

# FINAL COPY

## RULES AND PROCEDURES GOVERNING ALL KVHA POINT SHOWS

### I. REQUIREMENTS FOR KVHA SHOWS

#### Section 1. Show Bill

- (a) The show bill must comply with KVHA Rules and Regulations and be approved by the Board of Directors.
- (b) Any individual wanting to add a class to the KVHA show bill before the season's show bill has been approved must have the class approved by the Board of Directors and must pay a KVHA Board-decided sponsor fee.
- (c) Any individual wanting to add a class to the KVHA show bill after the show season has commenced must have the class approved by the Board of Directors and pay a KVHA Board-decided sponsor fee.

#### Section 2. Judging

Shows must be judged by KVHA-approved judges only. Judges do not have to be licensed. Each judge may judge only two (2) point shows each season. KVHA members are NOT eligible to judge any point shows. In the event that a judge does not appear at the show, the Board members present at the show have the authority to select an approved judge.

#### Section 3. Show Operations

All shows operating under KVHA must provide:

- (a) Rest room facilities
- (b) A warm up ring or area designated for this purpose
- (c) Awards for at least six (6) places
- (d) Equal awards for all in the Lead line class
- (e) Show ring free of debris
- (f) The manner in which the prizes are to be awarded on the show bill
- (g) Admit all life time members free

#### Section 4. Entry Fees

- (a) Each Member shall pay entry fees in accordance with rates established by the Board of Directors.
- (b) Late Fees will be charged for entries made 1 hour before the show session begins.

### **Section 5. Payments for Show Officials**

Payment amounts for show officials are to be decided by the Board of Directors. Any paid official or show worker must sign a contract, including a job description and expectations, with KVHA.

### **Section 7. Loss or Damage**

The horse show management and/or the Association will be in no case responsible or liable for any loss, damage or injury that may occur, and it shall be a condition of the entry that each exhibitor, owner, trainer, and groom shall hold the horse show management and/or the Association blameless for any loss or accident which may occur by fire or other acts beyond the control of horse show management and/or the Association.

### **Section 8. Limited Liability**

Under the Equine Activity Liability Act, each participant who engages in an equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss, or damage to person or property resulting from the risk of equine activities.

## **II. SHOW RULES**

### **Section 1. Governance**

- (a) The KVHA performance classes will be governed by USEF, United States Equestrian Federation, Rules.
- (b) The KVHA academy classes will be governed by The National Academy Championship Horse Show Rules

### **Section 2. Conduct**

- (a) All persons on the show grounds will be required to behave in a manner befitting a lady or gentleman. First offense misconduct will be grounds for removal from the show, with a loss of all points from that show. Second offense will constitute loss of membership for the remainder of the year.
- (b) Exhibitors must leave the ring when the judge, ringmaster and/or stewards excuse them for any reason.
- (c) Exhibitors wishing to be excused from the ring must request and receive permission from the judge.
- (d) Any exhibitor refusing to acknowledge their award shall be suspended for the next show. Neither horse nor rider will receive points for either show.
- (e) All exhibitors will have two (2) minutes to enter the ring after the first horse enters. After that time, the gate will be closed. Requests for class holds must be made before the beginning of the session.
- (f) Any questions concerning the judging of a class or decision of the judge may be presented to the Show Manager at the end of the show. The Show Manager will address the judge. The penalty

for not complying will result in suspension for the next two shows. A second offense will result in suspension for the remaining season.

### **Section 3. Good Standing**

All entrants must pay all outstanding KVHA debts before being allowed to show. This will be strictly enforced.

### **Section 4. Special Class Requirements**

- (a) **LEAD LINE** – Riders six (6) years and under. Lead line is not a judged class, but will be given sincere consideration by the judge. The riders shall make a least one full circle of the ring in both directions. All exhibitors are to receive equal awards. At the end of the year, each KVHA member showing in ½ (50%) of the shows will receive a suitable award.
- (b) **ACADEMY DIVISION** – Riders in this division are beginners who have begun to take riding lessons and are to be judged **ONLY** on their basic riding skills. Horses are to be school horses, and are not to be judged in any way. Riding attire is to consist of riding boots and pants to be determined by the discipline (i.e. English or Western). Suitable shirts, ties and vests are permitted (**NO JACKETS, SOFT DERBIES, WESTERN HATS OR CHAPS**). **SAFETY HEADGEAR IS REQUIRED!** Equipment suitable to the needs of the horse is to be used. Martingales and snaffle bits are allowed. Soundness of the horse is at the judge's discretion. **HEADERS ARE ALLOWED FOR ALL ACADEMY CLASSES.**
- (c) Stallions are not permitted in juvenile classes.
- (d) In the event of Championship Classes: Entrants must qualify in order to show in any Championship class.

## **III. SHOW OFFICIALS & THEIR DUTIES**

### **Section 1. Show Manager**

The Show Manager oversees all aspects of the show and must be organized, efficient and skilled at working with and delegating duties to show personnel.

