

WESTERN PENNSYLVANIA RIDING AND DRIVING CLUB

Revised November 2024



Constitution and By-Laws

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PART ONE:

Constitution and By-Laws

Article I. The Organization

Section 1. Name

The name of the club shall be the WESTERN PENNSYLVANIA RIDING AND DRIVING CLUB (W.P.R.D.C.), a nonprofit organization 501(c)3.

Section 2. Objective

The Western Pennsylvania Riding and Driving Club is organized for the purpose of promoting horsemanship and sportsmanship in all activities relating to horses and in the uniting all of those interested in enjoying a mutual fellowship among horse lovers. The Club and its members shall put forth a sincere effort to assist young and/or inexperienced riders and drivers, and potential exhibitors in showmanship and competition.

Section 3. Fiscal Year

W.P.R.D.C. shall operate on the fiscal year, January 1st to December 31st. This shall encompass all administrative, accounting, and scheduled activities; this includes discounted memberships and voting privileges.

Section 4. Donations and/or Gifts

Any item(s) given, donated, or loaned to the Club for any purpose, or any length of time must be accompanied by a DETAILED STATEMENT of INTENT from the donor, clearly explaining the purpose, duration and eventual disposal of the donation and/or gift and any other general terms that it may involve. This statement shall be submitted in duplicate with both copies signed by the Donor and the club President. The original statement will become part of the permanent records kept by the secretary of the Club and the copy will be retained by the Donor. This transaction is to be recorded in the minutes of the next regular meeting for future **reference** and for the **protection** of all parties involved.

Section 5. Dissolution

In the event that the Club is dissolved, the original provisions as stated on the Club Charter, amended on March 12, 1990 to state: ‘ Existing properties and/or equipment shall be sold and the proceeds from the sale, along with all existing treasury funds shall be donated, in the name of the Western Pennsylvania Riding and Driving Club as follows; **Funds must go to one or more 501(c)3 nonprofit organization . The choice shall be decided by the majority vote of the membership. The decision then must be submitted to the PA Auditor General’s office**

where it must be approved before any type of disbursement is made. In accordance with PA law any club fees collected within the current fiscal year from members may be returned to the members.

Article II. Membership

Section 1. Eligibility

Membership shall be open to anyone having a genuine interest in horses and the welfare of the Club, combined with a sincere effort towards fairness and unbiased competition. Age of any member shall be as of January 1st.

Section 2. Categories

- A. Individual**, one who is 18 years of age (as of January 1st) and does not qualify under the 'Family' membership description.
- B. Family**, which includes the following: father and/or mother with any children under the age of 18, living under their roof, and any child under 18 for which said adult has legal guardianship. *Full-time students under the age of 21 may also be included in the Family membership.

Section 3. Requirements – Application and Dues

- A. The annual Membership applications and dues are accepted year-round; however, all dues are paid in full. Dues are not Pro-Rated.
- B. Prospective members shall present to the Treasurer a completed and dated membership application, along with the total annual dues appropriate for their 'category' of membership.
- C. Voting privileges are not effective until the current years' dues are paid.
- D. All Members are required to sign the **"Hold Harmless" form** yearly.
- E. Members are eligible for a **discount** of their dues if paid in full by the January meeting of the fiscal year.

Section 4. Privileges

- A.** Members are eligible to vote if they are sixteen (16) years or older and their dues are paid in-full for the current year.
- B.** Extends the opportunity to serve on various committees and thus have a say in conducting the shows, Club functions and the selection and presentation of awards.
- C.** Party to the inner operations of the Club.

Section 5. Termination

Membership shall be terminated by:

- A. Written resignation presented to the Secretary.
- B. Failure to pay annual dues.
- C. Death
- D. Dissolution or liquidation of the Club.
- E. Expulsion.
- A written and signed complaint shall be submitted to the Officers and the Board of Directors.
- It is the responsibility of the Officers and Board Members to be certain that the complaint is genuine and not the result of petty personal conflicts.
- Once it is determined as genuine the complaint shall be presented at the next Membership Meeting.
- The 'defending' individual(s) shall be given the opportunity to be present as such meeting.
- The majority vote of the members present at such meeting may expel a member for conduct which, in their opinion, is detrimental and/or unbecoming to the general welfare of the Club.
- The Officers and Membership may reexamine any application for membership from the expelled individual(s) three (3) years after the date of expulsion.

Article III: Government

Section 1. Eligibility

To serve in any office or official capacity, a nominee must be:

- A. Be current in their membership
- B. Eighteen (18) years of age or older.
- C. Must have participated at some club function during the past year.
- D. It is preferred that the qualified nominee attend 60% of the business meetings during the current year, with attendance verified by the Secretary

Section 2. Elected Positions

A. Officers

- President
- Vice President
- Secretary
- Treasurer

B. Board of Directors

- Discipline Individuals: Members that are familiar with the administrative and equine competition of the Club.
- At-Large individuals; May or not be a member but has prior experience serving as an officer of an organization or involved within the Equine show business or an individual who has been a member in good standing for 5 years or more.

Section 3. Terms and Responsibilities

A. President

1. Elected for one year
2. Shall be the principal executive officer
3. Responsible for the observance and signage of all Club policies, bonds, insurance, mortgages, contracts and other Instruments of the Club functions.
4. Notifies the Board of Directors of any incident or issue that may impact the welfare of the Club.
5. Shall remain unbiased while conducting membership meetings. May contribute to the discussion of a motion *BUT, only votes to settle a motion that is tied.*
6. Follows the *Rules of Order* for parliamentary procedures.
7. Sets agendas for each meeting.
8. Works with the Show Manager to ensure that all the show activities are organized and show rules are followed.
9. Member of all Club Committees
10. Selects a chairperson for all committees & Board of Directors.
11. Schedules an **EXIT** meeting with the incoming president by December 31st.
12. Schedules an **ORGANIZATIONAL** meeting with all officers, Board members and Show Manager by January's membership meeting. This should include the staffing of Club committees and appointments.
13. Shall receive a free Individual membership and a free dinner at the Year-End Award Banquet during their term.

B. Vice President

1. Elected for one year
2. Shall in the absence of the President for any reason, perform the duties of the President with their powers and restrictions as set forth.
3. Shall perform to the best of their abilities any and all other such duties as may be assigned by the officers of these by-laws.
4. Shall receive a free Individual membership and a free dinner at the Year-End Awards Banquet during their term.

C. Secretary

1. Elected for one year.
2. Shall keep the minutes of all proceeding of the Officers and Membership.

3. Takes attendance at each meeting and verifies that each member who participates and/or exercises their privilege to vote is in 'good standing'.
4. Shall see that all notices are duly given in accordance with the provisions of these By-Laws, or as required by Club law.
5. Is the custodian of ALL the Clubs records and permanent records.
6. Responsible for the updating, printing, posting, as well as the mailing and/or receiving applications for membership and the issuance of the membership credentials.
7. Update and produce the Membership Directory annually.
8. Will update and print **all Membership approved** changes to the Rule Book.
9. Responsible for the mailings and/or posting information from the committees to the Membership.
10. Responsible for the upkeep, revision and storage of all the **Club's Form templates**, including but not limited to; Membership, Sponsor, Stall reservation, point sign-up, Hold Harmless Agreement, Show Bills, Show Entry, Show Patterns, Judge's Cards, Finance Reports and any other form necessary for any committee or Club use.
11. Posts on the website the approved minutes of each meeting and any other information necessary for the Membership and/or Show participants.
12. Perform to the best of their ability all other duties that may be assigned by the Officers of these By-laws.
13. Shall receive a free Individual membership and a free dinner at the Year-End Awards Banquet during their term.

D. Treasurer

1. Elected for a 2-year term.
2. Shall have custody and be responsible for all funds and securities of the club.
3. Provide a financial report to the Officers and Membership at each regular meeting or whenever called upon to provide such. This shall include reporting to the membership that the Club is within its projected income and expenses for the year.
4. Responsible for the receipts of financial documentation of all Club forms that have fees. These forms include but not limited to Membership, Points, Sponsor, Stall reservations, and Banquet reservations. Upon verification of payments shall then forward said forms to the various individuals who are responsible for the duties associated with each form.
5. Reports monthly to the Membership what the Club's income and expenses were, and that they are within the Clubs annual budget.
6. Responsible for the timely payment of all bills received and for the reimbursement of any funds required by the Membership for the conducting of business.

❖ *All debit transactions MUST be presented to the Membership for approval.*

- ❖ *Anyone who seeks reimbursement MUST present to the Treasurer a DATED and ITEMIZED receipt/statement clearly explaining the purpose of such expense and the amount of monies involved.*
- 7. All outgoing funds or payments of debts or obligations of the Club are to be paid by a TWO-PARTY check, unless the funds released are signed for and documented by the Treasurer
- 8. If Necessary, is authorized to issue Gift Certificate. Must be documented and reported to the Membership
- 9. Responsible for the delivery of monies into the custody of the Show manager and/or Show secretary before each show
- 10. Coordinates the tally of each show illustrating both Income and Expense. This is to be reported to the Membership at the next club meeting
- 11. **RESPONSIBLE FOR THE PREPARATION AND MAILING OF ALL IRS TAX FORMS.** These include but not limited to the Form 990 and Forms 1099 to all eligible individuals. These forms MUST be in compliance with IRS regulations.
- 12. At the close of the treasurer's term, meet and review all financial information with incoming treasurer by December 31st.
- 13. Shall perform any and all other duties as may be assigned by the Officers of these By-Laws.
- 14. Shall receive a free Individual membership and a free dinner at the Year-End Banquet during their term.

