

THE RULEBOOK OF

The  
Capital District  
Hunter Jumper Council

All correspondence shall be sent to:

CDHJC  
20 Pepper Hollow Dr.  
Clifton Park, NY 12065

All checks pertaining to CDHJC,Inc. business should be made payable to:

CAPITAL DISTRICT HUNTER JUMPER COUNCIL,INC.  
OR  
CDHJC,INC.

THIS RULEBOOK SHALL BE THE PERMANENT RULEBOOK OF THE COUNCIL. A RULEBOOK WILL BE MAILED TO EACH MEMBER AND SHOULD BE KEPT BY SAID MEMBER INDEFINITELY. ADDITIONAL COPIES MAY BE PURCHASED AT \$5.00 PER BOOK. IN AN ATTEMPT TO KEEP OUR OPERATING COSTS AS LOW AS POSSIBLE, NEW AND/OR CHANGED RULES WILL BE PUBLISHED IN THE CDHJC NEWSLETTER. IT IS THE RESPONSIBILITY OF THE MEMBER TO KEEP AN ONGOING RECORD OF NEW AND CHANGED RULES AS THEY ARE PUBLISHED.

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**CAPITAL DISTRICT HUNTER/JUMPER COUNCIL, INC.**  
**CONSTITUTION**  
**BY-LAWS OF THE BOARD OF TRUSTEES**  
**BY-LAWS OF THE BOARD OF DIRECTORS**

**CONSTITUTION**

**Preamble:**

The purposes for which this corporation has been organized are as follows:

To promote through education, performance, cooperation and communication, public interest in horses and horsemanship in the Capital District and surrounding areas.

To promote and encourage better understanding of horse shows and related activities.

To promote sportsmanship and set standards for the industry through word and deed.

**E.S.P.**

**EXCELLENCE, SPORTSMANSHIP, PROFESSIONALISM.**  
**GOVERNING RULES**

1. Unless otherwise noted, the CDHJC follows all rules, definitions, guidelines and interpretations of the United States Equestrian Federation, Inc. (hereinafter USEF)
2. The CDHJC Newsletter is the official publication for the CDHJC. All rule changes and official announcements made between publications of the Rulebook will be printed in the Newsletter.

**ARTICLE I – By-Laws of the Board of Trustees**

- Sec. 1 The Board of Trustees shall consist of (1) at least five members, or such other number, not greater than seven, as may be fixed from time to time by Resolution of the Board of Trustees and (2) an unlimited number of Honorary Trustees.
- a) The regular voting membership shall be limited to individuals having a sufficient amount of experience in managing or operating a show stable or horse show or whose profession is a horse trainer or instructor.
  - b) The Board of Trustees may waive the membership requirements set forth in subparagraph (a).
  - c) The President of the Board of Directors shall serve as a term Trustee if (s)he is not otherwise entitled to sit in on Trustee meetings.
  - d) When a member of the Board of Trustees elects to retire as an active member of the Board, said Trustee may be designated as an Honorary Trustee and shall serve at the pleasure of the Board. Honorary Trustees shall have the right to attend and participate in all meetings of the Board of Trustees, Board of Directors and to serve on committees of the Board of Directors. Honorary Trustees shall not be entitled to vote at meetings of the Board of Trustees or Board of Directors.
- Sec. 2 All Trustees have equal voting privileges and need not be a member of the Board of Directors. Decisions of the Board of Trustees must be by unanimous vote of all Trustees present at the meeting.
- Sec. 3 The Board of Trustees shall meet at least once a year to review the annual financial report of the corporation and to ratify all constitutional changes made during the previous year. Any member of the Board of Trustees may nominate a member of the Board of Directors at this time to serve as a Trustee. Said nominee may only be approved upon a unanimous vote of the Board of Trustees.
- Sec. 4 The Board of Trustees shall call for an election of the Board of Directors of the Corporation.

**ARTICLE II – By-Laws of the Board of Directors**

- Sec. 1 The Board of Directors shall consist of (1) twenty Term members, or such other number not greater than twenty-five, as may be fixed from time to time by resolution of the Board of Directors, (2) Ex-officio members and (3) a maximum number of seven Trustees and (4) an unlimited number of Honorary Trustees.
- a) Term Directors shall be elected at a regular or special meeting of the Board of Directors preferably preceding the annual general membership meeting of the Board or within one month of said general membership meeting for a term of three years. Existing Directors shall be entitled to vote for officers of the Board. No Term Director may serve for more than three consecutive three-year terms. If a Director becomes an officer of the Council, then his/her term shall be suspended and will continue to run when he/she no longer serves as an officer. All Directors must be current members of the CDHJC.
  - b) Ex-officio members shall consist of Committee Chairs who are not Term Directors of the Board. Ex-officio members shall not be entitled to vote at meetings of the Board of Directors.
  - c) Honorary Trustees shall be elected by the Board of Trustees from those who have been Trustees. Honorary Trustees shall have the right to attend and participate in all meetings of the Board of Directors and to serve on committees of the Board of Directors. Honorary Trustees shall not be entitled to vote at meetings of the Board of Directors.
- Sec. 2 In the event, the number of Directors is increased by resolution of the Board, such additional Director or Directors shall be elected for an initial term of not greater than three years expiring on the 30<sup>th</sup> day of November. The expirations of such initial terms shall be staggered so as to make three classes of equal size or as nearly so as possible. No reduction in the number of Directors shall shorten the term of any Director then in office.
- Sec. 3 All Term members of the Board shall be entitled to one vote. The President of the Board shall only vote in case of a tie vote.
- Sec. 4 The Board of Directors may fill any vacancy in the office of Director for the unexpired term.
- Sec. 5 Directors are expected to attend all meetings of the Board. More than four consecutive absences during the fiscal year are grounds for consideration of dismissal. The President shall refer such evidence of chronic absence to the Nominating Committee, which shall report its recommendation to the Board.
- Sec. 6 At the discretion of the Board, the Board may allow two members to share a single Board position.
- Sec. 7 Acknowledging the 1997 adoption of a volunteer Board, at the General election up to 25 names may be nominated as Directors. If said slate of Directors is 25 or less, then the existing Board shall vote to approve by general consent. If there are more than 25 names placed in nomination, then the existing Board shall vote to select up to 25 Directors from the list of nominations.

