

# NCEA

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## National Collegiate Equestrian Association Manual

*Revised February 14, 2019*

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# **Name, Mission Statement**

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**1.1 NAME.** The name of this organization shall be the National Collegiate Equestrian Association (NCEA).

**1.2 MISSION STATEMENT.** To advance the sport of Equestrian from Emerging to Championship status with the NCAA by promoting the benefits of Equestrian to universities, riders, prospective student-athletes, parents, horse industry professionals and sponsors while developing the rules and competition format.

## **Organization of the NCEA**

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### **2.1 MEMBERSHIP IN NCEA**

**2.1.1 PARTICIPATING MEMBERS.** This class of members shall be composed of NCAA member institutions of sponsoring the sport of Equestrian at the varsity level sport.

**2.1.1.1 Duties and Rights.**

- (a) Vote on issues as requested.
- (b) Serve on committees and/ or task forces
- (c) Maintain within the coaching staff, a current US Equestrian and AQHA membership
- (d) Appoint a member per institution to the Board of Directors
- (e) Eligible for participation in regular and post-season competition

**2.1.1.2 Dues.** Each institution shall pay NCEA membership dues based on their institutionally set roster size. Payment is due annually on October 1st.

- (a) Roster size of 0-20 student-athletes, \$1,000
- (b) Roster size of 21-39 student-athletes, \$2,000
- (c) Roster size of 40-49 student-athletes, \$2,250
- (d) Roster size of 50 or more student-athletes, \$2,500

**2.1.1.3 Website Maintenance.** In addition to the membership all member institutions shall also pay a website maintenance fee of:

- (a) Schools with 30 or more student-athletes \$575
- (b) Schools with 29 or less student-athletes \$370
- (c) A \$100 discount will be given for 2017-18 website maintenance fees based on a donation of a non-school specific item with a value in excess of \$100 to the 2018 NCEA Championship.

**2.1.2. ASSOCIATE MEMBERS.** This class of members shall be composed of individuals or organizations interested in supporting the purposes of the Association. Examples include: relatives of prospective student-athletes, officials, coaches of non-sponsored institutions, relatives of current student-athletes, alumni, etc.

**2.1.2.1 Duties and Rights.**

- (a) May attend annual meetings
- (b) May be asked to advise on committees and/or task forces
- (c) No voting rights
- (d) Receives NCEA updates and communications

**2.1.2.2 Dues.** Each associate member shall pay NCEA membership dues annually based on the rate below on October 1<sup>st</sup>.

- (a) Associate membership \$50
- (b) Associate Alumni membership \$25 (dues for any past NCEA student-athlete)

### **2.2 BOARD OF DIRECTORS**

**2.2.1 PURPOSE.** The Board of Directors (BOD) is empowered to adopt and amend all rules and policies pertaining to the Association. It focuses on the governance of the sport.

**2.2.2 MEMBERSHIP.** The BOD is composed of a representative from each participating dues paying institution.

**2.2.3 RESPONSIBILITIES of the BOD.**

- (a) Staffs and provides oversight for the Standing Committees
- (b) Elects the members of the Executive Committee
- (c) Meets a minimum of four times a year
- (d) Empowered to adopt and amend all rules and policies, amend bylaws, form task forces or other special committees to address issues about the sport

**2.2.4 OFFICERS.**

- (a) Chairperson – the President of the Association shall serve as the Chair of the BOD. Term limits are two years. (see 2.3.4.1)
- (b) Vice Chairperson – The President-elect shall serve as the Vice Chair of the BOD (see 2.3.4.2)
- (c) Secretary- the Secretary of the Executive Committee shall serve as the Secretary of the BOD (see 2.3.4.3)
- (d) Assistant Secretary – serves in the role of Secretary when Secretary is unavailable (see 2.3.4.4.1)

**2.2.5 QUORUM.** A quorum for the BOD will be 2/3.

**2.2.6 ELECTIONS.** Elections for the NCEA BOD Chair/President, Vice Chair/ President-elect, Secretary, and Assistant Secretary will be held annually prior to discussion of new business at the annual meeting.

## **2.3 EXECUTIVE COMMITTEE**

**2.3.1. PURPOSE.** The Executive Committee (EC) is empowered by the BOD to make decisions and take actions required or permitted by the BOD. The EC focuses on oversight of business-related responsibilities of the NCEA.

