be lowered by show management and notes by the NPHA steward. If one or more of the original obstacles are rendered unusable during a class and no duplicate exits, management may substitute obstacles which approximate the originals.
3. Obstacles must simulate those found in the hunting field such as natural post and rail, white board fence or gate, coops, aikens, hedges, oxers, etc. Coops hinged at the top and free at the bottom, triple bars, hogs back, striped rails, targets, and square oxers are prohibited in hunter classes.
4. At least four (4) different types of obstacles are required for each jump course.
5. A ground line is recommended for all obstacles.
6. An in-and-out is considered as one (1) obstacle in the required number of obstacles in a class. It may never be used as the first obstacle at the start of the course. The in-and-out may have either one or two strides. In-and-outs are prohibited in Children's Hunter Pony, Short/Long Stirrup Hunter, Beginner Hunter, and Pre-Children's Equitation Divisions.
7. NPHA suggests that hunter/equitation courses be set with 12' striding. Heights may be lowered and the lines altered in case of severe conditions. Show managers must consult with the NPHA Steward to make appropriate notes on the Results Form.

8. Any specifications for courses (examples: courtesy circle, direction of jumps, order of jumps to be taken, etc.) must be included in the course chart. Any NPHA course must be posted one (1) hour prior to the start of a class.
9. NPHA Trail Courses are to follow AQHA guidelines.

### **Section 5: Steward's Rules**

It must be clearly understood that a steward has no authority with the management or the judging of the event. The steward is the representative of NPHA and should point out in a diplomatic manner any instance where NPHA rule are not enforced. The steward should be available to the judges, exhibitors, and management at all times in order to clarify the application of NPHA rules and to investigate and instance where the rules are not being upheld.

1. Stewards protect the interests of the exhibitors, judges and show management.
2. Stewards investigate and act upon any alleged rule violation without waiting for protest.
3. Stewards measure all animals required to be measured and return measurement papers to NPHA. The steward shall issue a card to the exhibitor at the time of measurement.
4. Stewards supervise and handle a timeout, a limit of seven (7) minutes in case of breakage of equipment or loss of a shoe.
5. Stewards report to the Grievance Committee any offense or violation of the rule and prefer charges against the violator if the show management does not properly handle the violation.
6. Stewards handle all grievances and, if the decision is appealed, are responsible to fill out the grievance report and submit it to the committee.
7. Stewards inspect course and arenas to satisfy that the technical details are in accordance with the rules.
8. Stewards refer to the proper rule book in case a decision has to be made and are to be fair with all decisions. The rules that supplement the NPHA Rule Book are USEF for English and Dressage events, AQHA for Western events. The judge's decision is final.
9. Stewards are to be courteous and diplomatic.
10. Stewards fill out the Steward's Report, and return the information to NPHA within five (5) business days of the event. The steward will retain a copy of the report filed for personal record. If the steward fails to send the Steward's report within the 5 days they will forfeit the payment due from NPHA.
11. Stewards accept and collect new memberships at horse shows and are responsible for submitting them to NPHA.
12. Stewards collect and submit NPHA Exemption Forms to NPHA.
13. If a steward is unable to serve for any reason, the steward must find a replacement or be fined \$50. The show manager must be notified.
14. Stewards will be reimbursed \$35.00 from NPHA and \$35.00 each NPHA event for expenses, except for Dressage. Stewards must submit bills to NPHA by December 1 of the current year.
15. Stewards may have their own exhibitors at an NPHA event. If they are protested, the protest will be referred to the Grievance Committee and the \$25.00 fee will be waived.
16. The steward will handle all ties unless it involves his or her own exhibitors. In such cases, an NPHA officer or show manager will handle ties.
17. Stewards keep the judge's stand clear of unauthorized personnel.
18. Stewards must attend the annual NPHA Steward Workshop.

## MEMBERSHIP RULES

### Section 1: Membership

1. The NPHA Calendar year runs from December 1 to November 30.
2. For points to count for year-end awards, **all Riders and All Horses MUST be registered with NPHA**. The horse must be shown under the NPHA registered name.
3. Membership may be established at any NPHA event, but only through the NPHA Steward. **All membership in NPHA must be made prior to exhibiting in order to have points count for year-end awards. The form must be complete, including all signatures, and the fees must be paid.** Any points earned prior to recorded membership in NPHA will not count towards year-end awards.
4. Member's name and horse's name will be placed on a NPHA Master List and posted on the NPHA web site.