E. Board of Directors

1. Terms
 - ❖ Two Years for 'At-Large' Members
 - ❖ Three Years for 'Discipline' Members
 - ❖ Members are elected in conjunction with the Officers.
 - ❖ Must be IN GOOD STANDING if a WPRDC member.
2. Shall ensure that the affairs of the Club are in accordance with the Constitution and By-Laws within each fiscal year.
3. The initial number of Directors shall be five (5) and may be increased or decreased with future amendments of these By-Laws, BUT at no time may the number be less than three (3).
4. To serve as 'At-Large' an individual shall have prior experience serving as a Club officer or be involved in the equine show business or been a member 'in good standing' for 5 continuous years
5. To serve as 'Discipline' the individual members are experienced with showing Performance equine, Driving Equine, and Gaming Equine venues.
6. Any vacancy occurring in the Board of Directors shall be filled by a majority vote of the Membership after a 30-Day Notice has been posted.
7. The Board must meet at least once a year, prior to March 31st. Additional meetings may be held if desired by the Board or if needed by the Membership or if the board receives notice

from the President of any issues that may impact the well being of the Club. A quorum of at least 3 members is required.

8. Minutes of every Board meeting must be kept and presented at the next regular membership meeting to become part of the Club's permanent records.
9. Any director may be removed by a majority vote of the Membership for failure to act in the 'best interests' of the Club, 'lack of sympathy' for the stated purpose of the Club, or 'conduct not in accordance' with the By-Laws of the Club.

Section 4. Termination

Any elected officer or board member absent from three (3) consecutive meeting, *without prior notice and/or without just cause* shall be notified in advance in writing that their position shall be filled by an election at the next regular meeting.

Section 5. Resignation

All resignations must be submitted in writing and addressed to the Club President to become part of the permanent record.

Section 6. Changes to WPRDC Constitution

- A. Any and all amendments to the **By-Laws (Part One of the Constitution)** may be done by a majority vote Of the Membership present, *AFTER* a 30-day Notice that proposed change(s) shall be presented for such vote.
- B. Changes to the **Rules of Show (Part Two of the Constitution)** will be revised *annually prior to December 31st* of the fiscal year. ** The only exception will be in cases that may constitute a *SAFETY ISSUE*. The Membership must be given a 30-Day Notice before a vote may be taken. In the event of a tie-vote on any such proposed change a re-vote will be taken so that the President may vote to break the tie.

C. Revisions/ Changes Adapted 03/18/1987

List of the revisions done

Revision 1: 04/18/1990

Through Revision 28: 01/17/2024

Section 7. Order of Business

- A. Call to Order
- B. Secretary presents Minutes from the previous meeting
- C. President's Report
- D. Treasurer's Report
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Adjournment

Section 8. Administrative Appointments and Committees

A. Appointments

Individuals who have been asked by the President, and have accepted, to perform a specific task and/or duty to ensure continuity of the Club's operations.

1. **Webmaster.** Works with the Club Secretary and the Show Manager. is the 'go-to person' for the revisions and updates of the Club's Website. Forwards all copies of e-mails to the Officers and /or Show Manager as needed so that they can respond to the sender. Posts to the website all revised forms, documents, minutes, committees and its members, officers, show dates, judges, sponsors, show results, point standings, and pictures as soon as information is available. Update links to other sites, advertising pages, and bulletin board information. (If a webmaster is not appointed these duties fall upon the Club Secretary.) Presents to the Membership and treasurer the billing invoice to operate the site. Shall receive a free Individual membership and a free dinner at the Year-end Awards Banquet during their term.
2. **Sponsor Book.** Responsible for the collection, coordination, and production of the Club's annual Sponsor Book. Receives from the treasurer all members' sponsor forms with the businesses and individuals 'Advertising Document'. Designs the book's style and placement of all sponsors' ads and other Club information related to the Show Season. Books need to be ready for distribution by the Club's first show of the season. Creates at least two sponsor lists for use by the announcers at each show. Acknowledge each commercial or individual sponsor with a thank-you correspondence. *MUST SUBMIT TO THE MEMBERSHIP & TREASURER A DETAILED AND ITEMIZED FINANCIAL REPORT OF ALL INCOME AND EXPENDITURES RELATED TO THE PROJECT.*
3. **Public Relations.** Reports at each membership meeting any event of celebration, illness, death or catastrophe that may involve club members, their families, and/or horses. As the official Representative of WPRDC is responsible to acknowledge any affected members by a card, personal phone call or a visit. *MUST SUBMIT TO THE MEMBERSHIP AND TREASURER A DETAILED AND ITEMIZED REPORT OF ALL EXPENDITURES AND INCOMES.* Receive a free Individual membership and a Free dinner at the Year-end Awards Banquet. Should this position be vacant these duties will be assigned to the Club Secretary.

B. Standing Committees

These are committees that are necessary for the operation of Clubs activities. All committees should be assigned a chairperson. It is recommended that the President serve on each committee.

1. **Audit:** Shall consist of at least three (3) persons, none of which may be a current officer. Members shall be appointed no later than the November meeting of each year for the purpose

of auditing the books of the current year. Sufficient time must be allowed for the committee to do a complete and proper audit. The Audit must be completed by the January meeting, and a report given to the Membership at such meeting.

2. **Nominating:** Formed each year to identify qualified candidates to run for an office in the following year. Goal is to form a roster of two (2) candidates for each office and present them at the November meeting. The roster will then be posted for a vote at the December meeting. These candidates must meet the specification outlined in Article II, Section 1, Eligibility.
3. **Budget:** Members will be responsible to analyze the finances of the Club's current year and project a workable budget for the upcoming year. Input should include the Treasurer, Show Manager, and all committee chairpersons. Recommend that it be projected after the Year-end Awards Banquet. Budget needs to include projected sources of Income and Expenses for the upcoming year. Should be completed and ready to present at the November meeting so it can be posted to the membership. Approval will be done by the majority vote at the December meeting,
4. **Tack Swap:** Should be formed no later than the December meeting. Recommend that it be held in the spring of each year. Organizes and implements all facets of this Club Fundraiser; location/rent, date, vendors, staffing, refreshments, and any additional activities such as raffles. ***The Chairperson is required to prepare and present to the Treasurer and Membership a **detailed and Itemized report** of the income and expenses.*
5. **Banquet:** Responsible to organize and implement all facets of the Banquet, the purpose of which is to recognize all Year-End Point winners and honor those individuals or members who may have excelled in their accomplishments or contributions during the year. Responsible for selecting the location/ venue, point awards, program, menu, recognition awards and any other activities or entertainments. Must work with the Point Manager and Membership as they will recommend and determine the POINT VALUE for each year. (the point value determines the monetary value for each point redeemed by participants). Must comply with the expense budget set by the Membership for all facets of the Banquet. *** The Chairperson is required to prepare and present to the Treasurer and Membership a **detailed and itemized report** of income and expenses.*
6. **Judges:** Recommend that this committee be assigned as early as possible. Responsible for the selection and the contracting of the judges for each show and works within the limits of the Club's budget. Any judge contracted for a club show is to be supplied with a copy of the current Showbill, a copy of the Club' Rules of Show, copies of all show patterns, (selected by the show Manager) used for each show date, if any judge prefers to bring his or hers own

patterns they must forward them to the show manager one week before the contracted show date. A SIGNED and DATED CONTRACT with any Judge is mandatory. The contract must clearly state the compensation, any mileage expenses and hotel accommodations if applicable. The signature of the contracted judge and the Club President are required. All judges must be approved by at least the entire show or Judge committee.

*** the chairperson is required to prepare and present to the Treasurer and Membership a detailed and itemized report of all income and expenses.*

C. Special Committees

A special committee may be assigned by the president and approved by the majority vote of the membership. These committees may be established to investigate any issue that requires additional information and/or options. The findings of a special committee then will be presented to the Membership at a later date for discussion and/or approval.

PART TWO:

Rules of Show

Article 1: Show Committee

Section 1. Responsibility

It is the responsibility of the Show Committee to organize and implement the Club Shows. These shows are for the benefit of all members, potential members and anyone who may share in the equestrian discipline. The shows are a key factor in allowing the Western Pennsylvania Riding and Driving Club achieve its objectives stated in Part One, Article 1, Sec 2. The committee will adhere to the regulations and rules as stated in Part Two of the Constitution and By-Law.

Section 2: Members of the Show Committee

The Committee shall be composed of: **the Officers, Judge Committee Chairperson and the Show Appointments.** **Not all show appointments will be paid (see job description) Compensation for any paid position is budgeted on a yearly bases by the Membership. Applicants can be a member or non-member. They must complete a job application for each fiscal year regardless if they held a position in the previous year. Applications are submitted to the Club Secretary.

Section 3. Appointments /Paid Positions

A. Show Manager:

1. This is the primary person in control of all Show related activities and ensures that all regulations and rules are followed.
2. Required to be present at all shows.
3. Responsible for coordinating personnel and equipment required to enable the shows' efficient operations.
4. Is the 'point person' for the resolution of all protests which may occur at any show, and makes sure that such protests are handled properly, and that the protest fees are recorded by the Show Secretary. Need to submit the protest, its resolution and fees at the next scheduled Membership meeting so that it becomes part of the Club's permanent record.
5. Is responsible for the preparation of all volunteer sign-up lists and execution of special events at each show, including but not limited to opening ceremonies/flag bearer, raffles, cake walk etc.
6. Make sure the Announcers have a copy of the Sponsor lists do be read during show classes
7. Verifies that the Show Secretary and Point Secretary have all the essential supplies and/or equipment for the performance of their duties including but not limited to ; ribbons, prizes,

pay-outs, entry forms, patterns, show bills, computer, printers sound equipment, obstacle/trail/ game equipment, etc....