**2.3.2. MEMBERSHIP.** The EC is composed of nine voting members and two non-voting members. The nine voting members include: President, President-elect, Past President, Vice President of Strategic Communications, Vice President of Sport Advancement, Vice President of Finance, Secretary, a designated representative from US Equestrian, and a designated representative from AQHA. The two non-voting members are Executive Director and Treasurer. These individuals will be designated by the BOD annually to best support the overall mission of the Association. All voting members of the EC are elected at the annual meeting and the individuals serve on this committee based on their elected position title.

### **2.3.3 RESPONSIBILITIES of the EC.**

- (a) Hire, evaluate and terminate employees or independent contractors of the Association
- (b) Ensure compliance of nonprofit status
- (c) Facilitate financial soundness of the Association
- (d) Expense funds
  - (1) Expenses over \$1,500 must be approved by the BOD
  - (2) A simple majority of EC voting members is needed to approve expenses under \$1,500
- (e) In collaboration with the Compliance Committee, draft necessary legislation for submission to the NCAA on behalf of the NCEA
- (f) Review and/or approve any legislation submitted to the NCAA regarding equestrian before it is presented to the BOD

### **2.3.4 OFFICERS and DUTIES.**

#### **2.3.4.1 President.**

- (a) Serve as the Chair of BOD and EC
- (b) Active/general management over the business of the Association
- (c) Serve in leadership capacity for all full annual meetings, BOD meetings, EC meetings (preparation of agenda and oversight of meeting)
- (d) Sets agendas and runs all Association meetings
- (e) Maintains Association dropbox account
- (e) Signatory authority
- (f) Liaison to the Compliance Committee, National Advisory Board and Executive Director
- (g) Term of appointment is two years, following the two year term as President-elect

#### **2.3.4.2 President-elect.**

- (a) Serves as the Vice Chair of the BOD and EC
- (b) Serves in the role as president if President is unavailable
- (c) Monitors dropbox for all post meet forms
- (d) Serves as whip for all BOD and EC meetings
- (e) Liaison to the Officials Committee and task forces
- (f) Term of appointment is two years, election at annual meeting

#### **2.3.4.3 Past President.**

- (a) Serves as an advisor to the President and President-elect
- (b) Serves in the role as president if President and President-elect are unavailable
- (c) Helps facilitate the transfer of dropbox and archival documents
- (d) Liaison with the US Equestrian and AQHA, Selection Committee and Compliance Committee
- (e) Term of appointment is two years, following the two year term as President-elect and the two year term as President

#### **2.3.4.4 Secretary.**

- (a) Serves as the recorder for all BOD and EC calls and meetings, posting minutes in a timely manner
- (b) Maintains accurate contact information for all related staff at each participating NCEA institution, conference personnel, professional association colleagues, and NCEA staff
- (c) Organizes all conference call lines, reminders and annual meetings
- (d) Updates and loads all general information and minute documents on dropbox
- (e) Shall perform additional duties as are from time to time assigned by the BOD or EC
- (f) Term of appointment is one year, election at annual meeting

##### **2.3.4.4.1 Assistant Secretary.**

- (a) Serves in the role as secretary if Secretary is unavailable.
- (b) Term of appointment is one year, election at annual meeting

#### **2.3.4.5 Vice President of Finance (VP-Finance).**

- (a) Serve as a representative on the National Advisory Board
- (b) Collaborate with the National Advisory Board on the development of materials and paperwork related to donations and sponsorships.
- (c) Monitor progress of donations
- (d) Perform a quarterly audit of the Association's financial accounts and report to the EC
- (e) Liaison to the Treasurer, Sponsorship Committee and National Advisory Board

#### **2.3.4.6 Vice President Sport Advancement (VP-Sport Advancement).**

- (a) Maintain or monitor database of information of universities expressing interest, with Title IX challenges, pre-existing clubs, etc.
- (b) Maintain connections and knowledge of administrators and NCAA contacts to foster growth
- (c) Facilitate and promote growth of the Association within the high school, industry and NGBs
- (d) Liaison with the Sport Advancement Committee and Competition Committee

#### **2.3.4.7 Vice President of Strategic Communications.**

- (a) Monitor content of the Association website and all Association media outlets
- (b) Generate appropriate content for press releases related to Association activities
- (c) Monitor and facilitate the development of marketing and promotional materials for the Association
- (d) Liaison with Director of Communications, Promotion Committee, and Championship Committee