### Section 2: Year End Awards

1. NPHA uses the following Sliding Point Scale for all NPHA divisions unless otherwise noted.

# of horses	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
1	1					
2	2	1				
3	3	2	1			
4	4	3	2	1		
5	5	4	3	2	1	
6	6	5	4	3	2	1
7-9	7	6	5	4	3	2
10-12	8	7	6	5	4	3
13-15	9	8	7	6	5	4
16-18	10	9	8	7	6	5
19-21	11	10	9	8	7	6
22-24	12	11	10	9	8	7
25-27	13	12	11	10	9	8
28 & over	14	13	12	11	10	9

2. For NPHA year-end awards, a division must run at a minimum of three (3) member events for year-end points be valid.
3. At the Year-End Awards Banquet, ribbons and prizes will be presented to Champion, Reserve Champion and 3<sup>rd</sup> through 6<sup>th</sup> place in English, Western and Dressage divisions.
4. Member points will be published on the NPHA website: [www.nphainfo.com](http://www.nphainfo.com).

### Section 3: Grievances & Charges

1. Grievances and charges will be handled in accordance with the USEF Rules VI and VII of the current USEF Rule Book unless superseded by NPHA rules.
2. Any complaints at an individual event are to be directed to the presiding NPHA steward who will be listed in the prize list. In the event a steward must leave, a replacement will be announced at the event.

3. The filing fee of \$25.00 must be paid directly to NPHA by cash or check before the grievance will be heard. The individual filing the grievance must be Members in Good Standing of NPHA. No fees will be refunded.
4. Grievance or Charge Forms must be signed by the grieving party. There must also be signatures of the steward and the show manager for the forms to be valid.
5. If the grievance cannot be settled on the grounds of the NPHA event, the grievance will then be appealed to the NPHA Grievance Committee. If the grieving party decides to drop the grievance, no refund will be issued.
6. Any grievance or charge must be presented to the Grievance Committee in writing, and a written response will be mailed to the grieving party.
7. In a case of cruelty or unsportsmanlike behavior at an NPHA event, the NPHA steward and all officers present may supersede the Grievance Committee and handle the situation. The decision made by the steward and officers is final.

#### **Section 4: Junior & Pony Rules**

1. Junior English, Gymkhana and all Lead Line riders will be required to wear SEI approved safety helmets that must be worn at all times while mounted at an NPHA event.
2. All ponies competing in NPHA pony classes must be measured. Ponies will be measured yearly until the animal has reached the age of six (6), at which time the pony will receive a Permanent Measurement Card. The card must be presented to the show secretary at the time of entry or be on the Master List of Pony Measurements.
3. Any NPHA steward may measure a pony at an NPHA Event. Ponies Must be measured one (1) Hour prior to competing in order for the points to count. NPHA will accept a Permanent Measurement Card that has been issued by USEF.
4. In the case of a protest, all ponies entered in the NPHA pony class at the show in question will be measured including those with permanent cards issued by USEF.
5. Junior riders are exhibitors who have not reached their 18<sup>th</sup> birthday as of December 1 of the current year.

#### **Section 5: Miscellaneous Exhibitor Rules**

1. All English (Junior and Senior) riders must wear SEI approved safety helmets while mounted at an NPHA event.
2. The division status of a rider is not affected if the rider has not shown in a higher division at more than one event of any competition year. To regain lower division status, the rider must withdraw from competition in the higher division and complete a Rider Exemption Form provided by the NPHA Steward. This form must be completed prior to regaining lower division status. If a rider is not a member, he/she must become a member at that time. Failure to submit the exemption form will result in the rider losing the lesser division status and all points and winnings will be forfeited. This exemption will only be granted one time.
3. The division status of a horse is not affected if the horse has not been shown in the higher division at more than three (3) competitions prior to June 15 of any competition year. To regain lower division status, the horse must be withdrawn from the higher division, and an NPHA Exemption Form provided by the NPHA Steward must be completed. The horse and owner's recording numbers must be included on the form. If an owner and horse are not members, they must become members at that time. Failure to complete the exemption form will result in the horse losing the lesser division status, and all points and winnings will be forfeited.

## NPHA DIVISION RULES

### **Section 1: English Divisions**

**Mini Stirrup** – Open to riders ten (10) years of age and under. This is a walk/trot division only. Riders may only cross enter into other walk/trot divisions. Points are on the rider.

**Must consist of:**

- Mini Stirrup Equitation
- Mini Stirrup Pleasure
- Mini Stirrup Hunter under Saddle

**Short Stirrup** – Open to riders twelve (12) years and under. This is an equitation division. Riders in this division may only cross enter into Beginner Rider Hunter, Basic Hunter, Children’s Pleasure, Dressage or eligible Western. No more than (10) may canter at a time. Trotting over fences will be penalized. Fences not to exceed 2’

**Must consist of:**

- Short Stirrup Walk/Trot
- Short Stirrup Walk/Trot/Canter
- Short Stirrup Cross Rails-4 Cross Rails

**Long Stirrup** – Open to riders thirteen (13) years of age and over, including adult amateurs. This is an equitation division. Riders in this division may only cross enter into Beginner Rider Hunter, Basic Hunter, Children’s Pleasure, Dressage or eligible Western. Adult amateurs may cross enter into Open Pleasure Division. No more than ten (10) may canter at one time. Trotting over fences will be penalized. Fences not to exceed 2’

**Must consist of:**

- Long Stirrup Walk/Trot
- Long Stirrup Walk/Trot/Canter
- Long Stirrup Cross Rails-4 Cross Rails

**Basic Hunter** – Open to any rider, any horse, any pony, except those in Mini Stirrup and Lead Line. No other restrictions apply. Points are on the horse/pony. Trotting over cross rails will be penalized. Cross rails will not exceed 2’.