8. Must be knowledgeable with the established 'rules of show' and general regulations as they are the key 'go to' person to answer and/or settle any questions or issues that may arise during a show.
9. Verifies which grounds locations and facilities are available to WPRDC under the Club's rental agreement and is familiar with the landlord's regulations so to ensure that the Club and its exhibitors and spectators are compliant with such regulations.
10. Ensures that the Show Results are forwarded to the Points Secretary and Webmaster.
11. This is a paid position.

B. Show Secretaries

1. Shall be present in the show office for every show during the season.
2. Works with the Show Manager to ensure all show events operate efficiently and fairly.
3. Key Person between the Show Manager and Point Secretary.
4. Organizes and operates the show grounds office and all show interactions and transactions throughout the entire show season.
5. Shall have all paperwork on hand for the show participants to complete and forwards all completed/necessary paperwork to the designated show personnel
6. Have a copy and be familiar with the Club's Rules of Show and General Regulations so to provide accurate information to exhibitors, judges and show personnel.
7. Promptly notifies the Show Manager when an issue requires his/her attention to resolve.
8. Responsible for the clear and accurate completion of all necessary forms submitted by the show participants, as well as all fees required for each form submitted. Maintains all original paperwork and forwards copies to the designated show personnel.
9. Verifies that all show entry information and fees are collected for each exhibitor and is entered into the Club's computer records.
10. Responsible for the security of the cash monies during the shows.
11. Forwards to the announcers the class lists of entries, Judges' cards, and pay-out envelopes (if applicable).
12. Shall collect and record all exhibitor monies and credits (gift Certificates) including but not limited to class entries, grounds fees, sponsors, points, camping, stalls and protest fees. At the close of each show turn over to the Show Manager and/ treasurer all monies, credits and the **show financial report**. The report must balance with any discrepancies initialed by the show manager
13. Forwards the show's results to the Point Secretary as well as the Show Manager and Officers.
14. Retains and maintains all office supplies and equipment.
15. Assigns *exhibitor numbers* to all entries Records all numbers and reports to the Point Secretary if an exhibitor is retaining a previous Number for point calculations.

16. Arranges that the Club's meal/refreshment allowance for members of the Show Staff that, due to the nature of their duties, are unable to leave their assigned posts during the show except during scheduled breaks. This includes the Judge, Ring Steward, Secretaries, and the Main Ring Announcer. Any expense related to this task is covered by the petty cash and **MUST be documented and included in the show financial report.**
17. Documents the number of entries per class for each show and provides a final report of the count at the close of the last show of the season. This count will be presented to the Membership at the meeting that follows the last show..
18. May be assigned to do additional tasks not listed above by the Show Manager.
19. These are paid positions.

C. Point Secretary

1. Shall verify members' eligibility to compete for points and Year-End awards,
2. Shall oversee and document the accumulation of earned points for each qualified member who has submitted a *Point Form* for each animal the member wishes to show.
3. Have the Point book/records updated after each show for each member to review. Forwards the results to the Show Manager and the webmaster to post on the Club's website.
4. Shall, if necessary, make any additions/ corrections to the point tallies. Verifies and documents any such changes.
5. Shall compute *the final point tabulations* after the last show so to enable each member knowledge of their total point accumulation, individual placing in each class and high-point divisions.
6. Provide a single total of points earned by all qualified members for the show season. This shall allow the Membership determine *the POINT VALUE* for the Year-end Awards. This information must be presented at the Membership meeting following the last show.
7. May be asked to perform any and all other duties as may be assigned by the officers of these by-laws.
8. This is a paid position.

D. Show Announcers

1. Shall be responsible for all announcement throughout the show day.
2. Shall be responsible for collecting the Judges' cards at the conclusion of each class. These cards then shall be passed on to the Show Secretary.
3. Transfer the placing of each exhibitor to the class entry list (received from the Show Secretary). Provide the proper awards and paybacks for distribution to exhibitors who placed in each class.
4. Announces the 1st through 5th placings, by number, exhibitor's name and Horse's name.
5. At the placing of each class announce the show sponsors.

6. In addition to the *main-ring* show announcer there may be a need to have a part-time announcer to cover *the game classes* and/or classes shown in the *Draft ring*.
7. May be asked to perform other duties assigned by the Officers of these By-Laws.
8. These are paid positions.

E. Ring Steward (Master/Mistress)

1. Shall be responsible for maintaining order and safety in the show ring.
2. Shall be responsible for directing the exhibitors in accordance with the Judges' directions/request as well as implementing any safety procedures for classes in accordance with these rules.
3. Responsible for communicating directions to the announcer as requested by the Judge.
4. This is a paid position.

F. Grounds Steward

1. Is the person who oversees all the facilities and grounds that the Club uses per the Rental Contract.
2. Required to be on the grounds before the arrival of Exhibitors and their animals. They are the *last to leave* the grounds at the close of each weekend
3. Assigns all *Seasonal stall reservations* in each barn that is rented by the Club. Posts all reserved stall tags for each show weekend, and advises the Show secretary of any open stalls that can be rented for a *day rate* . during the show weekend. Assists any exhibitor regarding Stall/Barn issues.
4. Rope off all areas designated by the show committee to prohibit the presence of traffic and/or parking/camping near or by the barns or the show rings. These areas are so designated to ensure the safety of all exhibitors, their animals and spectators.
5. Oversee the condition of the restrooms that are used by the Club for each show.
6. Shall be responsible to clean any stall used by an exhibitor who has not performed that task before leaving the show grounds. They shall report to the Show Manager of any such stalls and have a penalty charged to the stall renter.
7. Is responsible to oversee the General Fairground Rules in Part Two, Article 3.
8. This is a paid position.

G. Show Stewards

1. Individuals knowledgeable within their specific disciplines **for Performance, Game and Driving classes.**
2. They are the 'go-to' people for the show rules, explanations, complaints, questions, etc. within their discipline.

3. They will coordinate with the show Manager in case of a Protest or an incident of behavior that requires intervention.
4. These are not paid positions.

H. Miscellaneous/Optional Positions

*It is up to the Show Committee to determine if these positions need to be manned in the current show season, as well as compensated.

1. **Ring Maintenance:** Individuals who are responsible for the upkeep and condition of the show rings. Works with the Show Manager, to ensure that the show rings are presentable and acceptable for the safety and comfort for the exhibitors and their animals.
2. **Ring Crew:** individuals who are responsible for *the set-up* and *take-down* all the hardware required for the performance of a class. The classes include but not limited to In-Hand Trail, Driving Obstacle and Games.
3. **Gate Keeper:** A designated individual(s) who monitors the show ring gates to ensure the safe entry and exit of all exhibitors and their horses.

Article II: General Show Regulations and Rules

Section 1. Purpose

To ensure that all visitors, members, and exhibitors attending and/or participating in any or all WPRDC sponsored shows will be able to observe and/or compete amongst each other under a guide that is established to be fair, safe and unbiased. These rules and regulations shall govern all persons in attendance at any Club function, meeting, horse show or event.

Section 2. Club Responsibilities

It shall be the responsibility of the Club to provide for each show.

- A. Proper and safe equipment for each class.
- B. Qualified Judges
- C. Qualified Ring Master/Mistress
- D. Qualified and accessible Show Stewards
- E. Detailed patterns for each class when required
- F. Sensible and honest answers to any questions

Section 3. Maintenance

All rules and regulations will be reviewed annually. Any updates or revisions will be presented to the Membership for review and entered into the minutes at least one month before they can be approved by a majority vote of the Membership. The vote must be taken no later than the December meeting.

Section 4. Points

**** High Point Divisions will change to match with the current years' showbill.****

1. Every member, in good standing, is eligible to accumulate points for Year-End awards. Non-members are not eligible.
2. A Point Sign-up form must be completed and the fees required for each Class and/or one for the Overall High Point Divisions entered, must be paid in full at the time such form is submitted by the member.
3. If a member is competing for points with more than one horse, a form must be submitted FOR EACH ANIMAL they will be showing. The member will have a separate exhibitor number for each animal.
4. No minimum amount of shows is required.
5. When **exhibiting an animal for an absent member**, in order to obtain points, both the substitute exhibitor and the absent exhibitor must be WPRDC members with proper monies paid in full. This option may only be **exercised one (1) time** during the show season. The Show Secretary and the Points Secretary must be notified at least two (2) classes before the substitution takes place. This option is for the animal and cannot be applied to the to the exhibitor. (for example, this is only for classes such as halter or pleasure,)
6. Points can be accumulated for each **eligible** class listed on the show bill.
7. **Point Award Guidelines:** The system of keeping points is determined by the Show Committee and approved by the general Membership before each show season begins. The points will be awarded according to year-end award rules established in March 1989 and the current years revisions. Any Division add will be governed by these rules.
 - A. For classes **of 5 or less:** First place shall be awarded a point value equal to the number of exhibitors entering in the class. (exhibitors must enter the ring- 'Scratches' are not counted. Example: in a class of 4 horses, 1st place is awarded 4 points, 2nd place is awarded 3 points, 3rd place is awarded 2 points and 4th place is awarded 1 point.
 - B. For **classes of 6 or more:** First place will be awarded 5 points plus a 'participation' point will be awarded to all exhibitors entering the class. Example; in a class of 10 horses, 1st place is awarded 6 points, 2nd is awarded 5 points, 3rd is awarded 4 points, 4th is awarded 3 points, 5th is awarded 2 points and the remaining five entries will each receive 1 point.
8. Open classes combining Western type and English type or a combination of these Divisions the exhibitor must have the class sheet marked accordingly so that their points may be properly scored.
9. Points will be recorded from the date the Member's point application is first received. *POINTS ARE NOT RETROACTIVE.* If a membership is denied points will be discarded.
10. **The monetary value** for points that qualify for the Year-End Awards will be determined by a vote of the general membership.
11. Only Driving classes will be counted toward the Driving High Point Award.