#### **2.3.4.8 Governing Body Representatives.**

- (a) Update EC on current industry business as it relates to the Association
- (b) Further develop relationships with all professional equine associations through affiliation with AQHA and US Equestrian

### **2.3.5 ASSOCIATION STAFF/CONTRACTED PERSONEL.**

#### **2.3.5.1 Executive Director (ED).**

- (a) Advise and collaborate with the National Advisory Board as an ex-officio member with active involvement with all National Advisory Board committees (communication, equine-athlete support, new/current program support, professional equine association relations, and new initiatives) and active participation in all conference calls and in-person meetings
- (b) Provide updates on National Advisory Board activities and initiatives
- (c) Review all media and communication releases about National Advisory Board activities.
- (d) Collaborate with National Advisory Board members to design strategies to support the Association's Standing Committee activities.
- (e) Serve as a spokesperson for the Association to include access for all media outlets (print, digital, video, and TV coverage).
- (f) Represent the Association at professional equine association events/activities.
- (g) Interact with parents of current/future student-athletes regarding collegiate equestrian programs.
- (h) Collaborate with promotions and media consultants on web-related exposure
- (i) Provide bi-weekly updates to the EC to advise of reports, progress, and future plans related to maintaining collegiate equestrian as a presence in college athletics
- (j) Provide annual state of the sport report to the membership (annual meeting)
- (k) Communicates with conference leadership personnel regarding expansion efforts
- (l) Initiate contact with Title IX consultants, women's sports advocacy groups, equine industry leadership and arrange for introduction to Chair/President for informed conversations
- (m) Support ongoing discussion of improving the Association's structure and developing appropriate strategies for transitions
- (n) Analyze Association's strengths/needs and opportunities for growth
- (o) Insure open communication between EC and all members providing updates to the programs through bi-weekly messages to coaches/coaching staff
- (p) Provide written updates for distribution to the Association's supporters (families, friends, interested stakeholders) through monthly letters posted on the Association website (and distributed via coach's emails messages)
- (q) Serve as the initial point-of-contact for all queries, report distribution, and meeting organization/scheduling
- (r) Maintain contact with individuals interested in supporting collegiate equestrian and the Association; establish connections with appropriate Association committee structure
- (s) Respond to EC and/or BOD directives related to efforts maintaining collegiate equestrian's presence in NCAA structure, design strategic initiatives for outreach and expansion, and expand conversation to possible allies in these efforts
- (t) Attend Association meetings, national championship event, and participate in bi-weekly EC conference calls and monthly BOD conference calls.
- (u) Compile and revise written materials related to the Association's function/structure/outreach and required NCAA reporting mechanism

#### **2.3.5.2 Treasurer.**

- (a) Oversight of all financial transactions
  - (1) Tax
  - (2) Invoice
  - (3) Payment
  - (4) Donations
  - (5) PayPal account/Zazoom account
- (b) The Treasurer of the Association shall
  - (1) Maintain custody of the corporate funds and securities.
  - (2) Develop the annual budget for approval by the BOD, as well as comparing the actual revenues and expenses incurred against the budget.
  - (3) Keep full and accurate accounts of receipts and disbursements in books belonging to the Association.
  - (4) Endorse, on behalf of the Association, for collection, checks, notes and other obligations.

- (5) Maintain a local P.O. Box for receipt of Association payments and schedule a weekly check for postal mail.
- (6) Deposit checks, notes and other obligations to the credit of the Association in such bank or banks or depositories as shall be designated in the manner prescribed by the EC or BOD.
- (7) Disburse the funds of the Association as authorized by the EC and/or BOD if required.
- (8) Signing all checks and drafts either alone or jointly with such other officer as is designated by the EC and/or BOD.
- (9) Ensure proper tax documents are collected from independent contractors and vendors in accordance with IRS regulations.
- (10) Ensure proper tax documents are distributed to all necessary parties in accordance with IRS regulations.
- (11) Complete annual non-profit tax statements pertaining to the Association in accordance with IRS and State of Texas regulations.
- (12) Render to the EC and BOD, an account of all transactions of the Association and of the financial condition of the accounts monthly no later than 48 hours prior to each conference call.
- (13) Work to oversee appropriation of funds brought in via sponsorship.
- (14) Render to the Sponsorship Committee an account of all donations received, sponsorship agreements received, and on-line donations no later than 48 hours prior to each monthly conference call.
- (15) Retain annual records for permanent file.
- (16) Perform all acts customary and incidental to the position of treasurer subject to the control of the EC.
- (17) If required by the EC, give, at the Association's expense a bond for the faithful discharge of his or her duties in such form and amount as the EC may require.