**Must consist of:**

- Basic Hunter Cross Rails
- Basic Hunter Cross Rails
- Basic Hunter Under Saddle

**Children’s Equitation** – Open to junior riders. Course must consist of at least six (6) obstacles. A change of lead is required. Judges may choose from USEF Test #1-12 if desired. Small/medium ponies to jump 2’, large ponies and horses to jump 2’6”.

**Must consist of:**

- Children’s Equitation O/F
- Children’s Equitation O/F
- Children’s Equitation On the Flat

**Modified Adult Equitation** – Open to amateur riders. Course must consist of eight (8) obstacles. A CHANGE OF LEAD IS NOT REQUIRED. Course is to be simple with fences not to exceed 2’. Trotting will not be penalized. Riders may not cross enter into any division where fences do not exceed 2’.

**Must consist of:**

- Modified Adult Equitation Walk/Trot



Modified Adult Equitation Walk/Trot/Canter  
Modified Adult Equitation O/F

**Children's Hunter Horse or Pony** – Open to horses and ponies ridden by a junior rider only. This division must not have an in-and-out. Small/medium ponies to jump 2', large ponies and horses to jump 2'6". Pony card must be presented to the show secretary at time of registration. Show management has the right to split if entries warrant.

**Must consist of:** Children's Hunter Horse or Pony O/F  
Children's Hunter Horse or Pony O/F Stake  
Children's Hunter Horse or Pony Under Saddle

**Working Hunter** – Open to horses and ponies. Adults may ride ponies. Fences not to exceed 3'.

**Must consist of:** Working Hunter O/F  
Working Hunter O/F Stake  
Working Hunter Under Saddle

**Starting Hunter Horse or Pony** – Open to horses and ponies in their first year of showing over fences. Fences not to exceed 2'. Trotting will not be penalized. Beginner Rider Hunter Division may not cross over into this division. Starting Hunter Horse or Ponies may cross over into Green Hunters, Basic Hunter and Pleasure Division (if eligible). Horses or ponies may only show in this division for one (1) year.

**Must consist of:** Starting Hunter Horse or Pony O/F  
Starting Hunter Horse or Pony O/F Stake  
Starting Hunter Horse or Pony Under Saddle

**Green Hunter** – Open to horses and ponies in their first or second year of showing over fences with the exception of Short or Long Stirrup. This division may have oxers. Green Hunters may cross enter into eligible Pleasure Division, and in under saddle classes if eligible or a division where the fences do not exceed 2'3". Adults may ride ponies.

**Must consist of:** Green Hunter O/F  
Green Hunter O/F Stake  
Green Hunter Under Saddle

**Suitable Hunter** – Open to horses and ponies. Fences not to exceed 2'3". Adults may ride ponies.

**Must consist of:** Suitable Hunter O/F  
Suitable Hunter O/F Stake  
Suitable Hunter Under Saddle

**Schooling Hunter** – Open to horses and ponies. Fences not to exceed 2'6". Adults may ride ponies.

**Must consist of:** Schooling Hunter O/F  
Schooling Hunter O/F Stake  
Schooling Hunter Under Saddle

**Open Pleasure Division** – Open to horses and ponies to be judged on suitability, manners, and performance. May be asked to hand gallop at the discretion of the judge with no more than eight (8) to hand gallop at one time. Beginner Rider Hunter may cross over into this division. Show management will designate one class as the stake class, and you must show the entire division to be eligible to show in the stake.

**Must consist of:**       Bridle Path Hack  
                                  English Pleasure  
                                  English Pleasure Stake

**Children's Pleasure** – Open to horses and ponies ridden by a junior rider to be judged on suitability, manners, and performance. Show management will designate one class as the stake class. Open to all junior riders regardless of fence heights in other division because this class does not jump a course.

**Must consist of:**       Bridle Path Hack  
                                  Hunter Hack (2 fences at 2'3" – may limit jumping to top 8)  
                                  English Pleasure

**Puddle Jumpers** – Open to horses and ponies. To be scored in accordance with the current USEF Rule Book. There must be three (3) classes in this division. The prize list must specify the tables and section that are being used. Fences not to exceed 2'6".