Section 5. Protests

- A. A 'competition protest' must be filed at the registration booth with the Show Secretary. MUST OCCUR *during or immediately* following the class in question. Exhibitors have one class to file a protest once their class is concluded.
- B. A **\$25.00 Fee** will be charged will be charged and payable when the protest is filed. If the protest proves to be valid and you prevail you will receive a refund of the fee. If your protest is found invalid the fee will be kept by WPRDC.
- C. The decision of the Show Manager is final in all matters
- D. **YOU ARE NOT PERMITTED TO APPROACH THE ANNOUNCERS<RING STEWARD OR JUDGE.**

Section 6. Measurements of Equine.

A. Measurements

- ❖ Animals are to be measured from the withers with the animal standing squarely with all four feet directly under the animal and its weight distributed equally amongst all four feet.
- ❖ It is permissible for an exhibitor, whose animals are close to the height threshold, to declare that their pony will compete in the horse classes and/or that their miniature will show in the pony classes. This **MUST** be declared at the Beginning of the show season. The exhibitor CANNOT move their animal back to pony and/or miniature during the current show year.
- ❖ If your animal is close to the height threshold it is highly recommended that you have your animal measured prior to competing in any class. You may request this service at the show office.
- ❖ At the animals' age of six (6) a permanent measurement card would be acceptable for the height of ones' horse, pony or mini.
 1. HORSE: Animals which measure 58" (14.2 Hands) and over.
 2. PONY: Animals which measure under 58" but over 40".
 3. MINIATURE: Animals which measure 40" and under.

Section 7: Age of Equine

- *Shall be as **January 1st**, of the current show season.* (January 1st is considered the 'official' birthday for all equine. Therefore, a horse born on March 1, 2005 will be considered 1 year old on 1/1/2006, 2 years old on 1/1/2007, etc.)

Section 8: Discipline Policy

1. **First offense** any individual participating in a WPRDC event or show, who exhibits physical or verbal abuse towards any animal OR another member, competitor, spectator, show staff or elected officer shall be given a documented warning for the such offence. The warning will be logged and kept in the show office.

2. **Second offense** the individual will be asked to leave the current day's event with no refund and will forfeit all points earned that day. This 2nd warning will be logged and filed in the show office.
3. **Third offense** the individual will be banned from any WPRDC event or show for one year from the date of the 3rd offence. No refund of any membership, show fees or entry fees paid will be granted and all previous points will be forfeited.
4. **Disciplinary Decisions** will be made by the Show Manager and at least one or more members of the Show Committee.

Section 9: Attire and Tack

- These is general points. Specific information may be found within the individual class descriptions
- The Club strongly recommends that proper attire be worn in all classes. While in the show ring. Clothing should be clean and presentable. No tennis shoes, halter tops or tank tops are permitted at any time. Hard-soled shoes with heels or boots are required while on any location on the grounds whenever one is handling a horse or pony. Your attire may have a vital influence on the Judges' final placing of a class.
- All spurs must have a strap. Slip-on spurs are NOT permitted to be worn.
- **Hard Hats** are STRONGLY RECOMMENDED for ages 18 years and under. Over the age of 18 hard hats are optional, but are still recommended.
- Saddles are required in all classes unless specifically stated to the contrary.
- Unsafe tack and equipment will be barred from the showing. Any tack broken while performing in the ring will be given a five (5) minute repair time. ---- ONE TIME ONLY.
- The Judge may prohibit severe bits. Thses bits should be approved in advance of entering a class. Questionable bits should be taken to the show office at least two (2) classes in advance for approval.

Section 10. Class / Entry Procedures

- A. Report to the Show office to complete and present to the Secretaries the appropriate days class entries, along with all fees required/listed on the entry form for each animal exhibited. "Show numbers" will be assigned, or an exhibitor may retain their show number from previous years and/or shows, if available.
- B. *Performance and Driving classes:* **Exhibitor with no number or the wrong number MAY BE DISQUALIFIED. This will be up to the Judge to decide. In Timed Event classes- this will be at the discretion of the Game Steward.**
- C. Parent or Guardian must sign HOLD HARMLESS AGREEMENT for their minor children. All exhibitors or participants under the age of eighteen (18) at any function must have a parent or guardian on the show grounds through the entire event.
- D. ALL CLASS ENTRIES MUST BE REGISTERED IN THE OFFICE **TWO (2) CLASSES PRIOR TO THE CLASS ENTERED.**

- E. Changing classes or scratching classes for no apparent/good reason will not be permitted. Only scratched class deemed acceptable by the Show Manager will be refunded. **The POINT SHEETS must be Marked.**
- F. If a **TACK CHANGE** is needed between classes, it **MUST BE REQUESTED** at least 2 classes in advance. **Three (3) minute grace period will be honored for Timed Event and Performance classes. Ten (10) minute grace will be honored for Driving classes.** The Show Secretary will mark the class sheets for the Announcer. When exiting a class the exhibitor should remind the Ring Steward.
- G. **Broken tack/equipment** will be allowed a **ONE-TIME five (5) minute repair.**

Section 11. Exhibitor Responsibilities

- A. Upon arriving on the show grounds, exhibitors may only utilize those stalls that have been assigned to them, either by annual/seasonal reservations or allotted to them on a show-by-show need. **NO EXHIBITOR MAY USE ANY STALLS UNLESS THEY HAVE BEEN ASSIGNED TO THEM BY THE SHOW OFFICE.**
- B. Upon leaving the show grounds all exhibitors who have rented stalls **MUST CLEAN AND STRIP EACH STALL USED** before departure. If not done the Club will charge the exhibitor a **cleaning fee** that **IS PAYABLE BEFORE THE EXHIBITOR BE PERMITTED TO SHOW AT THE NEXT EVENT**

Section 12: General Regulations

- A. **For Safety reasons: A class MAY NOT ENTER the ring until the previous class with small children (10 and under) and their mounts have completely exited the show ring.**
- B. Excessively loud and disruptive **coaching** from outside the ring is not permitted during judging of a class. Individuals/trainers may be asked to refrain from such behavior by the Show Manager. If it becomes necessary to ask more than once. The individuals/trainers may be asked to leave the showgrounds and/or the exhibitor may be disqualified.
- C. At the close of each class all exhibitors must have their animals under control before they exit the ring.
- D. Any classes that are too large to be shown safely may be split. A class that is too small (3 or less) can be combined, if possible, with a 'like' class or cancelled.
- E. The *Make-up* ring is to be used **ONLY** by exhibitors in the next class entering the ring.
- F. *The Make-up ring* is NOT to be used for lunging any animal.
- G. No dogs or un-mounted persons will be allowed in the Make-up ring or in the draft ring while these rings are used for warm -up ring.
- H. The *Draft Horse ring* may be closed during times when it will be used as a make-up ring, set-up for a class, or to judge a class. Otherwise, it may be used as a general warm-up ring.
- I. No stallions will be permitted in any class/event unless the handler/rider is eighteen (18) years or older.
- J. Excessive use of any training aid is grounds for dismissal from the grounds,

- K. **Lip chains** are not permitted for use by any exhibitor, **with the exception of showing a stallion**. Any use of a lip chain other than for a stallion is grounds for disqualification.
- L. No animal that is visibly not sound, in pain or unmanageable will not be permitted to show. The decision of the Judge or Show Manager is final.
- M. No one is permitted on any equine in any barns at any time.
- N. **NO ONE IS TO APPROACH THE JUDGE AT ANYTIME DURING THE SHOW WITH QUESTIONS OR COMPLAINTS**. These concerns must be channeled through the Show Manager.
- O. No vehicles may be parked on or driven on once the cones are set up that restrict the flow of traffic by the rings or barns.
- P. Riding or driving any animal around the arenas and barns **MUST BE AT A WALK**.
- Q. WPRDC does not have an **EXHIBITION STATUS** for any exhibitor in any of the performance or driving classes. All exhibitors will pay the entry fees for each class and they will be judged under the criteria for that class.

Article III — Crawford County Fair Regulations

- No open-flame fires OF ANY TYPE are permitted on the grounds,
- No smoking id permitted in the barns or show arenas at any time.
- No drugs or alcohol are permitted under any circumstances.
- Dogs must be on a 6' leash and attended at all times.
- Bicycles are permitted on the grounds, but at no time be in or near the arenas and not in any barns

ANY SITUATION NOT COVERED IN THESE REGULATIONS WILL BE DECIDED AT THE DISCRETIONS OF THE SHOW MANAGER, SHOW COMMITTEE AND/OR JUDGE.