### **ARTICLE III – Meetings**

- Sec. 1 The annual General membership meeting of the Board shall be held on the third Friday of November at 7:00 p.m. or at such other date and time as may be set by the Board. Regular meetings of the Board will usually be held every six (6) weeks commencing 1/6/03 or as called by the President. Special meetings may be called at the direction of the President, or must be called by the President or Vice- President upon the written request of three members of the Board.
- Sec. 2 At least one week's notice shall be given for a regular meeting, and at least one day's notice shall be given for a special meeting. The notice of special meetings shall state the purpose or purposes for which it is called. Notices of meetings shall be mailed to each Director at the address designated by such Director. Notices of special meetings shall be made by telephone to the number designated by such Director.
- Sec. 3 Seven (7) Directors shall constitute a quorum. All meetings require a quorum in order to conduct business of the Corporation. All votes shall be binding with seven (7) Directors present. Rule changes shall require a quorum of the Directors.
- Sec. 4 The order of business at the regular board meetings and annual General Membership meeting shall be: review and approval of minutes, report of the Treasurer, reports of Standing and Special Committees, Old

Business and New Business. The Recording Secretary with the approval of the President will provide an agenda for all meetings prior to the meeting.

- Sec. 5 In order for a rule change to be eligible for a vote, it must be placed on the agenda at the preceding meeting.
- Sec. 6 Parliamentary Procedure will be followed according to Robert's Rules of Order. The President may cast one vote in order to break ties.
- Sec. 7 A thirty (30) day period must elapse before a proposal can be reconsidered once it has been defeated by a vote.

#### **ARTICLE IV Officers And Duties**

- Sec. 1 The elected officers of the Board of Directors shall be President, Vice-President and Treasurer, who shall be elected in November for a three year term commencing upon election and ending on November 30<sup>th</sup> at the end of their term. A person can serve consecutive terms in the same office. Upon the failure of the Board to elect his or her successor, an officer shall serve until his or her successor shall be elected. A vacancy may be filled by the Board, by election, or at any duly called meeting of the Board.
- Sec. 2 The President shall:
- a) preside at all meetings of the Board and the General Membership meeting;
  - b) be an ex-officio voting member of the Board of Trustees for the duration of his/her term in office;
  - c) be a co-signer of all checks over \$500;
  - d) develop the General membership meeting agenda and regular Board meeting agendas with the Recording Secretary;
  - e) cast the deciding vote in case of ties;
  - f) give final approval of all official correspondence of the Corporation including letters, prize lists, programs, and newsletters;
  - g) represent the Corporation in all its business dealings (the President may designate the Vice-President as his/her temporary replacement in his/her absence);
  - h) chair the Ethics/Grievance Committee;
  - i) supervise the work of all officers and Committee chairpersons;
  - j) with the approval of the Board, appoint all Committee chairpersons and those non-elective officers as designated in Article IV, Sec. 5;
  - k) perform all usual and customary duties of the office not specifically stated here.
- Sec. 3 The Vice President shall:
- a) preside at meetings of the Board in the absence or inability of the President so to act, and during such inability of the President, shall assume and perform the duties of the office of the President;
  - b) be a co-signer of the Checkbook in the President's absence;
  - c) chair the Rules Committee;
  - d) perform such duties as may be assigned to him or her from time to time by the President or the Board.
- Sec. 4 The Treasurer shall:
- a) receive and disburse the funds of the Corporation under the control of the Board. He or she will keep such books and accounts as may be necessary, to show at all times the financial condition of the Corporation and of the funds in his or her possession. He or she may employ such assistance as may be authorized by the Board.
  - b) levy and collect all fines per the rules of the Corporation as determined by the Membership Secretary and vote of the Board.
  - c) file the yearly income tax statements as required by law and is authorized by the Board to hire an accountant.
  - d) be required to submit a Treasurer's Report at all Board meetings.
  - e) have a single signature on all checks under \$500 and be a co-signer of all checks over that amount (all co-signed checks will require two signatures of those designated to be co-signers).
  - f) by April 15 each year, apply for all of the Corporation's USEF rated show dates for the next competition year.

- g) be responsible for submitting all applications that the Corporation designates such as permission to hold Medal and Maclay classes, etc.
- h) prepare an annual report listing revenue and expenses.
- i) keep all original financial documents and give copies of permanently retained records to the Historian.
- j) This is a paid position and the salary shall be established annually by the Board of Directors.

**Sec. 5**

Appointed officers of the Board:

- a) Recording Secretary shall:
  - 1) record the minutes including attendance of all meetings of the Board.
  - 2) consult with the President and make the agenda for all meetings.
  - 3) notify all members of meetings in advance of scheduled meeting.
  - 4) bring all pertinent rulebooks to meetings.
  - 5) maintain a yearlong journal of all minutes including meeting handouts to be given to the Historian at the January meeting for storage with the Corporation's records.
- b) Corresponding Secretary shall write all letters as designated at meetings and with final approval of the President; and shall make a yearlong journal of all correspondence to be given to the Historian at the January meeting.
- c) Historian shall keep all records of the Corporation and present as needed those records so designated by the Board; be responsible for storing all trophies, awards and other paraphernalia that the Corporation has such as the Horse Hall of Fame, photo albums, etc.
- d) Executive Secretary shall keep all records and perform duties that pertain to tabulating year-end points, recording memberships, recognizing horse shows, secretarying at CDHJC designated competitions, and those duties as designated by the Board of Directors. This is a paid position and the salary shall be established annually by the Board of Directors.