#### **2.3.5.3 NCEA Director of Strategic Communications**

- (a) Serve as a member of the Promotion Committee
- (b) Manage the Association website and coordinate posting of content in a regular and strategic manner (web master).
- (c) Develop a comprehensive communications and marketing plan designed to advance the sport of collegiate equestrian.
- (d) Manage the Association Facebook and Twitter accounts.
- (e) Write and disseminate all official Association press releases.

## **2.4 NATIONAL ADVISORY BOARD (NAB)**

**2.4.1 PURPOSE.** The NAB is a group of expert external stakeholders who support the mission of the Association. The NAB is committed to elevate and advance equestrian to the most sustainable and strongest of all NCAA women's sports. Working in conjunction with the Association, the NAB is initially focused on building and leveraging support for the advancement of women's equestrian to NCAA championship sport status. The NAB will focus on raising awareness and building cohesive industry support as to the relevance and value of women's equestrian. The NAB is composed of liaisons from participating Association member schools and at-large members from the equine industry.

### **2.4.2 RESPONSIBILITIES and DUTIES.**

- (a) Provide support and accountability to the Association to ensure a financially strong and strategically focused organization to guide the sport of collegiate equestrian
- (b) Support activities and efforts of the Association
- (c) Create and secure efforts surrounding the advancement of women's equestrian to NCAA championship sport status
- (d) Work throughout university communities to promote the sport of equestrian

## **2.5 STANDING COMMITTEES**

**2.5.1 PURPOSE.** Committees are formed and begin work at the summer meeting. The Standing Committees bring a number of knowledgeable individuals into a defined area of the Association's activity; to continually examine and make sound recommendations to the voting body of the Association; to better achieve the Association's goals and objectives for the betterment for the sport, the athletes and the institutions.

**2.5.2 COMMITTEE MEMBERSHIP.** Any representative from an Association participating institution may request appointment to a Standing Committee in writing to the BOD Chair. The newly elected BOD Chair and BOD Vice Chair and former committee chairs, will assign members at the annual meeting based on the criteria for each Standing Committee and the individual's preferences.

**2.5.2.1 Associate Members.** Any dues paying associate member may be invited, as a non-voting contributor, to the following committees: Competition, Legislative, Promotion, Sponsorship, Sport Advancement and Officials. Each Standing Committee sets its own parameters for involvement of these Associate Members. Invitations are extended by the Standing Committee Chair.

#### **2.5.2.2 Guidelines for Committee Structure.**

- (a) A coach must serve on a minimum of one committee and a maximum of three committees.
- (b) A coach responsible for an entire discipline should have less NCEA commitment than a coach overseeing one event.
- (c) Lack of committee input, communication and/or participation may result in removal from committee and/or NCEA violation.
- (d) Committee assignments are associated with the institution. If a coach changes schools, the committee assignment stays with the institution.

**2.5.3 CHAIR ELECTIONS.** Standing Committee Chairs, Vice Chairs, Secretaries and Whips are selected by the members of each Standing Committee. No person can serve as a Chair for multiple Standing Committees. When voting for the Chair and

Vice Chair, there will be one vote per institution and time will be given before the vote for each institution to decide on how to cast the vote. The Chair must have been on the committee at least one year prior and will ideally remain one year after.

**2.5.4 QUORUM.** A quorum for all Standing Committees is 2/3.

### **2.5.5 COMMITTEE DETAILS**

#### **2.5.5.1 Championship Committee.**

(a) Purpose. The Championship Committee's purpose is to:

- (1) Plan all details pertaining to the NCEA National Championship while working to support the host institution
- (2) Work with the Competition Committee to develop a championship competition format that is fair to all participating institutions, fan friendly and in accordance with industry standards.
- (3) Ensure the NCEA National Championship is appropriately staffed
- (4) Work with Sponsorship Committee to ensure all sponsor requirements are met at the NCEA National Championship.
- (5) Secure appropriate horses to be brought to the championship event
- (6) Work directly with the stewards to evaluate, rank, and sort horses brought to the championship event
- (7) Work with Officials Committee to oversee hospitality for officials during the championship event.