Article IV: Division and Class Descriptions

Not all classes or divisions may be on the years' current showbill. Nor may all classes be included in the Point qualification on the bill.

Section 1: Performance

A. Showmanship: Is the ability of the exhibitor to present their horse/pony properly and effectively while implementing specific tacks within a pattern.

- Follows a designated pattern selected by the Show Manager or Judge.
- Exhibitors are judged one at a time.
- One animal per one exhibitor per class.
- Shall run from the entry gate and exhibitors will exit the ring after the pattern is completed.

- All handlers must be capable of safely controlling their animals at all times without assistance.

Shankless Showmanship: Class for **the experienced exhibitors**. A pattern is followed.

During the class ***the lead strap/shank will be draped upon the horse/pony's neck or disconnected and left 'in-hand' throughout the pattern.***

The exhibitor performs the pattern without using the lead strap/shank. The cleanest pattern performed without the lead strap/shank will win the class. Overuse of the lead/shank will result in disqualification.

B. Halter: Shall be judged 50% on confirmation, 25% on soundness, and 25% on performance. Judge may vary his/her method of scoring. Animal may be shown in bridle or as normally required by a particular breed, otherwise a halter is required. Lead shank may be under their jaw or over the nose. Animal may be shown according to customary regulation of each breed. A neat and conventional (toward breed) appearance will not detract.

1. English and/or Western: Both the exhibitor and the equine must be dressed and tacked appropriate to the discipline in which they are showing. Horses may NOT be crossed in both English type and Western type classes.

2. Open Pony, over 50" to 58". Class is for ponies with this height parameters. **NOTE: a horse weanling or yearling that are with these parameters may only exhibit in either the OPEN HORSE halter and/or TWO YEAR OLD and UNDER.**

3. Open Halter, EXHIBITORS Ages 5 to 10 years. (not eligible for the PEE-WEE classes) Exhibitor is between the ages of five (5) and ten (10) years old as of January 1 of the current year. Exhibitor must be capable of safely controlling their animal without assistance.

4. Open Color Breed. Class judged as a halter (confirmation) for pintos, paints, appaloosas, POAs, albinos, buckskins, duns, roans, and palominos of all sizes. The equine with the most striking color and confirmation will be at the top of the class.

5. Draft Type. Open to any draft type horse or pony. Requirements are the same as any breed type halter class

C. Western Discipline

Riders should wear a western hat, long sleeve shirt with collar, and western style boots with heel. Jacket, vest, tie and gloves are optional. Chaps are optional in both Horsemanship and Pleasure classes. A western saddle or stock saddle as well as a western bridle are required. Spurs are optional. Martingales and nose bands are not permitted

Riders may only use one hand on the reins, except with young horses (ages 5 and under). Two hands are permitted when using a bosal or snaffle bit. Changing hands while being judged is not allowed. If romal is used, finger placement on reins must be visible.

Horses and ponies are to be shown both ways of the ring at a walk, jog, and lope, using a reasonably loose rein(s). Riders may be asked to back their animals.

1. **Horsemanship**. Here only the rider is being judged. Rider should have a workmanlike appearance. Seat and hands should be light and supple, conveying the impression of complete control. Any and all riders may be required to perform any appropriate test or pattern that the judge feels will determine the riders' abilities. Competitors will be asked to execute a pattern as well as rail work. Amount of rail work will be at the discretion of the judge. Walk, trot, lope class only.
2. **Pleasure**. The animal is being judged. To be shown at the walk, jog and lope both ways of the ring. Horse is to stand quietly and back readily. Judged on performance, manners, soundness, and suitability to purpose.
3. **Western Riding**. Horses will be judged on the riding qualities of movement and gaits (walk, jog, lope and change of leads) ; The horse's response and manners towards the rider; and overall manners, disposition and intelligence. Credit will be given for and emphasis placed on smoothness, even gaits and the horse's ability to change leads precisely, easily and simultaneously both hind and front of the center points between markers. When lead changes are made, a flying change is preferred, however, a drop-down change (simple change) will not cause disqualification but should be scored lower.

Disqualifications:

1. Fall to the ground
2. Illegal equipment
3. Willful abuse
4. Pattern off course
5. Knocking over markers
6. Completely missing log
7. Major disobedience

D. English Discipline

Riders should wear conservative-colored coats (tweeds, pinstripes or solids). For example, Black, Navy, Dark Green, Burgundy/maroon. All riders are required to have helmet/hunt caps or derby hats. A helmet with permanently attached harness is required for all riders in any classes that have jumps. Breeches or jodhpurs should be in traditional colors such as beige, buff, light gray, canary or brick/rust. Shirts/blouses should be worn with appropriate neckwear/tie. Boots should be appropriate to the type of pants worn- dress, fields, jodhpur or paddock boots. A judge may penalize other types of attire. Spurs and crops are optional.

Hunt Tack recommended is snaffles, pelhams and full bridles all with cavesson nosebands. A judge may penalize other types of nosebands or non-conventional bits. Saddles must be appropriate to the style/discipline the horse and rider are competing.

Saddle Seat Rider should wear a conservative coat and jodhpurs, shirt, tie and gloves, Jodhpur boots, and a 'derby' or soft hat are required. No Day coats are permitted in equitation BUT are permitted in pleasure classes and 'road hack' classes.

Saddle Seat Tack consists of a flat English type saddle and full Weymouth bridle (two bits and two sets of reins) A pelham with double reins may be used, however, in an equitation a horse and rider will not place over another horse and rider of equal performance using a full Weymouth bridle. * Chains and/or any artificial devices are prohibited. Crops and spurs are optional. Martingales and similar tie-downs are not permitted.

1. **Hunter Equitation:** Only the rider is being judged. Rider should have workmanlike appearance. Seat and hands should be light and supple, conveying the impression of complete control. Any and all riders may be required to perform and appropriate test or pattern that the judge feels will demonstrate the rider's abilities. Competitors will be asked to execute a pattern, as well as work on the rail. Amount of rail work will be at the discretion of the Judge. Walk, trot and canter classes only.
2. **Hunter Pleasure:** The horse is being judged. To show at a walk, trot and canter both ways of the ring. The horse is to stand quietly and back readily. The Judge will consider the horses performance, Manners, soundness, and suitability to purpose.
3. **Open Bridle-Path Hack (Hunt or Saddle Seat);** To be shown at a walk, trot, 'externed trot', canter and 'hand gallop' at least one direction of the ring. ** No more than eight (8) entries will be asked to 'hand gallop' at one time. To be judged on performance, manners, soundness, and suitability to purpose.
4. **Saddle Seat Equitation:** Only the rider is being judged. Rider should have a workmanlike appearance; seat and hands should be light and supple, conveying the impression of complete control. Any and all riders may be required to perform any appropriate test or pattern that the judge feels will demonstrate the riders' abilities. At the discretion of the Judge, competitors may be asked to execute a pattern as well as work on the rail.
5. **Saddle Seat Pleasure:** The horse is being judged. To be shown at a walk, trot, and canter both directions of the ring. Judged on the performance, manners, soundness. and suitability to purpose.
6. **Low-Working Hunter: (Jumping class)** The horse is being judged on manners, way of going and style of jumping. Class is open to both horses and ponies. Jumps are set at 24" for

ponies and 33" for horses. The horses shall be credited with maintaining and even 'hunting pace' that covers the course with free-flowing strides. Preferences will be given to horses with correct jumping style that meets fences squarely, jumping the center of the fence. Scoring shall be on the bases of '0-100' with 70 denoting an average performance. ** If the horse steps into an obvious wrong lead for one or two strides only before or on the 'courtesy circle' it is noted on the score sheet. This may be used as a tiebreaker in the event of a ride of equal quality.

** Elimination:

- *Three refusals* (i.e. refusal, run-out, stop on course (unless for reset) or extra circles.
- *Off Course* (i.e. jumping an extra fence)
- *Jumping a fence BEFORE it is reset*
- *Bolting from the ring*
- *Fall of the horse or rider*

7 **Open Hunter Cross Rails**: Open to horses and ponies. Cross rails set at 18" for ponies and 24" for horses. Shown at a walk, trot, and canter. Horses shall be credited with maintaining an even 'hunting pace' that covers the course with free-flowing strides. Preference will be given to horses with correct jumping style that meets fences squarely, jumping the center of the fence.

E. Walk- Trot Discipline

(* **RIDERS ARE NOT ELIGIBLE ANY CANTER CLASSES**)

These classes are designed for those individuals who are either **learning riding skills** OR for individuals who are **not comfortable or capable of showing at a lope or canter**. This is based on the exhibitor, not the animal's ability. These classes ARE NOT DESIGNED to exhibit a NOVICE HORSE.

1. **Walk-Trot Equitation/Horsemanship Ten (10) years and under**. The rider is being judged. Exhibitor must show in the proper attire and tack according the riding style chosen. Will follow same guidelines as equitation classes except rider will only be asked to walk and trot. Pattern may be required. RIDERS ARE NOT ELIGIBLE FOR ANY CANTER CLASSES ON THE SHOW BILL.
2. **Walk-Trot Pleasure Ten (10) years and under**. The animal is being judged and tack according to the riding style chosen. The exhibitor is to be in the proper attire. The pony or horse will walk and trot at least once around the ring. To be judged on performance, manners, soundness, and suitability to its purpose. RIDERS ARE NOT ELIGIBLE FOR ANY CANTER CLASSES ON THE SHOW BILL. (note: Mini Barrells and PEE WEE Thread the Needle are NOT considered canter classes)
3. **Walk-Trot Equitation and Pleasure...Eleven (11) to Eighteen (18) years**. Riders will follow the same guidelines as other equitation and pleasure classes, but they will not lope or

canter. THIS CLASS IS NOT FOR THE SCHOOLING OF YOUNG HORSES OR PONIES.