**ARTICLE V Indemnification of Directors and Officers**

**Sec. 1**

Actions. The Corporation shall indemnify any and all Directors and employees of the Corporation to the extent and under the circumstances permissible under statute or otherwise where said Director and/or employee is made or threatened to be made a party to an action or proceeding by or against the Corporation or any other Corporation of any type or kind, domestic or foreign, or any partnership, joint venture, trust, or other enterprise which any Director or employee of the Corporation served in any capacity at the request of the Corporation, by reason of the fact that he, his testator or intestate, was a Director or an employee of the Corporation, by reason of said status or capacity served such other Corporation, partnership, joint venture, trust or other enterprise in any capacity, against judgments, fines, amount paid in settlement and reasonable expenses, including attorney's fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, in such Director or employee acted in good faith for a purpose which he/she reasonably believed to be in the best interest of the Corporation and, in criminal actions of proceedings, in addition, had no reasonable cause to believe that his/her conduct was unlawful.

**Sec. 2**

Nonexclusivity. Section 1 of this article shall not be exclusive but shall include, by implication, any and all rights and remedies available to the corporation and its employees by statute or otherwise, including but not limited to the purchase and maintenance of insurance to fund the aftermentioned indemnification pursuant to Section 727 of the Not-for-Profit corporation Law and other statutes and laws.

**ARTICLE VI Dissolution**

**Sec.1**

In the event the Capital District Hunter Jumper Council, Inc., a not-for profit corporation existing under the laws of the State of New York, elects to dissolve; the funds and property of the corporation shall be distributed after payment of all outstanding bills and legal obligations in connection with said dissolution to Cornell College of Equine Veterinary Medicine, Ithaca, New York.

**ARTICLE VII Committees**

**Sec. 1**

The following shall be the Standing Committees of the Board of Directors:

- A. Ethics/Grievance
- B. Show Approval and Standards

- C. Rules
- D. Year End Awards
- E. Special Events
- F. Newsletter
- G. Annual Horse Show
- H. Advertising/Sponsorship Procurement
- I. Publicity
- J. Equitation Finals
- K. Hunter Finals
- L. Banquet
- M. Nominating
- N. Ad Hoc

Sec. 2 Except for Ethics/Grievance and Rules, all committee chairpersons will be appointed by the President with the approval of the Board of Directors, and must keep records that will be submitted to the Board at the completion of their duties. Committee chairpersons need not be members of the Board of Directors.

Sec. 3 The committee shall meet annually and as needed.

### **ARTICLE VIII Conduct**

Sec. 1 **CDHJC MEMBERS, EXHIBITORS, TRAINERS, ETC.**  
Each member, exhibitor, trainer, etc., is responsible for his or her conduct at any CDHJC show. In addition, he or she is also responsible for the actions of any and all employees, customers, or spectators associated with said exhibitor. The conduct rules of the USEF will be followed.

Sec. 2 **OF SHOWS**  
This section is commensurate with USEF rules with the exception that the fine for delay of show results is \$25.00.

### **ARTICLE IX Definitions**

For general definitions see the current USEF Rule Book.

### **ARTICLE X Divisions**

Sec.1 In any competition year, if entries warrant, the CDHJC reserves the right to split the entries for Adult Equitation and Adult Hunter according to USEF age split specifications.

Sec.2 In order for points to count for CDHJC High Score Awards, classes/divisions must be run in accordance with CDHJC specifications. Fences will be deemed to have the height as stated in the prize list.

Sec.3 **OPEN ADULT EQUITATION**  
Open to amateur riders 18 years and over. Fences not to exceed 3'. It is suggested that in shows offering two (2) Open Adult Equitation classes over fences, management could include a test within the course of the second class. Championships in this division do **NOT** count for High Score Awards.

Sec. 4 **OPEN JUNIOR EQUITATION**  
Championships **NOT** to count towards High Score Awards.

- A. Open Junior Equitation 11 and under. Fences at 2'6"
- B. Open Junior Equitation 12-14. Fences at 3'.
- C. Open Junior Equitation 15-17. Fences at 3'6".
- D. A show may combine the two of these three age groups (group A and B may be combined, group B and group C may be combined, but groups A and C may not be combined) and offer a division for those specified age groups that will run in accordance with the specification of the highest age group included (except that fence height shall be no lower than 3" below the highest required height.) In the event that a combined age group class is offered the following must apply:

1. If there are 20 or more entries in an equitation class, then the class must be split by age and run according to the separate division rules.
2. If a single combined class is run, exhibitors will receive High Score Award Points in the class determined by the exhibitor's age.

Sec. 5 **RALPH P. SYMMES CLASS.**

In addition to the High Score Awards pointed classes, all member shows will be required to offer the Ralph P. Symmes Medal Class which will be conducted as follows:

Open to Junior Members of the CDHJC. A final class will be held at a designated show for those riders who qualify. The finals will consist of a jumping phase followed by a flat phase for the riders selected at the discretion of the judge. Each phase will count 50%. To qualify for the finals, a rider must accumulate eight (8) points at recognized shows. Qualified riders will be sent an invitation to ride in this class and only those riders so invited will be eligible to ride. Each show holding a qualifying class must be a member of the CDHJC and must run this class over fences which will be a minimum of 3' and a maximum of 3'3" and may elect to use the flat phase in addition to, but only on a 50/50 basis. A complete list of all entrants must accompany show results. The entry fee for this class will be the same as that for a regular open equitation class. A trophy and a minimum of six ribbons must be awarded. A minimum of three (3) riders must complete the course in order for the class to be valid. Membership in the CDHJC may be made by a Junior wishing to show in this class on the day of the show. In such a case, only Symmes Class points count that day – all other points begin to accumulate with the next recognized show. One(1) win or a total of eight(8) points qualifies a rider for the Finals. Points are as follows: 1<sup>st</sup>=5pts., 2<sup>nd</sup>=3 pts., 3<sup>rd</sup>=2 pts., 4<sup>th</sup>=1 pt. The Annual CDHJC Show may choose to offer two(2) Symmes classes. The Symmes Finals Medal Class may be won by an individual only once.

Sec. 6 **ADULT AMATEUR HUNTER**

See current USEF Zone II rules.

Sec. 7 **CHILDREN'S HUNTER**

See current USEF Zone II rules.

Sec. 8 **JUNIOR WORKING HUNTER**

See current USEF rules.