**Model Pony** – Open to ponies with current NPHA Measurement card or Miniature horses or ponies that will not exceed 14.2h at maturity. To be shown in hand at the walk and trot. To be judged on conformation, way of going, disposition and manners. To be shown in halter or bridle. This division may be run at English or Western Shows. Lead Line riders may show ponies provide an adult is present.

**Lead Line** – Open to junior riders seven (7) years of age and under. English attire must be worn. Judged on suitability of mount and presentation. Riders may be asked to trot, incorrect diagonals not to count. Riders may cross into Model Pony and Model Hunter.

**Must consist of:**       Lead Line  
                                  Lead Line Off Lead - handler to stay next to horse or pony

**Open Hunter** – Open to all riders and horses. Fences not to exceed 2'9".

**Must consist of:**       Open Hunter O/F  
                                  Open Hunter O/F Stake  
                                  Open Hunter Under Saddle

**Beginner Hunter** - This class is a 2' hunter (points on the horse) division for **Beginner Riders**. This hunter division is **for riders who are in their first or second year of showing over a course of fences**. Riders may only cross enter into Basic Hunter, Short Stirrup, Long Stirrup and Pleasure Divisions (if eligible). The following obstacles are prohibited: in-and-out, combinations, oxers, or cross rails. No more than ten (10) to canter at a time. Trotting corners will not be penalized.

**Must consist of:**       Beginner Hunter O/F  
                                  Beginner Hunter O/F

## Beginner Hunter Over Under Saddle

**Low Equitation** – Open to all riders and horses, to be judged as an equitation division. Fences not to exceed 2'3".

**Must consist of:**

- Low Equitation O/F
- Low Equitation O/F
- Low Equitation On The Flat

**High Equitation** – Open to all riders and horses, to be judged as an equitation division. Fences not to exceed 2'9".

**Must consist of:**

- High Equitation O/F
- High Equitation O/F
- High Equitation On The Flat

**NPHA 2'6" Medal** – Open to any rider, any age, to be judged on equitation. Points will be on the rider. Will consist of one (1) jumping round. Only 1 horse and rider combo during each event, however rider may change horses at different shows.

**NPHA 2'6 Handy Hunter** – Open to all eligible horses, ponies, and riders, except for those in Starting Hunter, Green Hunter, or Modified Adult Equitation. Course should vary from the normal hunter class routine to include elements that show rideability and handiness, for example, roll back, trot fences, option lines.

## Section 2: Western Divisions

**Lead Line Western** – This division is open to riders (7) years of age or under. Western Attire must be worn. **All lead line exhibitors must wear an approved safety helmet.** Judged on suitability of mount and presentation. May be asked to jog. Points are on the rider.

**Must consist of:**

- Lead Line
- Off Lead – handler to stay next to horse
- Lead Line Barrels On Lead
- Lead Line Keyhole On Lead
- Lead Line Trail On Lead

**Beginner Western Rider** – This division is open to riders (18) years of age and under in their first or second year of showing. May have never loped or cantered in any horse show division. This is a walk/jog division. Points are on the rider.

**Must consist of:**

- Beginner Western Showmanship
- Beginner Western Horsemanship (pattern required)
- Beginner Western Pleasure
- Beginner Western Trail (optional for Show Management)

In Trail, a minimum of four obstacles must be used. These obstacles must be safe and maneuverable by a child. The rider must jog in the class. Jogging through or over an obstacle is permitted. The following obstacles are suggested: bridge, mailbox, back up logs, gate or weave around cones. Prohibited obstacles are: jumps, side pass, and dragging item.

**Working Western Horse** – Should simulate a horse riding outside the confines of an arena and reflect the versatility and attitude of a working horse. The horse should work at a forward working speed while performing the required and optional maneuvers. Working tack is preferred but silver on bridles or saddles will not be penalized. Horses should not be branded. It is preferred that the horse be clipped as a working horse. For example bridle path may be clipped but is not necessary. There will be a rail class, a pattern class, and a trail class.

**Adult Beginner Western Rider** – This division is open to riders (19) years of age and older in their first or second year of showing. May have never loped or cantered in any horse show division. This is a walk/jog division. Points are on the rider.

**Must consist of:**

- Adult Beginner Western Showmanship
- Adult Beginner Western Horsemanship (pattern required)
- Adult Beginner Western Pleasure
- Adult Beginner Western Trail (optional for Show Management)

**Youth 13 and Under** – This division is open to children (13) years of age and under. This is a walk/jog/lope division. Riders may cross enter into other eligible divisions. Points are *on the rider*.

**Must consist of:**

- Youth 13 and Under Showmanship
- Youth 13 and Under Horsemanship (pattern required)
- Youth 13 and Under Pleasure W/J/L
- Youth 13 and Under Trail (optional for Show Management)

This division can be combined with Youth 14-18 division if less than 3 in the division. There must be no objections from all involved. Points will be awarded to your division.