(b) Membership. The Championship Committee will have a suggested minimum of six members. Care will be taken in selecting a balanced number of Western and Hunter Seat oriented members

#### **2.5.5.2 Finance Committee.**

(a) Purpose. The Finance Committee's purpose is to:

- (1) Oversee the NAB and NCEA accounts as they are now and as they evolve.

(b) Membership. The Finance Committee will have eight members: NCEA Finance Chair, NCEA Treasurer, NAB Foundation Director, NAB Director, NCEA Director of Development and Sponsorship, NCEA Executive Director, NCAA Sponsorship Chair, Championship Host.

#### **2.5.5.3 Competition Committee.**

(a) Purpose. The Competition Committee's purpose is to:

- (1) Review recommendations that have been submitted for adoption or amendment of rules which pertain to Association events.
- (2) Ensure fair and equal competition for all competitors as a primary focus.
- (3) Establish rules to ensure all horses and animals are treated humanely and with dignity, respect and compassion.
- (4) Develop the competition format of the Association.
- (5) Propose new and refine existing awards for Association competitions.
- (6) Plan and enhance the NCEA National Championship in conjunction with the Championship Committee.
- (7) Maintain a horsemanship and flat test bank
- (8) Maintain criteria and approve western uniforms
- (9) Work with the Championship Committee to develop a championship competition format that is fair to all participating institutions, fan friendly and in accordance with industry standards.

(b) Membership. The Competition Committee will have a suggested minimum of six members. Care will be taken in selecting a balanced number of Western and Hunter Seat oriented members.

#### **2.5.5.4 Compliance Committee**

(a) Purpose. The Compliance Committee's purpose is to:

- (1) Remain current on all NCAA legislation regarding equestrian.
- (2) Review and/or edit for format any legislation approved by the BOD.
- (3) Maintain a working Association manual in cooperation with the Standing Committees.
- (4) Develop educational materials regarding NCAA legislation for coaches, student-athletes and prospective student-athletes.
- (5) Establish a process to review, submit and enforce infractions of the NCEA bylaws.

(b) Membership. The Compliance Committee will have a suggested minimum of four members plus an enforcement sub-group and Appeals sub-group.

(1) Enforcement

(i) Enforce Level I and II violations as well as specific cases determined appropriate in nature by the compliance committee.

(ii) Review issues and interpret rules of immediate concern when necessary.

(iii) Membership. The enforcement sub group will be composed of one compliance officer, two administrators, Compliance Committee Chair, Compliance Committee Vice Chair, AQHA representative, US Equestrian representative with a non-institutional expert alternate (i.e. industry representative, conference representative, etc.). All members will be selected and confirmed at the beginning of the season by the Compliance chair and vice chair and will remain anonymous.

(2) Appeals

(i) Reviews appeals made on decisions of the Compliance committee and Enforcement subgroup.

(ii) Membership. The Appeals sub group will have a minimum of 3 members with an alternate. The Appeals subgroup must be made up of a combination of non-institutional experts i.e. industry representatives; conferences representatives, etc. entirely separate from the compliance and enforcement groups. All members will be selected and confirmed at the beginning of the season by the Compliance chair and vice chair and will remain anonymous.

- (c) Procedure. The procedure for the enforcement and appeals process is:
- (1) An institution has 5 business days to send a NCEA Rule Infraction Report to the Compliance Committee.
  - (2) The accused institution has 3 business days to send a response to the Compliance Committee
  - (3) Once the Compliance Committee receives responses from both institutions it will give all information related to the incident to the enforcement sub-group if the violation is a Level, I, II or if appropriate in nature to the specific case. All other Level III and IV violations are enforced by the compliance committee. The enforcement sub-group will have 15 business days to review the information and ask all involved parties for any clarification.
  - (4) The enforcement sub-group will have 5 additional business days to send written decision on the incident to all involved parties. Both the compliance committee and enforcement sub-groups have 15 business days to review the information and ask all involved parties for any clarification. The enforcement sub-group will have 5 additional business days to send written decision on the incident to all involved parties.
  - (5) If a violation has occurred, the institution will have 5 business days to send a written response to the Compliance Committee Chair for appeal. The Compliance Committee Chair will send all relevant information to the appeals sub-group
  - (6) The appeals sub-group will have 20 business days to review the information provided by the Compliance Committee Chair and provide all involved parties with a final decision.
  - (7) Once the decision on an infraction is final and has been provided to all parties, the Compliance Committee Chair shall release a public infractions decision to the NCEA members. The public infractions decision will not include names of individuals, but the Compliance Committee may, at its discretion, identify the institution or coaches.