Sec. 9 **PONY WORKING HUNTER**

See current USEF rules.

Sec. 10 **CDHJC WORKING HUNTER**

Only classes with this exact title will count for points.

Open to all horses, not restricted by previous showing in any division and with no restrictions as to the rider. Fence height is 3'6" with spreads not to exceed the fence height.

Sec. 11 **LOW WORKING HUNTER**

Open to all horses and ponies. At management's discretion, horse shows may run these classes at two heights; both heights to be pinned as one class. The heights would be 2'9" to 3'0" and 3'0" to 3'3". There is only one CDHJC High Score Award for Low Hunters.

Sec. 12 **CDHJC SPECIAL HUNTER**

Open to all horses and ponies ridden by exhibitors who are Limit equitation as of December 1<sup>st</sup> of the current show year. Amateur Adults may also ride in this division, which is intended for inexperienced riders. Those entering this division at a given show are not eligible for any other class in which fence height exceeds 2'9" at that show. Fence height shall not exceed 2'6". The course will not include any combinations. There shall be at least two fence classes and one under saddle class.

Those entering this division may not exhibit in any Junior or Adult Equitation over fences classes. In addition, riders entering this division at a given show are ineligible for any Junior or Adult Medal Classes

or any other pointed hunter division, except the Low Modified Hunter Division. These restrictions apply to riders only. Classes may be split into two sections, children and adults, at the discretion of the horse show management.

CDHJC will offer a year-end, High Score Award, which may be split into two divisions, children and adults, at the discretion of the Board.

Sec. 14 **CHILDREN'S / ADULT JUMPER**

Open to junior or amateur members of the CDHJC. Classes to be run in accordance with USEF specifications. The CDHJC will recognize two Child/Adult Jumper divisions: LOW will run at Level I: HIGH will run at Level III. Shows offering classes for CDHJC points must offer at least two classes in each division. There must be at least three (3) riders who complete the course in order for points to count. The same horse/rider combination may compete in both divisions on the same day. High Score Awards will be given in both divisions. Championships NOT to count toward High Score Awards. Shows may NOT combine Low and High classes. In the event that a competition offers a CDHJC recognized Child/Adult Jumper division at Level II or a combination of Levels II and III, points would count towards the High division.

Level I/LOW = 2'9" – 3'; Level III/HIGH = 3'3" – 3'6"

Sec. 15 **OPEN PLEASURE HORSE OR PONY**

Only classes with this exact title will count for points.

No championship points will be counted unless those classes which determine the championship are open to all horses and ponies with no restrictions as to age or qualifications of rider.

Sec. 16 **AMATEUR OWNER HUNTER**

See current USEF rules.

Sec.17 **MODIFIED CHILDREN'S/ADULT EQUITATION**

Open to all exhibitors who are Limit equitation eligible as of December 1<sup>st</sup> of the current show year. Adult Amateurs may also ride in this division, which is intended for inexperienced riders. Those entering this division at a given show are not eligible for any other class in which fence height exceeds 2'9" at that show. Fence height shall not exceed 2'6". The course will not include any combinations. There shall be at least one fence class and one equitation on the flat class.

Those entering this division may not exhibit in any Junior or Adult Equitation over fences classes. In addition, riders entering this division at a given show are ineligible for any Junior or Adult Medal Classes or any pointed hunter division, except the Special Hunter Division. Classes may be split into two sections, children and adults, at the discretion of the horse show management.

The CDHJC will offer a year-end High Score Award, which may be split into two divisions, children and adults, at the discretion of the Board.

Riders may qualify for the 2'6" Mini-Medal class offered at the CDHJC Equitation Finals by earning at least 5 points in the Modified Children's/Adult Equitation. Placement in qualifying classes will be pointed according to the USEF rules.

Sec. 18 **BEGINNER DIVISION**

Open to all adult and junior riders who have never competed in over fences classes with fence height exceeding 2'. Riders are not eligible to participate in any other division except Pleasure classes at the same horse show. Martingales are allowed. The Beginner Division classes include Walk-Trot, Walk-Trot-Canter, and Cross Rail classes. The division can consist of up to four classes which are CDHJC points and recognized, but should include at least one Walk-Trot-Canter class and one Cross Rails class. Classes may be split into two sections, children and adults, at the discretion of the horse show management.

Riders will become ineligible for the Beginner Division the following year once they have competed in classes with fence height at 2' or higher.

The CDHJC will offer a year-end, High Score Award, which may be split into two sections, adults and children, at the discretion of the Board.

Sec. 18

### **CHAMPIONSHIPS**

In order for championships to be counted for High Score Awards in the Hunter or Pleasure Divisions, a minimum of three classes must be held and so stated in the prize list. Championships offered in Open Equitation, Adult Equitation or Jumper divisions will not count for High Score Award points.

### **ARTICLE XI High Score Awards**

ADULT EQUITATION ( $\leq$ 35)	JUNIOR WORKING HUNTER
ADULT EQUITATION ( $>$ 35)	LOW WORKING HUNTER
ADULT AMATEUR HUNTER ( $\leq$ 35)	OPEN EQUITATION 11 AND UNDER
ADULT AMATEUR HUNTER ( $>$ 35)	OPEN EQUITATION (12-14)
AMATEUR OWNER HUNTER	OPEN EQUITATION (15-17)
CDHJC WORKING HUNTER	PONY WORKING HUNTER
CHILDREN'S / ADULT JUMPER-LOW	CHILDREN'S / ADULT JUMPER-HIGH
OPEN PLEASURE HORSE/PONY	CDHJC SPECIAL HUNTER
CHILDREN'S HUNTER	BEGINNER EQUITATION
MODIFIED CHILDREN'S/ADULT EQ.	

### **RULES GOVERNING THE AWARDS**

Sec.1 The CDHJC will award to those exhibitors or owners accumulating the most points at CDHJC member shows, in those divisions selected for High Score Awards each year, a High Score Award to be presented at an annual Awards Dinner-Dance Banquet.

Sec.2 The awards year will run from December 1st to November 30th.