- (a) Pre-show:
  - a. Schedule judges for each show.
  - b. Develop a good working relationship with the owner/manager of the show grounds and facilities.
  - c. Have a thorough knowledge of the layout and available resources of the show grounds.
  - d. Ensure communication method for emergencies and know how to reach on-call emergency personnel.
  - e. Be familiar with all the classes of the show.
- (b) Wednesday Before the Show
  - a. Give stall charts to Winfield Riding Club.
  - b. Mark stalls for unlocking and check the status of all stalls prior to exhibitors/animals arriving.

- c. Ensure that facilities and all equipment for show set up are available. Stabling, office space, rest rooms, ring equipment, etc.
  - d. Review entries and ensure volunteer posts are filled.
- (c) Thursday Before the Show
- a. Check base with judge and ring master.
  - b. Center ring preparation completed.
- (d) Friday Before the Evening Show
- a. Office supplies and money to show office.
  - b. Programs and show bills dropped off.
  - c. Show ribbons and back numbers prepped.
  - d. Post show schedule and patterns outside of office and keep up to date with changes.
- (e) Show Day
- a. Prior to 7:45 am, sound system set up, money given to gate crew, announce entries, splits, cancelled classes, mark off safe lot, close gates, greet judge and address any questions. Ensure barns, secretary booth and other contracted facilities are open.
  - b. Pull items from storage by 8:30 am. Ensure show class list is posted in office and programs are at the entry to show grounds. Coggins posted and copied. Make sure complaint forms, sponsorship show bills and USEF rules are available in show office.
  - c. By 8:45 am, have announcer start music, announce entries ,start time announcements
  - d. At 9 am, have announcer play the National Anthem.
  - e. Collect money from gate several times throughout the day, especially in the morning session.
  - f. Answer questions and trouble shoot as necessary.
  - g. Support other show volunteers as needed.
  - h. Ensure all rules are applied and enforced evenly and in conjunction with KVHA policies and procedures.
  - i. Implement the schedule to ensure that the show runs in a smooth and efficient manner - start the show on time, allow for breaks as required.
  - j. Welcome the judge and explain the show schedule method of judging, special awards, arrangements for meals, restrooms etc.
  - k. Assist show secretary and staff as needed.
  - l. A board vote is not required in cases where the show manager must make last minute decisions to ensure the show proceeds.
- (f) End of Show Day
- a. Clean up office; make sure all equipment is returned to appropriate locations and all monies and records are given to Treasurer or KVHA Secretary.
  - b. Have ribbon inventory completed at end of show and remaining awards packed for storage.
  - c. Help with office clean-up at end of show.

## **Section 2. Judges**

- a. Neither a judge nor a member of his/her family may exhibit or act as agents or handlers of a horse in any approved class at the show or contest which the judge is officiating.
- b. All judges will receive a copy of the rules governing the judging at all KVHA shows.
- c. Any class may be split into two (2) divisions at the discretion of the judge, show secretary or show manager.
- d. A judge may order any person and/or horse from the competition for bad conduct.
- e. The judge will evaluate each individual equally, without partiality or favoritism to any. The judge is encouraged to give his/her opinion courteously and sincerely after the show
- f. The judge will be given cards to be filled out and signed by him/her for every class.
- g. No member or exhibitor of the Association, with the exception of the show stewards or ring master in their official capacity, shall speak to the judge during the time of the show. Failure to comply with this rule will result in loss of points for that show and for the following show for both the exhibitor and the horse.

## **Section 3. Show Secretary and Show Office**

The Show Secretary must make a complete report of all entries, including names of all horses, riders, owners, and their placing and return it to the KVHA Secretary or Treasurer after the show.

He/she also shall prepare judges' and announcers' cards, register exhibitors, assign numbers and obtain necessary missing information, manage changes to entries, relay to paddock master and ring master any changes to class list and class entries. The Show Secretary must also report points to ASHA, UPHA and Horse Shows Online within ten (10) days after the show. KVHA-owned property including computers and printers must be kept in clean, working order while in the care of the Show Secretary or any other designee deemed responsible for the items. No animals allowed in the show office.

## **Section 4. Ringmaster**

The ringmaster is the judge's aide in conducting all classes in the show. He/she should:

- a. Relay prearranged signals for changes of gaits, other maneuvers and lining up to the announcer.
- b. Be watchful for potential problems or hazardous situations and conduct class accordingly.
- c. Limit conversation with exhibitors in ring to instructions only.
- d. Keep confidential judge comments made in the ring to self.
- e. Aid in presentation of awards and dismissal of the class.

## **Section 5. Paddock Master**

The Paddock Master assembles the class before it enters the ring. Also, the gate attendant is often the first person to spot a potential unsafe situation. During Classes, he/she should:

- a. Assemble the classes promptly. Have class ready to enter ring when called.
- b. Relay to show office any missing entrants.