#### **2.5.5.5 Officials Committee.**

- (a) Purpose. The Officials Committee's purpose is to:
- (1) Oversee officials
  - (2) Continue to educate officials as to rules and guidelines of the Association.
  - (3) Foster relationships with licensed officials of US Equestrian and AQHA.
  - (4) Oversee issues involving officials at Association events.
  - (5) Utilize Post Meet Forms to track officials.
  - (6) Maintain a list of eligible and interested judges for Association meets
- (b) Championship
- (1) To nominate a slate of judges and stewards for the NCEA National Championship to be approved by the BOD (judges to be contacted by AQHA and US Equestrian representatives).
  - (2) Hire stewards.
  - (3) Provide appropriate materials to officials prior to and post championship event.
  - (4) Work with Championship Committee to oversee hospitality for officials during the championship event.
- (c) Membership. The Officials Committee will have a suggested minimum of six members to include a balance of coaching representatives from each discipline.

#### **2.5.5.6 Promotion Committee.**

- (a) Purpose. The Promotion Committee's purpose is to:
- (1) Make recommendations regarding the planning and implementation of projects which promote the Association and publicize the benefits of participation in the sport.
  - (2) Make recommendations on promotional and instructional material, which educate student-athletes, coaches and member and/or nonmember institutions in the development, enhancement or management of a collegiate equestrian program.
  - (3) Examine Association programs, activities and other Standing Committee recommendations in order to develop marketing material to strengthen the Association's position in the marketplace and maintain a consistent message for all areas of the sport.
  - (4) Include more interactive applications to the Association website.
  - (5) Maintain oversight of the Association website, Twitter account, and Facebook account
  - (6) Maintain accurate data reflecting the impact of all Association media outlets
  - (7) Create press releases reflecting Association progress and updates throughout the year
  - (8) Collaborate with Sponsorship Committee to accrue sponsors and gather accurate information for posting the sponsor details on related Association media outlets
- (b) Membership. The Promotion Committee will have a suggested minimum of five members including the Director of Strategic Communication.

#### **2.5.5.7 Selection Committee.**

- (a) Purpose. The Selection Committee's purpose is to:
- (1) Review all competition information to determine the teams invited to participate in the NCEA National Championship and determine, with the Championship Committee, the number of teams that will compete at the NCEA National Championship
  - (2) Propose new and refine existing awards for NCEA competition.
  - (3) Determine which qualification criteria will be used in the selection process of teams and All-Americans with subsequent approval by the BOD.

(4) Rank all NCEA teams in order of competitiveness for a preseason ranking, weekly season rankings and NCEA National Championship rankings.

(5) Gather, with the help of a hired statistician, all the information used in the selection process.

(6) Establish selection timing and then identify student-athletes for Rider of the Month awards, equine-athletes for Top 10 Horse List, Individual NCEA All-American Team; Individual NCEA Academic Team; and AQHA Horsemanship Collegiate Championship competitors.

(b) Membership. The Selection Committee will have a minimum of eight and a maximum of twelve members (US Equestrian and AQHA representatives and at least three administrators). The committee shall include an equal number of coaching representatives from each discipline; not more than one from a school, or two from a conference. Coaches will serve a maximum of three consecutive years and must rotate off this committee two years before eligible to return to the committee membership. Administrator's terms will be evaluated based on availability.

(c) Rankings. NCEA Teams and Championship are ranked pre-season, weekly during competitive season, and seeded for the championship.

(1) Preseason ranking are based on predetermined criteria including but not limited to: final rankings from previous season, returning student-athletes\* and incoming recruits\* (\*submitted to selection committee by each team in September after census date).

(2) Weekly rankings in season will begin the second week of October and subsequently each week during the competitive season with a break between the last week of November through the first week of February.