Points count as follows:

Equitation and Jumper classes will be counted as *individual* classes. For Hunter and Pleasure divisions the number of entries in the first class (O/F for hunters) determines the number of entries for all classes in that division.

CDHJC 'A' Rated Show - All divisions will follow the USEF 'A' increment form.

CDHJC "B" and 'C' Rated Shows - All division will follow the USEF 'C' increment form.

Champion and Reserve will follow the corresponding USEF increment form.

Local recognized shows are rated the same as a 'C' Rated show. Any ties will be given equal recognition.

Sec.3 The High Score Awards are open to all CDHJC members in good standing showing at member shows and, except for equitation, will be awarded to the owner of record on awards night.

Sec. 4 USEF rules will apply with regards to a rider's age and prevail in any area not already specified by this Council. Any disputes not foreseen will be settled by the CDHJC Board of Directors whose decision is final.

Sec. 5 A horse show prize list is the official description of all classes run at that show. Any change to the specifications of a class must be made according to the USEF rules.

### **ARTICLE XII Prize Lists**

Sec. 1 Prize lists must conform to USEF Rules and Standards. In addition:

- a) High Score points will be awarded based on prizelist titles and descriptions of classes/divisions. The prizelist is the official document of a horse show. All changes of this document must be made according to USEF rules and standards.
- b) A CDHJC show prize list will list the CDHJC recognized divisions. Each CDHJC show will be sent a list of CDHJC specifications. A one day show must offer at least five (5) CDHJC recognized divisions. A two or more day show must offer at least six (6) recognized divisions. In addition, all member shows are required to offer the Ralph P. Symmes Medal Class. At an USEF show which offers only jumpers and equitation classes, a minimum of three (3) CDHJC recognized divisions must be offered.
- c) A minimum of two classes must be offered in Pleasure, Schooling Jumper, Children's Adult Jumper, Open Junior Equitation and Open Adult Equitation to be counted as a division for the purpose of fulfilling the 5-6 division requirement for CDHJC show recognition. For High Score points, see CHAMPIONSHIPS under ARTICLE X. Three classes must be offered in all other divisions.
- d) Each CDHJC recognized show prize list must include the entire CDHJC Association page as it appears in the horse show package.
- e) A copy of the prize list must be filed and postmarked with the CDHJC at least twenty-one (21) days prior to the show date or be subject to an automatic \$25.00 fine.
- f) An additional prize list showing any additions or deletions and show results pertaining to CDHJC points must be postmarked and sent to the CDHJC within ten (10) calendar days of the closing of the show or be fined \$25.00.
- g) No future show dates will be approved until all fines are paid and all infractions are corrected. All fines are payable within 30 days from receipt of notice of fine. Otherwise, the show in violation can face a year suspension or other disciplinary action decided by the Council.

### **ARTICLE XIII Protests and Violations**

Sec.1

#### **VIOLATIONS of USEF RULES AND REGULATIONS**

All rules and regulations of the USEF are fully subscribed to by the CDHJC and any violations of the aforementioned rules are also considered violations of the CDHJC and can be subject to additional disciplinary action by the CDHJC. CDHJC will honor any suspensions levied by the USEF as suspensions from all CDHJC shows. A member who returns to the status of "being in good standing with the USEF" will also be considered in "good standing" with CDHJC unless the CDHJC has taken a separate disciplinary action against the member and this action has not been fully satisfied at the time the USEF returns the member to the status of "being in good standing with the USEF".

Sec. 2

#### **PROTESTS**

- a) At an USEF sanctioned event, CDHJC recommends that a protest dealing with a violation of USEF rules be made to the USEF in accordance with USEF rules.
- b) At CDHJC sanctioned events (both USEF recognized or unrecognized) , a CDHJC member or parent of a Junior member may make a protest directly to the CDHJC if that protest relates specifically to violations of CDHJC rules. This protest must be:
  1. in writing;
  2. signed by the protestor who is a current member of the CDHJC or by the parent of a current Junior member;

3. sent certified, return receipt United States mail to CDHJC, 20 Pepper Hollow Dr., Clifton Park, NY 12065;
4. postmarked with 48 hours of the alleged violation;
5. accompanied by a check payable to the CDHJC in the amount of \$50.00 which is refundable if the protest is upheld;
6. state the full name and address of the accused and contain a complete and definitive statement of the acts which constitute the alleged violation. Precise details regarding a violation of the rules are necessary. The maker must be prepared to substantiate the protest by personal testimony at a hearing and by affidavit or oral statements by witnesses or other evidence presented at a hearing by the CDHJC Grievance committee.

- c) The CDHJC Board of Directors reserves the right to investigate and send to the Grievance committee for action an alleged violation of its rules by a CDHJC member or member show without another member having filed a protest. This action will be considered a protest filed by the Board of Directors and it must be made at the first regular meeting of the CDHJC Board of Directors held after the alleged violation occurs. All parties involved in the alleged violation will be notified in writing by the Board of Directors of this protest. The Vice President will represent the Board at the Grievance meeting unless he/she is involved in the protest and then the order of succession will be: Treasurer, next: Recording Secretary, next: Executive Secretary, next: Corresponding Secretary, next: Historian.

Sec. 3 The Grievance Committee

- a) Shall be selected by the President who will also be the presiding Chairman. Two committee members will be selected from the Board of Directors. These persons will have had no business dealings (except for paying entry fees at a horse show run by any person involved in the protest) for at least one year with any person involved in the protest.
- b) The Grievance committee will hold a hearing within two months of the CDHJC receiving the protest. All parties to the hearing will be notified by mail of the hearing time and place at least 10 days before the scheduled hearing.
- c) Parties involved are invited to present their evidence and witnesses at this hearing. Conduct of the Hearing will be the decision of the Chair and the Chair's decision is final.
- d) The protestor has the burden of proof by a preponderance of the evidence.
- e) A written record (minutes) will be kept by one of the Grievance committee members as designated by the Chair and all parties involved will receive a copy of this record as well as the Board of Directors.
- f) After hearing the evidence, the Committee will inform all parties of their decision in writing within one month of the Hearing. All decisions of the Committee are final and cannot be appealed to the Board of Directors.
- g) Penalties
  - 1) If the protest is upheld, the following disciplinary actions may include but are not limited to
    - i) Censure
    - ii) Loss of points
    - iii) Suspension of membership for a specified time
    - iv) Denial of recognition of a future show
    - v) Assessment of a fine
    - vi) Expulsion from membership in the CDHJC
- h) The Grievance committee may publish its decision in the Newsletter.

