



OHJA Horse Show Packet



As of December 1, 2014

Dear Show Manager:

Oklahoma Hunter Jumper Association welcomes your application for OHJA recognition and commends you for undertaking the very difficult, but rewarding task of producing a show.

Enclosed are: (1) Actions Required Prior To The Show, (2) Actions Required During The Show and (3) Actions Required After The Show.

We hope that this packet and forms contained herein will provide adequate guidance and information to preclude confusion as to your requirements.

If, you have problems, situations or circumstances not covered by this packet or that you need assistance on, please contact the chairman of the Horse Show Committee, Bill Whisenant, 580-695-5986, or an OHJA Board member from your zone for help. In selecting which sections or classes your show will offer, refer to the current OHJA By-Laws and CAP Manual. **If you need a copy of the CAP Manual, please let me know and I will email you the most current version.**

All OHJA Recognized Competitions will be USEF Rated Competitions, OHJA "O"-Rated Competitions or OHJA Schooling Show Competitions, as follows:

- USEF Rated Competitions A "USEF Rated Competition" is a competition that is a Regular Member Competition recognized by USEF and satisfies the requirements of OHJA By-Laws Article 3.
- "O"-Rated Competitions An "O"-Rated Competition is a competition that is not recognized by USEF but satisfies the requirements of OHJA By-Laws.
- "Schooling" Competitions. A Schooling Competition is a competition that is not a Regular Member competition recognized by USEF, but satisfies the requirements of the OHJA By-Laws and the OHJA CAP Manual.

OHJA 3' MEDAL CLASS- All shows recognized by OHJA Must include the OHJA 3' Medal Class ("Jack and Daisy Moore Memorial Class"). This class will be open to any rider who is a member of OHJA, and qualifies as being a junior rider (by USEF Rules) or an amateur adult rider (by USEF Rules). No professionals allowed to compete. 1st and 2nd place finishers of this class shall be entitled to compete in the year-end OHJA Championship Ride-Off.

Class Requirements The class requirements for the OHJA 3' Medal Class are as follows:

- (1) No age break out is permitted.
- (2) At least **three** riders must complete the course to fill the class.
- (3) The class must be split if there are 30 or more entries and cannot be split if there are less than 30 entries.

Eligibility To be eligible to participate in the OHJA 3' Medal Class, a rider:

- (1) Must meet the USEF definition of being a junior rider or an amateur rider; no professional riders will be allowed to compete;

- (2) Must be an OHJA Member (other than an Alumni Member); if a rider becomes a Member at an OHJA Recognized Competition in which the OHJA 3' Medal Class is held, the rider must have delivered the dues and membership application to the show secretary before the rider competes in the OHJA 3' Medal Class at that competition;
- (3) **Must not have won the OHJA 3' Medal Class during the current Competition Year** or the OHJA 3' Medal Ride-Off; and
- (4) Must not ride in any 3'6" or higher equitation class at the show.

Course Requirements The OHJA 3' Medal Class will be shown over a figure-eight course of at least eight obstacles with heights at 3' and spreads not to exceed 3'. The course will have at least one oxer and two changes in direction (lead). Additional tests (tests 1-14) of top two to six riders are required.

Awards. Each OHJA 3' Medal Class winner will be presented a gold medal to be provided by OHJA. Ribbons through at least six places will be awarded.

All OHJA recognized shows are encouraged to offer the two newly approved OHJA medal classes:

1. OHJA Mini-Medal Class at 2'6" (see the OHJA CAP Manual for full specs)
2. OHJA's "Oklahoma 3'3" Medal Class (see the OHJA CAP Manual for full specs)

These two new medals are not mandatory, but have been added in response to requests by OHJA members.

JUMPERS-All shows must include a jumper section within the rules of the USEF rule book. The only exception to this requirement is for one day shows.

Specifications for Children's and Adult Amateur Hunter.

Specifications for Children's Hunter and Adult Amateur Hunter at a Recognized OHJA show are as specified in the USHJA Zone VII specifications.