**Open Gymkhana** – This division is open to English and Western riders of any age. Riders must wear proper attire, including western hat/helmet, pants, boots and long sleeved-collared shirt. (Chaps are optional). Junior riders are required to wear SEI approved safety helmets. Points are on the horse/rider combination. Patterns rules/requirements will be available from each western show manager.

**Must consist of:**

- Cloverleaf Barrel
- Pole Bending
- Keyhole

**Novice Gymkhana** – This division is open to inexperienced riders, novice riders of any age in their first or second year of showing gymkhana either NPHA or elsewhere. Riders must wear proper attire as stated on open gymkhana. Junior riders are required to wear SEI approved helmets. Points are on the horse/rider combination. Patterns rules/requirements will be available from each show manager. **Section A exhibitors can jog OR lope, Section B for W/J exhibitors only.**

**Must consist of:**

- A) Novice Cloverleaf barrels Jog/Lope

- A) Novice Pole Bending Jog/Lope
- A) Novice Keyhole Jog/ Lope
- B) Novice Cloverleaf Barrels Jog
- B) Novice Pole Bending Jog
- B) Novice Keyhole Jog

**Novice Western Rider** – This division is open to junior and amateur beginners in their first and second year of showing at the lope/canter. Riders may cross enter into any eligible divisions except any walk/jog or walk/trot division. Competitors may remain in the division for the entire calendar year.

**Must consist of:**

- Novice Showmanship
- Novice Horsemanship (W/J/L) (pattern required)
- Novice Pleasure (Walk/Jog/Lope)
- Novice Trail (optional for Show Management)

A minimum of four (4) obstacles must be used. These obstacles must be safe and maneuverable by a novice rider. The rider may lope at the discretion of the judge, but not through or over an obstacle. The following obstacles are suggested: bridge, mailbox, back up logs, gate or weave through or around obstacles. Prohibited obstacles are jumps, side pass, and dragging item.

**Youth 14 – 18** – This division is open to riders aged fourteen (14) to eighteen (18). Riders may cross enter into other eligible divisions. Points will be awarded on the rider. This is a walk/jog/lope division. This division can be combined with Youth 13 and Under Division, if less than 3 in the division. There must be no objections from all involved. Points will be awarded to your division.

**Must consist of:**

- Youth 14-18 Showmanship
- Youth 14-18 Horsemanship (pattern required)
- Youth 14-18 Pleasure
- Youth 14-18 Trail (optional for Show Management)

**Senior Western Pleasure** – This division is open to horses and ponies (6) years of age and older. Points are on the horse or pony.

**Must consist of:**

- Senior Horse Walk/Jog
- Senior Horse Pleasure
- Senior Horse Pleasure Stake

**Junior Western Horse**– This division is open to horses and ponies five (5) years of age and younger. Points are on the horse or pony. May be shown in snaffle or bosal: two hands on the reins are permitted. If a curb is used, only one hand on the rein is permitted. Curb chain is prohibited with snaffle bit.

**Must consist of:**

- Junior Horse Walk/Jog
- Junior Horse Pleasure
- Junior Horse Pleasure Stake

**Open Western** – Open to riders of any age on any age horse or pony. Points are awarded on the horse or pony. Must show in three (3) other classes to be eligible for the Stake class.

**Must consist of** at least 4 of the following:

- Open Walk/Jog
- Open Showmanship
- Open Horsemanship (pattern required)
- Open Trail
- Open Western Pleasure Stake

**Jack Benny Western** – This division is open to riders thirty-five (35) years of age and older. Schooling attire will not be penalized. Show attire not mandated, but only riders with proper attire may cross enter into other eligible divisions. Points are on the rider.

**Must consist of:**

- Jack Benny Showmanship
- Jack Benny Pleasure Walk/Jog
- Jack Benny Horsemanship Walk/Jog (pattern required)
- Jack Benny Trail (optional for Show Management)

**Halter** – This division will award each subdivision 1<sup>st</sup> through 6<sup>th</sup> place ribbons. The Halter Division must offer all three (3) subdivisions. The top two horses in section A, B and C will return for a championship class at each NPHA event.

Must consist of:

- Section A - Open to fillies and mares of all breeds.
- Section B - Open to geldings and stallions of all breeds. Handlers of stallions must be over 18 years old.
- Section C – Two and under (as of January 1). Open to mares, geldings, stallions without exception to height or breed. Handlers of stallions must be over 18 years old.

In addition, the 1<sup>st</sup> and 2<sup>nd</sup> place horse in the championship class will be awarded the following points: 1<sup>st</sup> place – 2 points and 2<sup>nd</sup> place – 1 point.