4. **Walk-Trot Equitation and Pleasure...Adult (19 years and over).** The classes are judged in the same manner as the “Eleven to Eighteen” classes. For adult riders who do not canter or lope.
5. **Walk-Trot NOVICE Pleasure.** The horse or pony may be any age BUT will only be eligible to show in this class for two (2) years. This class will be judged by the same guidelines as other pleasure classes, except, the animal will only be required to work both ways of the arena at a walk and a trot.

A horse or pony in this class is not eligible for any other riding classes.

F. ‘Pee-Wee’ Discipline

Exhibitor MUST be eight (8) years old or under as of January 1 of the current year. Riders are **ONLY** eligible to ride in ‘**Lead Line**’ OR ‘**Open Walk and Whoa**’. NOT BOTH. Also they are not eligible to ride in any other riding classes.

1. **‘Pee Wee’ Showmanship.** Exhibitors will follow the Showmanship class guidelines; HOWEVER, they will be **allowed to have a spotter** in the show arena, standing at the rails, ready to respond to any safety issue the exhibitor may have. May have a simple pattern to follow. **Exhibitor not eligible to show in any other halter or showmanship classes.**
2. **Lead Line.** Rider attire and tack must reflect the type of riding style exhibitor chooses. Enter the ring and show at a walk. To be judged on the young riders’ future abilities in equitation. **HANDLER MUST BE SIXTEEN (16) years of age or older.**
3. **Open Walk and Whoa.** Riders will be required walk, stop, back and reverse their animal with no assistance. Tack and attire be appropriate for the riders’ style. Strongly recommend that riders wear a helmet. Handlers may stand in the center of the arena if they wish. (NOTE: the age restriction for the rider is waived for handicapped exhibitors)

G. Miscellaneous Classes

1. **Open Junior Horse/Pony Pleasure.** The animal is judged. The horse or pony MUST be five (5) years of age and under. Follows the same guidelines as other pleasure classes except for the animals age limits. May show with a bosal or snaffle bit.
2. **Open Pleasure.** Horse or pony be judged by same guidelines as other pleasure classes, except entries restricted to participants eighteen (18) years of age or under.
3. **Generation Gap.** **TWO different riders are judged for their overall performance within the same class.** There must be a minimum ten (10) year age difference between the riders, with the older of the 2 riders being judged first. Riders will use the same animal and the same exhibitor number for this class. Each rider will show in the same discipline (English or Western

Type). Three (3) minutes will be allowed for tack changes and /or adjustments before the younger rider enters the ring.

4 Gaited Pleasure. Open to any ‘gaited’ breed. Class shows on the rail in both directions at a walk AND other natural gaits that are breed specific other than a jog and canter.

5. Egg and Spoon. Riders enter the ring at a walk. An egg is placed in the ‘bowl’ of a spoon. Spoon is held between the thumb and forefinger at the end of the spoons handle. Spoon must be pointed forward. No fingers are permitted under the bowl of the spoon. No curling hand or fingers under the handle of the spoon. WETTING THE SPOON IS FORBIDDEN. Arm, elbow and wrist are to be held straight-out. No bending of the wrist or elbow. Loss of the egg is elimination for the rider. Judge may ask riders to perform at a walk, trot/jog, extended trot/jog, lope/ canter, stop, back, reverse, drop stirrups to expediate the ‘elimination process’. Last rider with their egg in the spoon wins. Rider is not eligible for the Walk-Trot Egg and Spoon class.

6. Walk-Trot Egg and Spoon. Same rule applies as the regular Egg and Spoon class BUT the rider only performs at a walk and trot. Rider is not eligible for other egg and spoon classes.

7. *Walk-Trot Novice Pleasure*

8. *In-Hand Trail.*

- This class is open to Miniatures **and** to weanlings, yearlings, and to 2-year-olds who are not shown ‘under-saddle’ yet.
- The class will be judged on performance of the animal with emphasis on manners, response to the handler, movement, willingness, and general attitude throughout the course. Credit will be given to animals negotiating the obstacle with correctness and style. Animal should receive credit for showing attentiveness to the obstacles, capability of picking their way through the course when obstacles warrant, and willingly responding to the handler’s’ cues on more difficult obstacles.
- Acceptable ‘handlers’ cues include voice or mouth commands, soft shaking of lead rope, twirling end of lead rope, and body language. Handlers will be penalized for physically touching or pushing an animal in any direction, with the exception of touching during a side-pass. Stepping in or on an obstacle with the animal will be penalized unless the obstacle call for it, such as walking into a , walk/trot over poles or by direction of the judge.
- There is no ‘walking the course’ prior to start of the class.
- If an obstacle is not completed in a reasonable period of time the Judge may ask exhibitor to move on.
- Animals must be shown with a halter and lead. Chains may be part of the lead, but regardless of the type of lead used the chain portion cannot be placed in the animal’s mouth or over the animal’s nose.
- Exhibitors should be dressed in appropriate show attire.

- Exhibitors may show up to three different entries with a different number for each entry,
- The course patterns selected by the Show Manager or the Judge. May include but not limited to exercises in walking, trotting, side-stepping, pivoting, and backing over patterns' obstacles.
- **OFF COURSE** (disqualification): Judges should use the following criteria for scoring and placing animals 'off-course: Skipping an obstacle unless directed by the Judge. Negotiating obstacles in wrong sequence.
- **PENALTIES:** Taking an obstacle in the wrong direction; Negotiating obstacle from the wrong side; Off pattern for 'that' obstacle; 3 refusals at ONE obstacle constitutes a zero (0) score for 'that' obstacle.

9. Open Mini Jumping

Horses must be shown with a halter and lead. Chains may be part of the lead, BUT regardless of the type of lead used the chain portion cannot be placed in the horse's mouth or over its nose. Whips may be carried in jumping classes BUT may not exceed four (4) feet in total length. Splint boots and polo wraps are permissible.

Exhibitors must wear appropriate English or Western attire. (Refer to clothing requirements within the respective divisions). *Footwear: tennis shoes are permissible IN THIS CLASS ONLY. This is an exception from the 'general rules of show.*

Course and Jump Guidelines

- The exhibitor showing the mini cannot jump the obstacles with the animal; they must lead the animal over them. The courses will be posted prior to the scheduled time of the class. If time and conditions warrant the show committee/judge may permit exhibitors **to walk the course before the class begins.**
- **Course** diagrams/patterns must show with arrows, the direction each obstacle is to be jumped, and markers or a line that indicates the 'start-finish line'. It is recommended that a timer be set up at this line. Any In & Out must be marked as elements A and B (i.e. 4A,4B)
- **Course** must include a minimum of 4 jumps but no more than 6 jumps, With a minimum of twenty feet between each jump except for and 'in & out' jump.
- **Course:** the **distance** between the two jumps for an 'In & Out' should be ten to twelve feet.
** An 'In & Out' should never be the first jump on the course.
- **Jumps** used in this class must be collapsible, made of 1-1 ½ inch scheduled 40 PVC piping or other suitable lightweight materials, with jump cups. (not include pegs, nails, bolts etc.)
- **Jumps** can range in height *from twelve Inches to twenty-four inches. JUMP-OFF course may range from twelve inches to thirty-six inches.*
- **Jumps** must be a minimum of five (5) feet wide and the uprights are to be a maximum of forty (40) inches in height a minimum of twenty (20) feet between each jump.

- **Jumps** must have a ground pole. Any type of décor or jump-wings must not protrude more than 24" from the uprights.

Judging and Scoring

Jumpers are scored mathematically, based on faults accumulated between the Start and Finish lines. In case of a Tie there will be a jump-off.

Faults/Eliminations

- **Knockdowns:** An obstacle is considered knocked -down when in jumping a horse or handler, by contact, lowers the established height of the jump in any way. **4 Faults**
- **Refusals:** Stopping at an obstacle without knocking it down and without backing, followed by *jumping from a 'standstill'* is not penalized. **However**, if the halt continues or if the horse backs up even if a single step, side steps, or circles to retake the fence a refusal is incurred. **First are 4 faults, Second is an additional 4 faults, Third is a disqualification.**
- **Circling:** Any form of circle(s) whereby the horse crosses its original track between two consecutive obstacles, stops advancing toward the next obstacle or turns away from the next obstacle, (except to retake an obstacle after a 'disobedience'), crossing your own path (i.e. circling between fences, not taking a fence after a refusal) * a courtesy circle prior to crossing the start line is permissible. **3 Faults.**
- **In & Out:** The jump is considered as ONE obstacle and scored as such. Refusal of one element of the in & Out **REQUIRES** the retaking of both elements.
- **Eliminations:** Three (3) refusals; Off Course: Fall of horse and/or exhibitor; Any separation of handler from horse; Handler jumps obstacle with horse.

Jump-Off

- Utilized to break a tie in the jumping class.
- Uses the original course.
- Height of jumps shall be increased not less than one inch but no more than six inches in height.
- Jump-off contestants will be timed. The animal that has the fewest faults in the jump-off round will be declared the winner. In the event of an equal number of faults, the animal with the fastest time will be declared the winner.
- * Elimination in the jump-off does not eliminate the horse from final placings. Regardless of faults or elimination, in the jump-off any horse who qualifies for the jump-off will place over horses that did not qualify for the jump-off. A horse that qualifies but chooses not to participate will not place over any horse that participates in the jump-off.