The OHJA Horse Show Committee will gladly work with your show to provide assistance in any way possible to help make your show a success for your organization, the exhibitor, spectator and sport of showing horses.

The requirements set forth by OHJA are not intended to cause a burden on show management, but rather assist you in producing a successful show as well as guarding the interests of the individual members of OHJA. Because of problems in previous years at shows, please emphasize security on your show grounds.

ACTIONS REQUIRED PRIOR TO SHOW

In order to receive association recognition of a proposed horse show held within the state of Oklahoma, and to qualify as a recognized Oklahoma Hunter and Jumper Show for year end awards, show management must meet the following requirements:

1. Apply for and receive an approved show date from the OHJA Horse Show Committee at least 30 days prior to the date of the show.
2. OHJA recognized shows must obtain insurance in accordance with USEF rules, list OHJA as an additional insured, and to provide hard copy proof of such insurance to the OHJA Horse Show Committee.
3. Shows may submit a draft copy of proposed prize list to chairman of the horse show committee at least 60 days prior to the scheduled show date. Include the entry blank. This is not required, but is offered for review if desired.
4. The prize list must contain an OHJA membership application form showing essentially the same information as illustrated below.
5. The show must offer the OHJA 3' Medal "Jack and Daisy Moore Memorial" Class.
6. Shows are encouraged to offer the OHJA Mini Medal Class and the Oklahoma 3'3" Medal Class.
7. Obtain judges and stewards in accordance with USEF rules for rated shows.
8. Offer in the prize list, at least one jumper section within the definitions of the USEF rule book or Training jumper section. All rated one day shows are exempt from this requirement.



Oklahoma Hunter & Jumper Association

2015 Membership Application

DATE: _____

NAME: _____

BARN NAME or COMPANY: _____

Parent contact if junior membership _____

DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: (____) _____ Cell: (____) _____ E-MAIL: _____

ZONE 1 _____ All Oklahoma members whose zip code begins with 74, except for members whose mailing address is in Lincoln, Payne or Pottawatomie County.

ZONE 2 _____ All Oklahoma members whose zip code begins with 73, plus members whose mailing address is in Lincoln, Payne and Pottawatomie County.

***All members of OHJA who reside outside the borders of Oklahoma need to declare a zone.**

YOU NOW HAVE A MONEY SAVING OPTION OF A THREE YEAR MEMBERSHIP!

ADULT \$30 JUNIOR \$30 FAMILY \$55 LIFE \$250

ADULT (3 year) \$80 JUNIOR (3 year) \$80 Family (3 year) \$150

If a family membership, list additional members and birth dates.

_____ DOB _____

_____ DOB _____

MAIL TO: Crystal Hardy - 11958 S. 73rd E. Ave- Bixby, Oklahoma 74008/ PHONE: 918-694-9504
crystalhardy@aol.com

NOTE: OHJA memberships should not be confused with **USEF, USHJA or HJEO memberships**. Riders must renew annual memberships to these organizations to be included in their competitions.

If you think you have paid and you are not on the membership list, please send an email to crystalhardy@aol.com. Never include your OHJA membership dues with a horse show payment or check out sheet. Always write a separate check made payable to OHJA and send directly to Crystal Hardy at the address above. If you need to join OHJA while at a horse show, go on line to the OHJA website at www.okhunterjumper.com and fill out the online membership application and then mail your check and a hard copy within 10 days to Crystal Hardy at the address above.