**Open Driving** – Open to any breed or type of equine. Open to adults and juniors and is not restricted to two-wheel carts. A qualified adult attendant must accompany drivers under 14. For safety, classes may be split at show manager's discretion. All issues or points in question not covered in the NPHA Rule Book are governed by current American Driving Society rules. Attire: exhibitors must be neatly attired in conformity to style of carriage and harness used. Driving apron, hat\*, gloves, whip in hand are required. \*SEI approved headgear required for all junior riders.

**Open Pleasure Driving** – To be judged on the suitability of equine to provide a pleasant drive, at a walk, slow trot, working trot and strong trot, to stand quietly and rein back. 70% performance, manners, and way of going, 20% conditions, fit of harness and vehicle, 10% on neatness of attire.

**Reinsmanship** – To be judged on the ability and skill of driver, at a walk, slow trot, working trot, and strong trot. Driver is required to rein back, may be chosen for workout or asked to execute a figure eight. One or two-handed method is acceptable, without penalty/reward for either style. 75% on handling of reins and whip, control, posture, and overall appearance of driver: 25% on condition of harness, vehicle, and neatness of attire.

**Obstacle Driving** – Pattern will be posted one hour before start of class. To be judged on ability to maneuver through prescribed course. Event may be timed. Penalties will be assigned for run-outs, refusals, breaks in stride or obstacle disturbance. Failure to attempt obstacle or going off course may result in elimination. Obstacles may include mailbox, cones, and tarps to cross over, a walk-in and back-out with poles or other markers. A timed event will decide ties. If time is not a factor, ties are decided by coin-toss or drive off at judge's discretion.

### Section 3: Dressage Divisions

**A. Intro, Training & First Level Tests** - Exhibitors must be attired according to USDF Specifications.

- Open Intro – USDF Intro Tests 1 & 2 (Walk/Trot)
- Open Training – USAEq Training Level Tests 1 - 4
- First & Up – USAEq First Level Tests 1 – 4 & Above

**B. Schooling Test of Choice** (schooling attire not penalized)

- a. Junior riders must wear an approved safety helmet with a harness. All other riders may wear headgear approved by USEF/USDF (helmet, hunt cap, top hat).
- b. A long or short-sleeved shirt of white or very pale color, without neckwear and without design or writing.
- c. Breeches of solid conservative color (black, blue, white, beige, and gray).
- d. Riding boots, tall or short, with heel and of a conservative color.
- e. Half chaps of solid color are allowed.
- f. Exhibitors may carry one (1) whip of length no longer than 48 inches including lash.
- g. Alternate bits may be used for safety purposes only. Judge must be notified prior to test. Judgment on bit at judge's discretion.

**C. Western Dressage**

### Section 4: NPHA Non-Competitive Division

**Trail Riding/Driving** – Open to NPHA members of all ages. Participants will be able to download log sheets to be turned in by the 1<sup>st</sup> of October. Hours are to be recorded to the nearest ¼ hour. Only hours riding or driving, in lessons, trail riding, or volunteering at any certified Therapeutic Riding Center will count. **Horse Shows will not count.** Horse registration is not required, hours logged are on the rider only. Hours **may not** be carried over from one year to the next. Hours run MARCH 1 THROUGH OCTOBER 1 OF THE CURRENT YEAR. Certificates and ribbons to be awarded at the Year-End Award Banquet for the following sections:

- 30-59 hours
- 60-99 hours
- 100-199 hours
- 200-299 hours
- 300-399 hours
- 400+ hours

## NPHA BYLAWS

### **ARTICLE I: NAME**

The name of this association shall be "Northeastern Pennsylvania Horseman's Association, Inc."

### **ARTICLE II: PURPOSE**

The purpose of this association is to provide the following:

- Promote and foster interest in the horse industry.
- Educate and help individuals in the proper care of our equine friends.
- Improve the quality of equestrian events throughout the area.
- Educate the non-rider that the equine industry is an asset to the community.

### **ARTICLE III: OFFICERS**

The officers of the association shall be President; (3) Vice Presidents - English, Western and Dressage; (5) Secretaries - Recording, Membership, English Points, Western Points and Dressage Points; and Treasurer.

A. The term of the office of President shall run from December 1 to November 30.

B. The management, direction, and control of all policy, business, and the affairs of the association shall be vested in its officers.

### **ARTICLE IV: MEMBERSHIP**

1. Membership in this association shall be divided into the following:

**A. Senior Member:** Any person who is eighteen (18) and over and is interested in furthering the purpose of this organization and is acceptable to the Membership Committee. Senior membership entitles members to one (1) vote in the affairs brought forth at regular or special meetings of NPHA. Senior members are automatically eligible to compete in Trail Riding/Driving.

**B. Non-Competing Senior Member:** Same as senior member, with voting privileges, but may not compete as a rider, horse show manager or owner. (Owners as well as riders of horses/ponies competing at NPHA events must register as regular senior or junior members for points to count.)