## ARTICLE XIV Membership

### Sec.1 INDIVIDUAL

- a) The beginning date of membership and horse registration will be determined by the postmark date. Memberships must be mailed to the designated mailing address. Hand delivery of a membership will not be accepted. As a courtesy to our members, memberships may be hand delivered only on the date of the first school horse show of the competition year.
- b) Non-members may not ride in the Ralph P. Symmes Medal Class or in the CDHJC Hunter Finals.
- c) In order for points to count, a member must be in good standing (i.e. with no outstanding debts owed to the CDHJC organization.)
- d) Checks returned for insufficient funds will be redeposited once. If check still does not clear, the maker will be notified and have ten (10) business days to pay this debt by a certified check or money order. Otherwise, they and their horses are not in good standing and no points earned from and including the date of the event in question will be counted. Points will NOT be reinstated.
- e) Membership fees: See current membership application.
- f) The Board reserves the right to refuse any membership.

### Sec. 2 SHOWS

- a) **Recognized Shows:**

To be recognized, all shows must apply at least sixty (60) days in advance. Show managers must be current members of the CDHJC. The adjusted date of an established CDHJC recognized show will not be awarded to other competitions provided that applications are received by March 1st of the present competition year. There will be no A-pointed recognition for shows outside a 100 mile radius of the Capital District Hunter Jumper Council correspondence address. Only two(2) (outdoor) shows may be run at the same location by the same management during the time: May 1st through September 30<sup>th</sup>. Only four (4) (indoor) shows may be held at the same location during the time December 1st through April 30<sup>th</sup> and October 1st through November 30<sup>th</sup> of a competition year. Exceptional circumstances may require special consideration. If a CDHJC approved show is canceled due to weather, the show date fee will be credited. Only USEF recognized horse shows may apply for membership. The Board of Directors shall establish the show member fee at the first meeting of the calendar year. Only member shows may offer points for the High Score Awards and hold the Ralph. P. Symmes Class. Horse show applications will NOT be accepted for consideration unless accompanied by the correct fee. All applications will be considered on an individual basis.
- b) **Unrecognized Shows**
  - 1. Show managers must be current members of the CDHJC.

An unrecognized horse show (i.e. a show not recognized by the USEF ) may offer CDHJC jumper divisions to count for year end High Score Awards on the condition that they are conducted on the day immediately preceding or following an USEF/CDHJC recognized show held at the same facility and under the same management or run alone on a weekend when there is NOT an USEF/CDHJC recognized show. Exceptions may be made if acceptable to management of the USEF/CDHJC recognized show. Application must be made in accordance with the rules of this Association for recognition of this type of jumper classes. The judge must be USEF rated in the Jumper Division or be approved by the CDHJC Board of Directors.

2. All shows that are non-USEF recognized shows and are recognized by the CDHJC must still be run in accordance with current USEF rules and CDHJC rules with the following exceptions: all rules relating to obtaining USEF recognition are not required (I.E. no USEF steward or USEF filing of prize list with fees is needed. Nor will fees for drug testing or other such USEF fees be collected. Membership in the USEF is not required for riders, trainers or owners.)
  3. The above mentioned shows must be judged by a currently registered “R” or “r” recorded USEF judge. A duly certified EMT is also required to be present for the duration of the show including early morning schooling sessions.
  4. The above mentioned shows will count for year end awards. Points will be tabulated on the same scale as a local or “C” rated USEF recognized show.
  5. Shows must be applied for a minimum of 60 days prior to the show date. These shows will be included in the total number of shows an individual show manager/facility may hold as per the current CDHJC rulebook.
  6. Shows may run any or all CDHJC pointed divisions and classes at management’s discretion, but must include a minimum of 3 CDHJC pointed divisions plus the Symmes class.
  7. All show results must be filed with the CDHJC as per the current rulebook.
  8. The registration fee for holding a non-USEF recognized show will be the same as holding a Local Member or C- rated USEF show.
  9. In the event of an infraction of CDHJC rules or USEF rules at a non-USEF recognized show, the current Board Members present must interpret the alleged rule infraction and make a ruling based on a majority vote of those present. If a Board member present is also a member of the Show Committee for that horse show, he/she will not participate in the decision making process as a Board Member.
- c) Lesson/School Horse Shows
- i) Only horses which are known to be legitimate school horses may be ridden at a lesson horse show. Owners of school horses may not compete on their own horses.
  - ii) A school horse is any horse or pony used regularly by a commercial stable for the purpose of giving lessons to paying weekly students.
  - iii) Formal riding clothes are not required. However, hard hats and appropriate footwear with heels must be worn in all classes and in the schooling areas. Juniors must wear (approved) harness hats.
  - iv) Braiding is optional. Martingales (standing or running) will be allowed in all classes.
  - v) Show Scheduling: If possible, a minimum of four weekends should elapse between scheduled Lesson Horse Shows with no more than a maximum of eight shows to be held each year.
  - vi) Any stable planning to conduct a Lesson Horse Show must have participated in at least three Lesson Horse Shows in order to apply for and be granted recognition for a Lesson Horse Show.
  - vii) Any stable planning to conduct a Lesson Horse Show must also conduct and / or sponsor an USEF /CDHJC recognized show per year. Special consideration may be given.