Section 2: Driving Division

Exhibitors show their animals hitched to a cart or wagon. Entries are limited to a 'single' or 'double' hitch.

Attire: Drivers should wear a hat and gloves. Driving aprons are optional. Acceptable show clothing is conservative yet reflect a driver's style of dress. Exhibitors may wear a long skirt or dress pants with a long-sleeve top. A vest or jacket can be worn. Sleeveless tops are only allowed if worn under a long-sleeved jacket. * For the Obstacle Driving Class; less formal clothing is acceptable HOWEVER, no sleeveless tops and drivers should always wear hard soled shoes.

Equipment: A safe harness and vehicle are the first requirements. *The use of breeching or thimbles is optional based on the type of vehicle driven and the breed of the animal.* Vehicle must have a basket or floor. Wired wheeled, wooden wheeled and two or four wheeled vehicles are permitted. Harness must be in good repair. clean and *fit the animal.* A black harness is correct for painted vehicles. However black can be used with natural wood vehicles having black tires Breast collars or Full collars should be determined by the type of vehicle used. *Martingales and tie-downs are permitted if appropriate for the vehicle HOWEVER, they are prohibited in the obstacle classes.* Blinders, sidechecks, overchecks and nosebands are not required, but strongly recommended. Braiding of the mane and tail is optional. ***A whip is mandatory;*** *failure to carry a whip 'in-hand at all times is reason for immediate elimination.'*

Safety requirements:

1. **ALL ANIMALS MUST BE BRIDLED PRIOR TO HITCHING THE CART AND THEY MUST REMAIN BRIDLED UNTIL THE CART IS REMOVED FROM THE ANIMAL.**
2. Headers are permitted in all driving classes; however, they are not permitted to touch the animal.
3. There will be no more than eight (8) units in a class at one time when in the draft ring for minis and ponies, Five (5) for horses.
4. An adult driver is required to accompany any exhibitor under the age of eighteen (18).
EXCEPTION: Miniature horse drivers who have reached the age of thirteen (13) by January 1st of the current are not required to have an adult with them in the cart.
5. **Minimum age for drivers:** For miniatures is five (5) years WITH ADULT SUPERVISION in the cart. For ponies and horses, it is eight (8) years WITH ADULT SUPERVISION in the cart
6. **Youth Drivers:** An exhibitor is considered a youth *from ages 5 up to age 18 yrs old as of January 1 of the current year.*
7. Only the driver is permitted to handle the lines or whip.

8. The driver can determine his/her best way for the lines to be held

Required elements of performance:

Requirements will be as follow, however, these descriptions are to be used as a guideline for movement and may be adjusted based on the appropriate movements specific to individual breeds.

WALK: Is a free, regular and unconstrained walk of moderate extensions is ideal. Animals should walk energetically, but calmly with even and determined pace. The walk is a ‘four-beat’ gait.

SLOW TROT: the animal should maintain forward impulsion while showing submission to the bit. The trot is slower and more collected, but to the degree of the dressage collected trot. However, the animal should indicate willingness to be driven on the bit while maintaining steady cadence.

WORKING TROT: This is the pace between the slow and the strong trot, yet more rounded than the strong trot. The animals go forward freely and straight, engaging the hind legs with good hock action, be on a taut and light rein, position being balanced and unconstrained. Steps should be as even as possible. The degree of energy and impulsion displayed at the working trot clearly denotes the degree of suppleness and balance of the animal.

STRONG TROT: This is a clear, *but not excessive*, increase in pace and lengthening of the stride while remaining balanced and showing appropriate lateral flexion on turns. Light contact on the reins is maintained. Excessive speed will be disqualified.

HALT: Animals and vehicle should be brought to a complete square stop, without abruptness or veering. At the halt, animals should be attentive, motionless, and straight with its weight evenly distributed over all four legs and be ready to ‘move off’ at the slightest indication by the driver.

REIN-BACK: Is defined as a backward movement in which the legs are raised and set down simultaneously in diagonal pairs, with the hind legs remaining well in line. Performed in two parts: *a.* The animal must move backwards at *least four steps* in an unhurried manner with head flexed and straight, pushing the cart/wagon evenly in a straight line. The driver should use quiet and light contact. *b.* Moves forward willingly to its former position, using same quiet aids.

REVERSAL OF DIRECTION: May be made at a slow trot or walk. Should be executed on the diagonal with all animals moving in the same direction. * Trotting to catch up to the end of the is permitted so not to have animals driving towards each other. *NOTE; the Judge may ask that a reverse of direction be made on the rail.*

All driving units will be shown before the Judge, prior to any ‘call backs’ in a class.

Class Descriptions

1. **Pleasure Driving:** This class is judged primarily on the suitability of the animal to provide a pleasant drive. To be shown both directions of the ring at the walk, slow trot, working trot and the strong trot. The animal should stand quietly both on the rail or in a line-up. And to perform a rein-back. Entries in any one class may be asked, by the judge, to perform/execute additional work tasks at any gait(s) requested.
2. **Youth Pleasure Driving:** Judged in the same manner as Pleasure driving. However, the drivers **will not be asked to perform the STRONG TROT**. Once the exhibitor enters the show ring, the adult handler in the cart is not permitted to speak with or give instructions to the driver, nor hold the whip or lines. This is reason to disqualify the exhibitor. **ONLY IN AN EMERGENCY** may adult handler take control of the animal.
3. **Beginner/Novice Driving:** This class *is designed for the adult driver* who is learning to drive within the show atmosphere. This class follows the same criteria as the Youth class, but the age limit is 18 years and older. One can only exhibit in the class for one show season (They cannot enter in the youth pleasure or driving pleasure class.)
4. **Turn-Out:** Judged **on the combination** of the performance and appearance of the animal, its driver and the equipment (harness and cart/wagon).

70%: on performance, manners and the animal's way of going.
 20%: on the condition and fit of harness and vehicle
 10% on the neatness of attire.
5. **Reinsmanship (adult):** Judged on the *ability and skill of the driver*. A pattern is to be followed, and the driver is expected to perform all instructions regarding its implements of gaits and directions within the pattern.

At the discretion of the Judge, drivers may be asked to perform rail work as well as the pattern.

- ❖ If not shown on a pattern, all drivers should be asked to perform a 'rein-back.
- ❖ Either one or two-handed method of driving is acceptable. Neither method should be penalized or rewarded over the other.
- ❖ Elbows and arms should be close to the body with an 'allowing' and steady hand that enables a consistent "feel" with the animal's mouth.

75%: Handling of the lines and whip, control, posture and overall impression of the driver.

25%: on the condition of the harness and vehicle and neatness of attire.

A driver is disqualified if the go 'off-course.

6. Youth Reinsmanship: For drivers that are ages 5 years (mini)

8 years (pony/horse) to 18 years. Follows the same criteria as the Youth Pleasure class.

7. Ladies and/or Gentleman to Drive: For adults ages 18 and over. Entries are judged on the suitability of the turnout with emphasis on manners.

50% on the animal's manners, performance elegance and suitability of the turnout.

25% on driver's skill

25% on overall impression

8. Draft-type Pleasure Driving; Open to draft-type horses, with an expected mature weight of 1,500 lbs. or more. Judges, at their discretion, may penalize animals that do not exhibit acceptable draft-type characteristics.

1. To be shown both ways of the ring at a 'flat-footed walk and a trot that is suitable for a youth driver.
2. NO PASSING IS ALLOWED.
3. Reverse of direction should be done on a diagonal at a trot.
4. Horse should be well mannered, easy to handle, responsive to the lines, and have even 'ground-covering' gaits.
5. Should *demonstrate at a trot* that shows both 'knee-action' and speed., while remaining manageable for a youth to it *should go down to a flat-footed walk*. When *instructed to stop*, it *will stand quietly*. Animal should *back willingly* in a reasonable straight line, without throwing its head.

70% on manners, performance, and way of going.

20% on condition of harness and vehicle

10% on neatness of attire.

6. Obstacle Driving

- This class is to be driven over a prescribed pattern of obstacles.
- This is a timed and skilled class.
- An animal cannot be entered more than once in the same obstacle class.
- A timer will record the exhibitor/animal as it passes through the starting line of the course as well as its completion of the course's obstacles and back to the finish line.
- The judge will confirm the elapsed time and any faults or eliminations incurred while completing the course.

Faults

- A. Hitting any part of an obstacle: 3 seconds penalty
- B. Canter in excess of three strides; 5 second penalty

Eliminations

- A. Failure to correctly drive through the obstacle in sequence and proper direction as listed in the pattern.
 - B. Failure to carry a Whip.
 - C. Failure of entry to entirely pass through the start/finish markers.
 - D. Two refusals on a single obstacle.
 - E. Outside assistance.
 - F. MORE THAN 3 Excessive cantering Penalties.
 - G. Time over 3 minutes
 - H. Failure to bring animal down to a trot after cantering 10 consecutive strides. strides ‘
 - I. Any part of the animal or cart that passes on the wrong side of the obstacle or dislodges (knocked off its footing) the obstacle.
- Drivers may be asked to have their *carts measured* for the obstacle classes that have a pattern in which the driver goes through a measured distance within an obstacle. Width of such obstacle will be in excess of **eight (8) inches of the cart’s axle width**.
 - Placings are determined by the fastest time to run the course MINUS any occurred faults while on the course.
 - For safety reasons all exhibitors must enter and exit the ring at a walk.