- c. Any exhibitor not listed on class sheet cannot be permitted to enter class until verified by Show Secretary.
- d. When Judge or Ring Master indicates, let exhibitors enter.
- e. Gate holds should be closely monitored and kept to the standard two minute gate hold unless arrangements are made with Show Secretary in advance.
- f. Be watchful for possible emergencies and respond appropriately. Be mindful of hazards such as dogs, children and baby carriages in gate area.
- g. Monitor spectators to keep gates clear and ensure they are not providing instructions to the exhibitors.

### **Section 6. Announcer**

In coordination with the Show Manager, the Announcer manages the pace of the show through planned and timely announcements of all activities. He/she announces throughout the entire show, including during Opening Ceremonies, judging and any additional Association needs. He/she will play National Anthem to begin each day's sessions, make announcements to barn area as appropriate (*including pre-calls prior to start of show*), call exhibitors to gate, pronounce names correctly, relay judge's instructions to exhibitors in ring and announce results of each class. He/she will keep the public and exhibitors informed of the progress of the show and be prepared to maintain calm and give appropriate instructions in an emergency.

### **Section 7. Gate Attendant**

A volunteer position, the Gate Attendant works with the Paddock Master and the Ring Master to control traffic and ensure the show runs smoothly. The responsibilities for this position include:

- a. When Judge or Ring Master indicates, open the gate and let exhibitors enter.
- b. Close gate when class is all in the ring.
- c. Closely monitor gate holds and keep them to the standard two minute gate hold unless arrangements are made with Show Secretary in advance.
- d. Being watchful for possible emergencies and responding appropriately.
- e. Being mindful of hazards such as dogs, children and baby carriages in gate area.
- f. Monitoring spectators to keep gates clear.

### **Section 8. Ribbon Presenters**

A volunteer position, two Ribbon Presenters are required for each show. KVHA member barns are requested to offer this position to their horse-knowledgeable riders, at the trainer's discretion.

### **Section 9. Board Members as Show Stewards**

- (a) KVHA Board members – and any associating club representatives – that are present at shows will be show stewards and will work with the Show Manager to ensure rules are followed and report suspected violations by exhibitors, spectators or the judge to the Board for their investigation or decision.
- (b) Decisions of the Show Stewards are final. NO EXCEPTIONS.

- (c) Stewards will require show management, officials and exhibitors to conform to the Association's rules. All decisions concerning interpretation of the rules will be the responsibility of the respective class steward(s).
- (d) In the interest of fair, unbiased and orderly horse shows, the show stewards shall have the authority to:
  - Deny any exhibitor entry in a class, providing a valid reason is given
  - Take whatever action deemed necessary to correct flagrant or repeated violations of the Association's rules by officials or exhibitors
  - Require show management to replace or repair any obstacle or piece of equipment, which in his/her opinion, does not meet Association or safety standards

## **IV. PROTESTS**

### Section 1. Filing a Protest

An exhibitor, an agent or the parent of a juvenile member may make a protest for violation of KVHA rules. It must be:

- (a) A proper hand written letter
- (b) Signed and dated by the protestor
- (c) Postmarked and addressed to the Secretary of the KVHA within forty-eight (48) hours of the said show
- (d) Accompanied by a \$50.00 deposit amount set by the Board of Directors.

### Section 2. Grievance Committee

The Secretary will turn any written protest over to the Board at the next Board of Directors meeting. The Board will serve as a grievance committee. If the Grievance Committee decides in favor of the complaint, the deposit will be refunded. If not, the deposit will go to the Association's General Fund. The Grievance Committee voting will be done by secret ballot, or by show of hands.

## **V. YEAR-END AWARDS**

### Section 1. Point Calculation

- (a) An exhibitor's points will be counted from the date his or her KVHA dues are received by the Secretary or Treasurer of KVHA.
- (b) Points will be calculated as follows: 1st place = 6 points, 2nd place = 5 points, 3rd place = 4 points, 4th place = 3 points, 5th place = 2 points, 6<sup>th</sup> place = 1 point.

### Section 2. Award Eligibility

- (a) Rider and Owner of the horse ridden must both be members of KVHA in order for points to count towards the Year-End Awards.

- (b) To qualify for an award, an exhibitor must attend MORE than ½ (50%) of the shows offered (3 shows) and accumulate a minimum of five (5) points on the same horse. In classes where only the rider is judged, points will follow only the rider. (*Different horses may be used.*)
- (c) Points accumulated by a horse owned by an Association member would follow the horse. In cases where ownership is changed, the points accumulated will follow the horse only if the new owner is a member of KVHA and transfer of ownership has been reported to the Secretary of KVHA.

### **Section 3. Awards Distribution**

A “Year End” award will be awarded to the high point and reserve high point winners in each point class. Awards will be distributed down to sixth place.

### **Section 4. Disqualification**

In the event of a disqualification, only the horse that has been disqualified will lose its points. No other point adjustment will be made.

### **Section 5. Point Information Requests**

Any person requesting points from the KVHA Secretary or Show Secretary may receive only his or her points.

Revised 3/11/2018