- viii) All entries must be made on or before the Thursday prior to the show. There will be no post entries. All entries must include birthdate as well as show age for junior riders. Programs to be ready 48 hours before the show.
- ix) Results must be submitted (within ten (10) days of the show) and must clearly indicate the results according to the High Score Divisions for Lesson/School Shows .
- x) Riders in school horse equitation may only enter three equitation classes.
- xi) High Score Awards will be given in the following divisions:
  - A minimum of three (3) shows per year must be held if High Score Awards are to be given.
    1. 9 and under equitation
    2. 10-12 equitation
    3. 13-17 equitation
    4. Adult equitation

### **ARTICLE XV Horse Registration**

- Sec.1 Horses must be registered in order to be eligible to receive points for High Score Awards. Effective December 1, 1993, the ANNUAL registration fee for newly registered horses/ponies will be set by the Board of Directors.
- Sec.2 In order to assure the uninterrupted transfer of points previously awarded to the registered horse, when a horse is sold, or leased, the new owner/leasee must be a current member in good standing of the CDHJC. A lease / transfer / change of name fee must be paid.
- Sec.3 If a horse is being leased, the date that the lease commences, the term of the lease and the requested transfer of the points must be reported (in writing) to the CDHJC just as in the case of a purchase.
- Sec.4 Newly purchased or leased horses of current members may immediately accumulate points based on the postmark of the registration received by the CDHJC.

### **ARTICLE XVI Special Events**

- Sec. 1 **BANQUET**  
An annual banquet will be held to acquaint the area with the role of the CDHJC and also serve as a High Score Awards Dinner.
- Sec.2 **EQUITATION FINALS**
  - a) **RALPH P. SYMMES MEDAL**  
Open to Junior Members of the CDHJC. A final class will be held at a designated show for those riders who qualify. The finals will consist of a jumping phase followed by a flat phase for the riders selected at the discretion of the judge. Each phase will count 50%.

b) **CON CULKIN ADULT MEDAL**

The Con Culkin Adult Medal will be offered at a show to be determined by the Board of Directors. Open to adult amateur members of the CDHJC who have acquired at least ten (10) points in the Adult Equitation Division. Qualified riders will be sent an invitation to ride in the class and only those riders so invited will be eligible to ride. The class will consist of a jumping phase followed by a flat phase for those riders selected at the discretion of the judge. Each phase will count 50%. Fences not to exceed 3'. This class may be won by an individual only once.

c) **MASTERS CLASS**

The Masters Class is open to any former winner of the Ralph P. Symmes Medal Finals or the Con Culkin Adult Medal Finals. The class is held at the CDHJC Equitation Finals although the class is not necessarily held every year. Winners of this class may continue to compete in it.

Sec.3

**HUNTER FINALS**

- a) Competition is open to the top twenty (20) CDHJC member owned horses in the respective divisions for which the competition is held. Owners must be in good standing with the CDHJC.
- b) Competition is to be judged on a two-round numerical scoring system. The top twelve (12) competitors from the first round must be called back for the second round. The combined scores from the first (1st) and second (2nd) rounds will determine the placings. (The two scores will be combined and tabulated by the judge and scorekeeper. The lowest scoring horse will go first in round two and so on until all twelve (12) horses have gone.)
- c) Classic or formal attire is required during this competition.
- d) Heights and distances will be in accordance with the current USEF and Zone II specifications.
- e) Horses or ponies qualifying in more than one division may cross enter provided the rider is eligible for that respective division. A rider may compete in only one division on the same horse/pony. A junior competing in the Children's Hunter / Pony Hunter Classic on a pony that has qualified in the Pony Hunter Division, NOT in the Children's Pony Hunter Division, may also compete in the Junior Hunter / Amateur Owner Hunter Classic. A horse/pony may compete only once in a classic for which it is qualified.
- f) Trophies will be awarded in accordance with USEF rules dealing with challenge trophies.

Sec. 4

**JUMPER FINALS**

Open to any CDHJC registered horse ridden by a junior or amateur member of the CDHJC. Final classes will be offered in BOTH the CDHJC Child/Adult Jumper Low and the CDHJC Child/Adult Jumper High divisions. Horses must have accumulated at least one point in either division in order to compete at the Finals in that division. A horse that has accumulated at least one point in both the Low and High divisions may only compete in ONE division at the Finals. The rider of said horse must declare at which level the horse will compete before the Finals classes begin.

The Jumper Finals will be held at a designated CDHJC horse show.

## ARTICLE XVII SPECIAL AWARDS

Sec. 1

### **HORSEMAN/HORSEWOMAN OF THE YEAR**

- a) The CDHJC Chairperson will appoint annually three or four Directors to serve on a selection committee. Said committee will be charged with the responsibility of selecting the man and /or woman who in their opinion has earned the title of Horseman/Horsewoman of the Year. This selection will be based on conduct, example, contribution to the industry and not on popularity. The Horseman/Horsewoman will be members of the CDHJC who have given of themselves unselfishly and who have shown by past performance a sincere interest in the industry and are deserving of recognition.
- b) The CDHJC will accept written nominations from CDHJC members which shall contain facts and reasons for the nomination. The committee will give each nomination consideration, but they are not bound by the nominations themselves nor by the number of nominations pertaining to any one individual. Nominations should be sent to the secretary of the CDHJC.
- c) The selection committee will make its determination as soon after November 30th as possible, in order to have sufficient time in which to order and have available suitable plaques, engraved and ready for presentation at the annual banquet.
- d) The selection committee's choice shall remain confidential.
- e) By consensus, the committee may choose not to make an award in any given year.
- f) This award can be made to the same person on more than one occasion.

Sec 2

### **THE CATHLEEN M. QUINN JUNIOR SPORTSMANSHIP AWARD**

- a) The CDHJC Chairperson will appoint annually three or four Directors to serve on a selection committee. Said committee will be charged with the responsibility of selecting the Junior member who, in their opinion, has earned the Sportsmanship Award.
- b) The selection will be made on conduct and example, not popularity.
- c) The remaining requirements will be the same as the Horseman/Horsewoman of the Year, items b-

f.

Sec. 3

### **CATHERINE SHANLEY AWARD**

This award is presented to an individual who shares the enthusiasm and love of the sport as exemplified by Cathy Shanley.

Sec 4

### **LIFETIME ACHIEVEMENT AWARD**

This award speaks for itself.