ACTIONS REQUIRED DURING CONDUCT OF SHOW

1. Provide adequate control in paddock area to include "caller" and persons to operate "in" and "out" gates.
2. Provide exercise area for each ring large enough for several horses to warm up at the same time, plus room for a minimum of three (3) obstacles: one (1) vertical, one (1) spread, and one (1) trot fence. Show management should designate persons of authority to supervise schooling to prevent accidents and enforce USEF rules.
3. Provide secretary office large enough to adequately handle traffic of show and in an area of easy access to both show officials and exhibitors.
4. Provide parking for exhibitor's vehicles in an area near stable area if at all possible and well defined parking areas for spectators.
5. **Provide** adequate **food facilities** for spectators and exhibitors **during all the hours of the show** and in an area accessible to all persons.
6. Provide stabling with easy access to and from show area, of good construction and drainage, adequate lighting, access to water, adequate manure and trash disposal. Stalls are not required for one day shows.
7. Provide permanent or portable toilet facilities adequate for maximum crowd anticipated, of easy access from show ring and stable area, clean and sanitary.
8. Provide ambulance on call or on grounds and properly qualified personnel in first aid must be in attendance at all sessions. **The phone number for on call ambulance service must be conspicuously displayed in the show office along with the designated location where first aid personnel will always be located. Also, an Emergency Action Plan must be displayed by the phone and a copy must be provided to the show Steward.**
9. Provide farrier on grounds during show if at all possible or at least telephone numbers on call posted at secretary office and printed in prize list.
10. Provide veterinarian on grounds during show if at all possible or at least telephone numbers on call posted at the secretary office and printed in the prize list. Shows must have vet on the grounds if there were 200 or more horses the previous year. (prior years horse count from Steward's report determines requirement for vet on grounds or on call)
11. Provide adequate communication and information distribution.
12. Have OHJA Horse Show Evaluation Forms available to exhibitors in the show office. Evaluation forms will be provided (upon request if you do not already have adequate copies) to show management to have available in the show office for all exhibitors to pick up. These forms are to be sent by the exhibitors to the Chairman of the of OHJA Horse Show Committee, where the results will be tabulated and provided to show management for future consideration. No individual forms will be included, nor will names be revealed to show management.
13. Water must be provided at ringside for riders and exhibitors when the temperature reaches 90 degrees. This is for health and safety measures.
14. Be conscious of and continue to emphasize security in the stabling, parking, and show ring areas.
15. All poles and fillers used in courses must be at least 10' long except in jumper and equitation courses.
16. All obstacles and materials used to construct courses must be in good repair and painted so as not to allow a potential safety problem for the horses jumping the obstacles.
17. **For the safety of exhibitors and spectators, it must be emphasized that dogs must be under the control of their owners at all times and USEF rule requires all dogs on the grounds to be on a leash. Dogs are prohibited from being in the show ring, schooling ring, or immediate paddock area during hours of the show.**
18. Post near show office notices & flyers provided by chairman of OHJA horse show committee.

ACTIONS REQUIRED AFTER THE SHOW

After the show, the show management must do the following:

Reports; Fees; Awards Within 30 days after completion of each OHJA Recognized Competition:

Reports: Show management will submit to the Horse Show Committee Chairman:

***A complete set of electronic results (**same report and format that you send USEF as well as a set of results in PDF and/or Excel**) for the show indicating all ribbon winners through 8th place, champions and reserve champions.

***A list of the amount of money through all places won by each horse in jumper classes, or if no money is won, each horse's placing in each class (placings through eighth for "A" rated competitions);

***A list of the number of horses or riders exhibited in each class based on the number entering the show ring and judged on their performance. For over fences classes the count will be taken from the judge's card and for under saddle and flat equitation classes the count will be taken from the paddock's gate count.

***For "O" Rated Competitions, a steward's report in accordance with Section 3.12(l).

Fees: **Show management will submit to the Chairman of the Horse Show Committee:**

***The accounting sheet provided in this show packet;

***A check or money order for all fees owing to OHJA, as follows:

--**Recognition fee of \$50.00 for receiving OHJA recognition of your applied for show. If your show is cancelled or loses money, contact the chairman of the horse show committee for relief from this requirement;**

--Dues and fees collected at the show for OHJA memberships;
--Other amounts owed OHJA.