(3) Weekly rankings and championship seeding is based on predetermined criteria including, but not limited to win/loss record and strength of schedule up to indicated date on scheduled calendar including post-season tournaments championships.

(4) These rankings will be released by the NCEA Selection Committee through an official press release to head coaches and SIDs at a predetermined time according to a season-long release schedule.

(d) Voting. In the event of a tie, if there is a committee representative from the school in question, that member will remove himself/herself from the vote.

(e) Statistician. A statistician will be contracted on a yearly basis to compile and keep all individual, team, and horse statistics on a seasonal basis. Statistics will be updated on a weekly basis during the season for use by the selection committee. The Selection Committee Chair will evaluate the statistician and report to the BOD on an annual basis.

#### **2.5.5.8 Sponsorship Committee.**

(a) Purpose. The Sponsorship Committee's purpose is to:

(1) Attract sponsors for the Association with the aid of every Standing Committee.

(2) Develop year-long relationships to benefit the sport as a whole.

(3) Develop marketing material to be used in promoting the benefits of partnering with the Association.

(4) Work in conjunction with the Championship Committee to ensure all sponsor requirements are met at the NCEA National Championship.

(5) Work in conjunction with the Treasurer to oversee appropriation of funds brought in via sponsorship.

(6) Report all decisions to the EC and/or BOD for approval.

(7) Work in conjunction with the Promotions Committee to ensure that sponsors receive appropriate representation on all Association media outlets

(8) Report all financial information to VP-Finance

(b) Membership. The Sponsorship Committee will be composed of one representative from each institution.

#### **2.5.5.9 Sport Advancement Committee.**

(a) Purpose: The Sport Advancement Committee's purpose is to:

(1) Engage various stakeholders in promoting the sport of equestrian and advocate with prospective expansion institutions regarding the benefits of equestrian within an athletic department inventory

(2) Gather and create accurate information and statistics to be used for prospective school expansion efforts

(3) Work in conjunction with and the ED to identify other institutions to add the sport of equestrian.

(4) Communicate with the NAB (ED as ex-officio member of the NAB) regarding prospective schools to target for expansion

(b) Membership. The Sport Advancement committee will have a suggested minimum of five members (one coach and athletic administrators)

## **Legislative Process**

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### **3.1 DEFINITIONS.**

**3.1.1 BYLAW ITEM.** A proposal to adopt or amend a bylaw or rule in this manual is called a bylaw item. A bylaw item proposal will include a title, intent, committees affected, bylaw to be changed, how it will be read, source of the recommendation, effective date, rationale for the change and estimated budget impact.

**3.1.2 ACTION ITEM.** A proposal not pertaining to a bylaw, but requiring action by any committee or individual representing a participating member of the Association is called an action item. An action item proposal will include a title, intent, committees affected, action to be done, source of the recommendation, effective date, rationale for the change and estimated budget impact.

**3.1.2.1 Dropbox folder.** The President will create an Action Item Folder on Dropbox and be responsible for archiving action items from year to year. Each Standing Committee Chair is responsible for placing completed action items from their respective committees in the Action Item Folder on Dropbox.

**3.1.3 ANNUAL MEETING.** Annual meeting refers to either of the two biannual meetings of the Association, one during the winter and one during the summer or at such other time as may be prescribed by the BOD.

## **3.2 BYLAWS AND ACTION ITEMS.**

**3.2.1 BYLAW and ACTION ITEM PROPOSALS.** While most amendments or proposed adoptions of bylaws will come from a Standing Committee, any individual representing a participating member of the Association may propose a bylaw or action item by:

- (a) Writing the proposal item as defined in article 3.1.1.
- (b) Submitting to the President via email the action item 15 days prior to an annual meeting or scheduled conference call.
- (c) The President may move the item to the appropriate Standing Committee for review before voting or discussion if it is submitted by an individual or greatly affects a second committee.

**3.2.2 AUTHORITY to ADOPT or AMEND BYLAWS.** The bylaws outlined in this manual may be amended or a new bylaw adopted at an annual meeting of the Association by a 2/3 majority vote of the BOD.

**3.2.2.1 Extraordinary Rule Change exception.** A bylaw may be adopted or amended during a BOD n conference call if, by a 3/4 majority the BOD feels implementing the bylaw is necessary before the next annual meeting.