Sec 5

### **HORSE HALL OF FAME**

The Capital District Hunter Jumper Council Horse Hall of Fame honors horses that have been outstanding in their contributions to our sport. The unique way in which they have made this contribution can range from regional/national competitions, school horse competitions or local competitions. This award is not necessarily awarded every year. Horses nominated must be over 25 years of age, retired, or deceased.

## Appendices

### A. HORSEMAN / HORSEWOMAN OF THE YEAR

1978	William J. Joyce Jr. Kathleen Strait	1979	Ralph P. Symmes Cynthia Ford	1980	Walter Urda Elizabeth Geary
1981	Peter H. Van Guysling Holly Sofarelli	1982	William Burnett Margaret Aedjian	1983	J. Anthony Greenly Emily Graeser
1984	John Bahret Margaret F. Holbritter	1985	James Worthington Christine Smith	1986	Glenn Geary Marilyn Schmidt
1987	Jim Parillo Karen Dill	1988	Dirk Fogg Peg Cannell	1989	Al Dello Russo Judy Nuzzo
1990	Jeff Garen Melissa Morrell	1991	Glenn Geary Elizabeth Worthington	1992	Jim Santore Ann DiSarro
1993	Dick Sanzen Sylvia Britt	1994	Dan Kelly Nora Hanlon	1995	Rick Lesser Virginia Scholomiti
1996	John Hudson Bonnie Greulich	1997	Bill Royer Adele Einhorn	1998	Ed Becker Marsha Finn
1999	Bill Champagne Kathy Stoddard	2000	Patti DeCaprio	2001	Paige Faubel
2002	Karen Hurff	2003	Maureen Gillooly	2004	Dan Decker
2005	Angela Netoskie	2006	Linda Potvin		

### B. THE CATHLEEN QUINN JUNIOR SPORTSMANSHIP AWARD

1982	Lorraine Danahy	1982	Lorraine Danahy	1983	Jeffrey Peterson
1984	Linda Potvin	1985	Jean Hudson	1986	Jane Dellea
1987	Lisa Norris	1988	Carrie France	1989	Gail VanGuysling
1990	Robin Crellin	1991	Courtney Davis	1992	Erin Lindquist
1993	Sunshine Stewart	1994	Christy Royer	1995	Kate Walton
1996	Emily Friedberg	1997	Zoe Orecki	1998	Julia Sanzen
1999	Andrea Tuttle	2000	Erin Drobnicki	2001	Jen Champagne Lexi Becker Kate Janczak
2002	Jill Oliver	2003	Kaelya Sommer	2004	David Bon-Keen
2005	Sascha Wait	2006	Kelly Campbell		

### **C. CATHERINE SHANLEY AWARD**

1995	Catherine Shanley	1996	Ann Greenly	1997	Sandy Peculis
1998	Genie Down	1999	Joy Sullivan	2000	Jane Dellea
2001	Marjorie Ritzer	2002	Sandra Nitz	2003	Deborah DeGenova
2004	Katie DeGroot	2005	Patti O'Rourke	2006	Marsha Dammerman

### **D. LIFETIME ACHIEVEMENT AWARD**

1987	Harry Cleveland	1999	Peter VanGuysling
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### **E. Horse Hall of Fame**

Albany	Brian's Boy	Go Dutch Boy
Super Cut	Balmoral	Spark O' Fire
Eternity's Light	Danny Deaver	What's Up
Sesame	Hot Shot	Stocking Stuffer
Indian Field	Court Jester	Street Fighter
Tip Top		Picasso
Bubbles		

### **F. Ralph P. Symmes Medal Finals**

1975	Kari Redl	1976	Terri Pompay	1977	Audrey McCaughin
1978	Katherine Gifford	1979	Maddy Iabone	1980	Leann Kelly
1981	Julie Karowe	1982	Mark Buscher	1983	Jeffrey Peterson
1984	Andrea Fuelhardt	1985	Heather Cannell	1986	Marcy Weller
1987	Michelle Wallock	1988	Susan Conoby	1989	Jillian Sofarelli
1990	Aimee Gagnon	1991	Suzanne Guerette	1992	Kera Coppola
1993	Amy Momrow	1994	Elizabeth Whitburn	1995	Courtney Henderson
1996	Mary Mead	1997	Kate Janczak	1998	Jenn Champagne
1999	Julia Sanzen	2000	Catherine Wright	2001	Hannah Andrews
2002	Grace Socha	2003	Lauren Horth	2004	Megan Martin
2005	Sascha Wait	2006	Kelly Campbell		

### **G. Con Culkin Adult Medal**

1980	Lynn T. Shuter	1981	Lisa Yokana	1982	Susan Breakell
1983	Joan Grant	1984	Kate Gerfin	1985	Terri Pompay
1986	Linda Potvin	1987	Lisa Baker	1988	Jane Dellea
1989	Lisa Ghent	1990	Jocelyn Pedler	1991	Robin Crellin
1992	Nicole Coppola	1993	Susan Conoby	1994	Meg Mochantz
1995	Debra Hoover	1996	Adele Einhorn	1997	Amy Momrow
1998	Amy Haines	1999	Caroline Fuller	2000	Stacie Seidman
2001	Jill Hellwig	2002	Lexi Becker	2003	Lynn McTygue
2004	Meredith Fox	2005	Molly Yake	2006	Robin Anderson

## H. Masters Class

1993	Terri Pompay	1994	Nicole Coppola	1996	Meghan Moschontz
1998	Kera Coppola	2000	Linda Potvin		

### TRUSTEES / DIRECTORS

MELISSA MORRELL COUNTRYMAN  
CYNTHIA FORD  
MARGARET F. HOLBRITTER  
BETSY JOYCE  
PETER VAN GUYSLING

### BOARD OF DIRECTORS

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PATTI DECAPRIO	MELISSA MORRELL COUNTRYMAN
DAN DECKER	ANGIE NETOSKIE
DEBORAH DEGENOVA	PATTI O'ROURKE
PAIGE FAUBEL	KATHY STODDARD
LISA FOLEY	KATHY STRAIT
NORA HANLON	CANDACE WAIT
SHARON HERALD	
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### HONORARY TRUSTEES

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