**C. Junior Member:** Any individual who has not reached his/her 18<sup>th</sup> birthday as of December 1 of that calendar year and is acceptable to the Membership Committee. Junior members are automatically eligible to compete in Trail Riding/Driving.

**D. Family Members:** Any group of immediate family members who is interested in furthering the purpose of the association and is acceptable to the Membership Committee. Family membership entitles its members to one vote in the affairs brought forth at regular or special meeting of the association. Family members are automatically eligible to compete in Trail Riding/Driving.

2. Membership in this association is a privilege, not a right. No member shall obtain any property right to the assets of the association. All members must remain current in their payments with NPHA and its sanctioned show/events for fees relating to NPHA. Members whose payments are past due are deemed to be Members Not in Good Standing.

3. Any member or member events may be censured, suspended, or expelled by a majority vote of the officers and the Grievance Committee. In any event, an opportunity to be heard before the officers shall be afforded to him/her. Notice, in writing, of the time and place of the hearing and a copy of the charges preferred



against him/her shall be sent to him/her by registered mail at the address upon the secretary's books not less than ten (10) days before the date of the proposed hearing.

4. The officers and the Grievance Committee may reinstate expelled or suspended member or member events. The reinstatement may occur after a period of time determined by the officers and the Grievance Committee.
5. Applications for membership must be made on applications provided by the association, which will render a record of membership. Memberships submitted to the association will run from December 1 to November 30 of the following year.

#### **ARTICLE V: AMENDMENTS**

1. The bylaws may be amended by a majority vote of the voting membership at a meeting duly called for that purpose.
2. Committee members will be notified one (1) week prior to the date of committee meetings.

#### **ARTICLE VI: MEETINGS**

1. Regular meeting of the officers shall not be hold less than three (3) times per year.
2. General meetings must be held a minimum of four (4) times per year.
3. The order of business at all meetings shall consist of the following:
  - A. Minutes of previous meeting
  - B. Treasurer's report
  - C. Communication
  - D. Report of committees
  - E. Election of officers when indicated
  - F. Unfinished business
  - G. New business

#### **ARTICLE VII: FISCAL YEAR**

Fiscal operation of this association will run from January 1 to December 31 of each year.

#### **ARTICLE VIII: DUES**

Annual dues as designated by the association shall be payable to the association upon acceptance of application and annually thereafter.

#### **ARTICLE IX: VOTING**

1. Senior members, non-competing senior members and the voting member of a Family Membership in good standing shall be entitled to vote at any general or special meeting.
2. When there is a contest for officers, the president shall appoint a nominating committee at the general meeting.
3. The Nominating Committee will handle all elections and must have a slate submitted by October 1.
4. Voting shall be carried out by an official ballot and be sent to all voting senior members of the association and be returned in a sealed envelope, for such purpose only, to the Chairman of the Nominating Committee

two (2) weeks prior to closing date. If the closing date falls on a holiday, it will be extended to the next regular day of postal delivery.

5. The candidates receiving the greatest number of votes shall be declared elected to the vacant offices.
6. The Nominating Committee shall report in writing to the Recording Secretary the number of qualified votes cast and the final vote. Such report must be received no later than November 1. These figures are to be incorporated into the minutes of the meeting.
7. The Nominating Committee shall have full power and authority to pass on any question raised at such election.
8. In case any question shall be raised as to the legality of such election, the president shall take into his/her custody all ballots cast at such election and keep them safe for a period of at least 90 days.

#### **ARTICLE X: NOMINATION**

1. The association may submit to the Nominating Committee the name of any voting Member in Good Standing for the office of President, English Vice President, Western Vice President, Dressage/ Trail Vice President, Recording Secretary, Points Secretary (ies). Membership Secretary, Trail Secretary, Points Secretary (ies), membership secretary, Trail Secretary, and Treasurer.
2. Nominations will be accepted from the floor at the last annual meeting of the fiscal year prior to October 1 provided the consent of the nominee has been obtained and the nominee is acceptable by a majority vote of the general voting membership present at the meeting.
3. Nominee must have an NPHA Member in Good Standing the prior calendar year and have attended at least three (3) NPHA general or committee meetings during that calendar year.

#### **ARTICLE XI: DUTIES OF THE OFFICERS**

1. The President
  - A. The president shall call and preside at all meetings of the association.
  - B. He/She shall be a member ex-officio of all committees except the Nominating Committees.
  - C. He/She shall appoint the chairmen of all standing and special committees.
  - D. He/She may delegate any of His/Her duties and require the assistance of any of the elected officers of the association.
  - E. He/She shall designate the managers of Double Point Shows.
2. Vice Presidents
  - A. In the event of the incapacity, absence, death or resignation of the president, a special election will be held to vote in one of the vice presidents as acting president for the rest of the calendar year.
  - B. The vice presidents shall perform all duties delegated to him/her by the president.
3. Recording Secretary
  - A. The secretary shall keep a record of all the proceedings of the association and read the same at each meeting.
  - B. The secretary shall handle all correspondence of the association.
  - C. The secretary shall be responsible for recording any amendments to the bylaws and the rules of the association.