SECTION 3. Ranch Division

- A. **Working Ranch Horse: Pleasure:** The purpose of this class is to reflect the versatility, attitude, and movement of the working horse. It follows a pattern.

- Attire and equipment:
Should be plain and functional, that reflects a working ranch style.
Clothing decorated or embellished are discouraged.
Tack with silver should not count over a good working outfit and is discouraged.
The horse should not be braided nor have tail extension. Trimming the ears is discouraged as well as hoof polish. Trimming the bridle path is allowed as is the fetlocks or excessive (long) facial hair.
- The performance should simulate a horse riding *outside the* confines of an arena and that of a working ranch horse. Shows the horse’s ability to work at a forward working speed while under the control of the rider. Light contact should be rewarded, and the horse does not have to be shown on a full drape of reins. The overall manners and

responsiveness of the horse while performing the maneuver requirements, and the horse's quality of movement are the primary considerations.

The Requirements:

1. No horses less than 3 years of age.
2. Each horse will work its pattern individually, performing both the required and optional maneuvers and scored on the scale of 0-100, with 70 denoting an average performance.
3. **Required Maneuvers** will include the walk, jog and lope in both directions as well as the extended jog and lope in at least one direction, and stops, turn to change directions & back.
4. **Optional Maneuvers** may include a side-pass, turns of 360 or more, change of lead, do a walk, jog or lope over a pole(s) or some reasonable combination of the maneuvers that would be reasonable for a ranch horse to perform.
5. Maneuvers may be arranged in various combinations with final approval by the judge
6. Overall cadence and performance of the gaits should be with emphasis on forward movement, free-flowing, and ground covering for all gaits. Transitions should be performed with designated with smoothness and responsiveness.
7. There is no time limit.
8. Patterns will be selected by the Show Manager OR the Judge may utilize a different pattern as long as all required maneuvers and include 3 or more optional maneuvers.
9. Failure to perform a required maneuver will result in a horse placing below all other horses the perform such maneuver.

B. Novice Ranch

- The *RIDER IS THE NOVICE* for this class.
- Individuals are eligible to enter this class **IF** it's within their first two (2) years of showing in the Ranch Riding classes, **AND** they have not placed within the top three divisions placings of the previous year.

C. Ranch Horse Pleasure

- The overall manners and responsiveness of the horse while performing the maneuver requirements and the horse's quality of movement are the primary considerations.
- Light contact should be rewarded, and the horse shall not be shown on a full drape of reins.
- Clothing and equipment requirements are the same as the Western division, however workmanlike apparel and tack is acceptable and encouraged in this class.

- A natural and workmanlike appearance of the horse is preferred. Banding of the mane and use of tail extensions is not expected but will not be penalized.
- Posting or standing at the extended trot is acceptable. And so is touching or holding the saddle horn is acceptable.
- Consideration will be given to the overall cadence and performance of the gaits, with an emphasis on reasonably forward movement, free-flowing and ground covering characteristics for all gaits. Transitions should be performed where designated, with smoothness and responsiveness. The horse should be responsive to its rider and make timely transitions in a smooth and correct manner.
- The horse should be soft in the bridle and yield to contact. The ideal stock horse should have a natural, level-headed carriage at each gait.
- Horses shall be shown in a group and on the rail. All horses will be asked to walk, trot, extended trot lope and back. The judge may ask for an extension of any gait.

D. Ranch Horse Confirmation.

- This is a Ranch halter class.
- Judged based on the confirmation of the horse and look of workability on a ranch.
- Hoof black and bands are discouraged
- Artificial tails are prohibited.
- Minimal 'bling, and silver on halters is also discouraged.

SECTION 4: GAME/TIMED EVENTS

- Horse or pony may only run once in each class. Must be ONE horse ONE rider. Except for exhibition classes.
 - Charging the gate in timed events is forbidden.
 - Only the rider and horse/pony are permitted in the ring during the event. Exceptions will be made for safety reasons for Walk/Trot Classes.
 - Penalties, if applicable, will be assessed at the end of the run for any obstacle that is down at the end of the run. Being off pattern results in a disqualification.
 - Mechanical hackamores are permitted, **however**, metal must not be in contact with the nose of the animal.
 - In the event of broken equipment or loss of shoe occurring before the timer has been tripped, the exhibitor will be given the option of running at the end of the remaining exhibitors. The exhibitor will be given a minimum allowance of 5 minutes to be ready to run.
 - Helmets are highly recommended.
 - It is highly recommended that you DON'T band your boots in the stirrups.
- *The Game Stewart will determine if the use of the bat, whip, rope, or crop is excessive and if the bat, whip, rope or crop is too severe. Any strike with the bat, whip, rope or crop in front of

the girth will cause disqualification. Any harmful strike of the hand in front on the girth will be a cause for disqualification.

ATTIRE FOR GAME/TIMED EVENTS:

- A button up or zipped shirt with sleeves and a collar must be worn when in the ring. Every button must be buttoned with the exception of the top collar button. Western saddle is required for all timed events. Ball Caps are permitted in games classes ONLY. For timed events, electric timer or two (2) stop watches will be used.

WALK/TROT GAME CLASSES:

- Same corresponding pattern rules. Pattern size may be shortened at the discretion of the show committee. Exhibitor will be disqualified for cantering more than three (3) consecutive strides. Child can be lead and must be ten (10) years of age and under. If lead, child must be led the entire class. Child may NOT compete in open game classes or any class in which cantering is required.

***Exhibitors riding by themselves will be placed over those that are lead or guided.

RAISED BOX KEYHOLE:

- Must enter keyhole between the center two entry/exit cones, turn horse/pony 180 degrees and exit between same two cones. Knock down of entrance cones is a 5 second penalty, if cone stands back up it is still a knock down. Knock down of rails or exiting outside of the center entry/exit cones is disqualification.

CUTBACK:

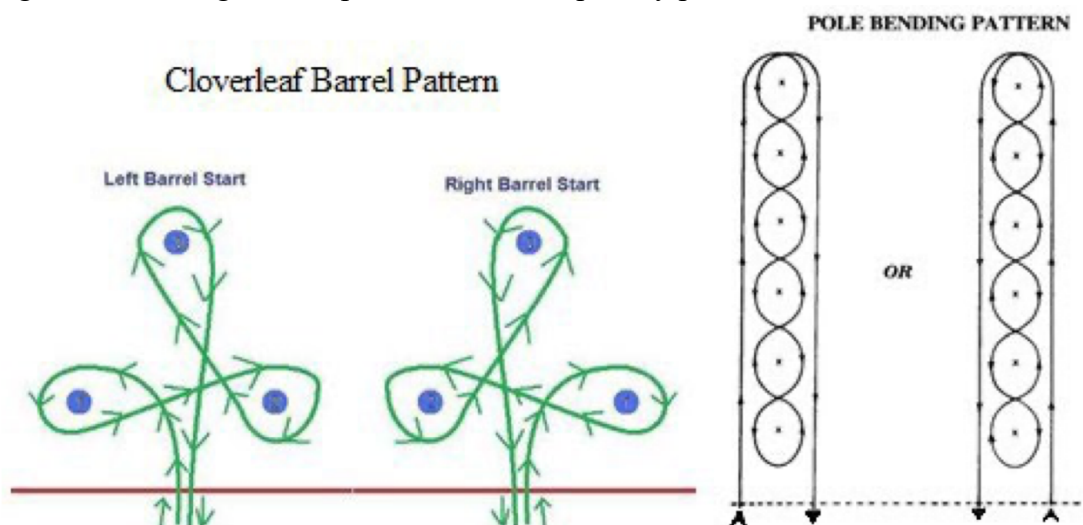
- The Pattern is set with 3 poles in a straight line across the arena. The end poles shall be set 20 feet from the rail, and the middle pole shall be centered between the end poles. Horses cross the starting line with a running start and proceed behind the center pole to the left. After passing the end pole, the rider will do a right roll back and proceed in front of the poles to the opposite end pole. After passing the opposite end pole, the rider will do a right roll back, go behind the end pole and center pole, then turn left and proceed to the finish line. Knocking over a pole incurs a 5 second penalty per knock down. Crossing the finish line before completing the course shall cause disqualification. **THE PATTERN MAY BE RUN IN REVERSE.**

CLOVERLEAF BARRELS:

- Preset pattern using three barrels in a cloverleaf pattern. The first and second barrels are to be set at least 20 feet off of the timer. The third barrel distance is optional. Knocking over a barrel is a 5 second penalty per knockdown.

POLE BENDING:

- Preset pattern using six (6) poles, spaced 21 feet apart, with the first pole 21 feet from the starting line. Knocking down a pole is a 5 second penalty per knockdown.

**DOWN AND BACK:**

- Rider is required to run horse down and around obstacle and run horse back in fastest time. There will be a 5 second penalty for knock down of obstacle.

THREAD THE NEEDLE:

- Three (3) cones, eight (8) feet apart. Rider must go around the center cone (either direction) staying inside the two outside cones at all times. There will be a 5 second penalty for knock down.

M BARRELS:

- This pattern will be run using an inverted cloverleaf pattern. The exhibitor will run the pattern in the shape of an “M”. Distances of barrels will be 20 feet off rail and the middle barrel will be set 20 feet from the timer. Knockdown of a barrel will be a 5 second penalty per knockdown.

Any situation not covered by these rules will be governed by the judge