Awards: Show management will:

***Settle all debts of the competition; and

***Issue all awards, trophies, ribbons, and prize money.

SHOW SECRETARIES PLEASE NOTE

1. Within thirty (30) days after completion of your show, forward to:

Bill Whisenant
7203 SE Bishop Rd
Lawton, OK 73501
580-695-5986
billwhiz@lawtonnet.net

a complete set of show results (electronic file is preferred) as described on page 6.
For those shows who use HSS software, a show back up file is preferred.

2. Within thirty (30) days after completion of your show, forward to:

Bill Whisenant
7203 SE Bishop Rd
Lawton, OK 73501
580-695-5986
billwhiz@lawtonnet.net

a financial accounting statement with a check for the amount due OHJA as provided on page 8.

GOOD LUCK WITH YOUR SHOW THIS YEAR!!!



Bill Whisenant
Chairman, OHJA Horse Show Committee
7203 SE Bishop Rd
Lawton, Ok 73501
(580) 695-5986



STATEMENT OF ACCOUNTING
MAIL TO Horse Show Chairman



Bill Whisenant
7203 SE Bishop Rd
Lawton, Oklahoma 73501

OHJA 3' MEDAL CLASS

(OHJA will provide medal for this class)

OHJA MEMBERSHIPS RECEIVED: # _____ \$ _____
(include membership applications)

OHJA Recognition Fee: \$ **50.00** _____

MISCELLANEOUS: \$ _____



TOTAL AMOUNT DUE OHJA: \$ _____

NAME OF SHOW: _____

DATE(S) OF SHOW: _____

SIGNATURE OF VERIFYING OFFICIAL: _____



2015 Show Date Application

OHJA RECOGNITION OF HORSE SHOW



DATE OF APPLICATION: _____ (to be submitted at least 30 days prior to show)

DATE(S) OF SHOW _____

NAME OF SHOW: _____

USEF RATINGS: _____
(by section)

NON-USEF RATED: _____

NAME OF ORGANIZATION/INDIVIDUAL PRODUCING SHOW, (FINANCIALLY RESPONSIBLE):

MAILING ADDRESS: _____

LOCATION OF SHOW: _____

DATE APPLICATION FILED FOR USEF RECOGNITION: _____

(Non Rated USEF Show N/A)

APPLICATION IS FOR: _____ USEF "____" Rated; OHJA _____ "O" RATED; _____ OHJA Schooling

"WE HEREBY AGREE THAT ALL REQUIREMENTS FOR USEF RECOGNITION AND/OR OHJA REGOGNITION WILL BE ADHERED TO AND THAT ALL FEES OWED TO OHJA WILL BE PAID"

NAME OF CONTACT PERSON: _____

ADDRESS: _____

PHONE NO.: _____

(SIGNATURE: SHOW POINT OF CONTACT)

UPON COMPLETION OF THIS APPLICATION, MAIL or email TO:

Bill Whisenant
7203 SE Bishop Rd
Lawton, OK 73501



OHJA 3' Medal Class Application



at

Schooling Shows Not Recognized By OHJA

If your show is recognized by OHJA, you do not need to submit this application.

The OHJA Board of Directors has approved for schooling shows to request and conduct OHJA Medal Classes without being USEF or OHJA recognized.

Schooling shows may offer and conduct the class, but must:

1. Submit a request to the chairman of the OHJA Horse Show Committee on the form below.
 2. Conduct the class in accordance with the current class specs.
 3. Insure that all participants in the class are current members of OHJA.
 4. Insure that only eligible equitation riders compete in the class. No professionals.
 5. Provide name and address of winner and ribbon recipients to chairman of OHJA horse show committee so that a medal can be mailed to the individual and points awarded appropriately.
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OHJA 3' MEDAL CLASS APPLICATION FOR SCHOOLING SHOWS

NAME OF SHOW: _____

DATE OF SHOW: _____

LOCATION OF SHOW: _____

NAME OF POC: _____

ADDRESS: _____

PHONE NO: _____

"We agree to conduct the class in accordance with current specs and under the requirements stated above".

Signature of POC

Submit Application to:
Bill Whisenant
7203 SE Bishop Rd
Lawton, OK 73501