4. Membership Secretary
  - A. The secretary shall receive all memberships and produce listing and numbers for all members for all members and horses.
  - B. The secretary shall make a list of current members for officers sanctioned show managers, and general membership meetings held during the calendar year.
5. Points Secretary(ies)
  - A. The secretaries shall compile and keep all judges' cards, evaluation forms, and correspondence pertaining to NPHA events and have these available for examination in case of dispute. He/she shall calculate results of scheduled events and keep a listing of all points awarded.
  - B. The secretaries shall make point standings available to the webmaster.
  - C. The secretaries shall indicate any violation or error of rules and direct them to the officers.
6. Treasurer
  - A. The treasurer shall collect the dues, keep all accounts of the association and present a financial report at each meeting.
  - B. The treasurer shall if requested by the voting members give the association such security for the faithful discharge of his/her duty as the voting members may direct at the associations expense.
  - C. The treasurer shall pay all bills incurred by the associations provided they have been certified in writing as correct by the person contracting them and have been approved by the officers.
  - D. The treasurer shall deposit association funds in the name of "Northeastern Pennsylvania Horsemen's Association, Inc." in a bank designated by the officers and shall be drawn only by checks signed by the treasurer and one other officer.
  - E. The treasurer's account shall be audited annually in such a manner as directed by the officers.
  - F. All bills incurred by NPHA will be brought to the attention of the prevailing officers.
  - G. A receipt must accompany all transactions. No exceptions will be made. A receipt must be presented and he treasurer will make out a check to the appropriate party within thirty (30) days of receipt. Transactions may be reviewed by the officers.
  - H. If a deposit must be made by anyone other than the treasurer, an NPHA Deposit Form must be completed and sent to the treasurer immediately.
  - I. A \$25.00 fee will be charged for returned checks. If returned check is not paid within ten (10) business days of notification, the involved party will no longer be a Member in Good Standing.

## **ARTICLE XII: COMMITTEES**

1. At the first meeting of the general membership, the president shall appoint the following committees:
  - A. Grievance Committee: Shall consist of the chairman and co-chairman, appointed by the president, who shall choose five voting members out of a hat to settle a grievance excluding the immediate member involved in the grievance. It shall be the duty of this committee to consider, investigate, and make recommendations to the officers of any complaints of members concerning the operation of the association or the actions of persons of groups deemed not to be in the best interest of the association, and to issue its decision in writing.

- B. Publicity/Public Relations committee: Shall consist of a chairperson plus three (3) voting members of the association plus the recording secretary of the association. It shall be the duty of this committee to promote the interests of the association through the news media and to approve all publicity relating to this association.
  - C. Rule Committee: Shall consist of three (3) Vice Presidents and at least one (1) representative from each discipline. This committee shall be broken down into three (3) subcommittees: English Rules, Western Rules, and Dressage Rules. It shall be the duty of the Rules Committee to compile a set of divisions and rules to govern the scheduled events in each discipline. The rules committee will present rule changes for review to the NPHA membership. The vote of the rules committee Chairperson will break ties of any rule change vote. The secretaries shall indicate any violation or error of rules and direct them to the officers. Rule Committee reserves the right to amend these rules on a yearly basis.
  - D. Bylaws Committee: Shall consist of at least a chairperson and co-chairperson. It shall be the duty of this committee to compile and present amendments to the bylaws at a meeting set forth for such a purpose.
  - E. Show Calendar Approvals/Stewards Committee: Shall consist of the offices of the organization. It shall be the duty of this committee to compile a list of events for the calendar year to be listed in the newsletter and distributed to committee chairmen. Other duties include the following: to inspect eligibility of show applications, assist shows in obtaining qualified officials, review show dates and grant show requests, to work directly with the Rules Committee to uphold the standards of the association. It shall also be the duty of this committee to coordinate show management and steward work-shop and to make available steward evaluations to member events.
2. All committees shall stand December 1 to November 30. All committee chairpersons shall report to the president.
  3. Nominations will be accepted from the floor at the last annual meeting of the fiscal year prior to October 1 provided the consent of the nominee has been obtained and the nominee is acceptable by a majority vote of the general voting membership present at the meeting.
  4. The president may at any time appoint other committees on any subject furthering the purposes of the association for which there is no outstanding committee already in existence. Such committees shall terminate upon election of new officers.
  5. The officers may, from time to time, appoint such subcommittees as they see fit. Such committees shall terminate on the election of new officers. Any committee deemed necessary to the furthering of the association may be amended into the bylaws.