**3.2.3 AUTHORITY to ADOPT ACTION ITEMS.** Action Items will be approved at any BOD meeting, conference call or annual meeting by a 2/3 majority vote of those present. Abstention votes will be counted as a "no" vote. There must be a minimum of 8 "yes" votes to pass an Action Item.

- (a) 15 BOD members present, 10 "yes" votes needed to pass an Action Item
- (b) 13-14 BOD members present, 9 "yes" votes needed to pass an Action Item
- (c) 10-12 BOD members present, 8 "yes" votes needed to pass an Action Item

## **3.3 NOTIFICATION OF CHANGES.**

**3.3.1 BYLAW CHANGES.** The BOD membership will be notified of changes to the bylaws by annual meeting minutes and viewing the changed bylaws in grey highlights in an archived formatted manual.

**3.3.2 ACTIONS.** The NCEA BOD membership will be notified of actions from BOD meetings and BOD conference calls by viewing the BOD minutes in the appropriate Association Dropbox folder.

# **Ethical Conduct and Enforcement**

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## **4.1 GENERAL PRINCIPLES.**

**4.1.1 Good Standing.** An institution/individual must be in good standing with the NCAA, US Equestrian, AQHA and NCEA to be eligible for post season play. This includes by is not limited to :

- Payment of NCEA membership, website fees, annual meeting payments, etc.
- Receipt of NCEA pre-season paperwork (Signed Code of Conduct)
- Payment of any NCEA entry fees for championship
- Reconciliation of any all NCEA infractions and fines

**4.1.1.1 Suspension and reinstatement.** After a lapse of 60 days of an NCEA deadline or invoice payment, the institution/individual will cease to be eligible for post season play for the current or subsequent season's championship (whichever is subsequent). Reinstatement is granted once the payment or reconciliation is received by the NCEA. Additionally a public notice of the ineligibility of said institution/individual to compete in post season play will occur after 60 days.

**4.1.2 HONESTY and SPORTSMANSHIP.** Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that the NCEA as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

**4.1.3 COACHES CODE of CONDUCT.** A Code of Conduct must be signed by equestrian coaching staff and staff involving day to day supervision of team operations (coaches, volunteer coaches, directors of operations, barn managers). These must be submitted to the Compliance Committee Chair prior to beginning of each season. The Code of Conduct is found in the Appendix.

**4.1.4 CONTACTING JUDGES.** Coaches, exhibitors, boosters and parents shall not attempt to contact judges pertaining to the judging of any exhibitors prior to or at that meet. Exhibitors, boosters and parents may also not approach the judges prior to the completion of judging unless the steward is present.

**4.2 UNETHICAL CONDUCT.** Unethical conduct by a current or former institutional staff member or enrolled or prospective student-athlete may include, but is not limited to, the following:

- (a) No coaches, school personnel, team members or spectators are allowed to coach during the scoring of a ride.
- (b) Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of this rule.
- (c) Following the initial warning, subsequent infractions will result in elimination of the rider at the discretion of the steward.

**4.2.1 PROTOCOL for REPORTING a CODE of CONDUCT VIOLATION.**

- (a) If a violation of the Code of Conduct is witnessed, the steward needs to be notified immediately. The steward needs to address the situation and take appropriate action to ensure the remainder of the meet runs smoothly. The steward will have the final decision on the matter.
- (b) After the meet the violation needs to be reported on the Post Meet Form Steward's Report, as well as the NCEA Rule Infraction Report and both need to be submitted on dropbox for the Compliance Committee to review, within one week.
- (c) If an issue arises where no rule is broken but a school would like serious discussion or an interpretation and NCEA Rule Infraction Report must be filled out and sent to the Compliance committee chair.

#### **4.2.2. Violations.**

- 4.2.2.1 Severe Breach of Conduct (Level I).** A severe breach of conduct occurs when a violation is made with the intent to gain a competitive advantage. Examples include, but are not limited to: paying off an official, rearranging the draw, collective or multiple Level II or III violations.
- 4.2.2.2 Significant Breach of Conduct (Level II).** A significant breach of conduct occurs when one or more violations that are isolated or limited in nature and provided minimal advantage to a team or individual. Examples include, but are not limited to: pre-meet paperwork sent less than 12 days prior to competition, scribes remarking on a rider's test or scores to help the judge, coaching a rider during her scored round after warnings given, collective or multiple Level III or IV violations.
- 4.2.2.3 Breach of Conduct (Level III).** A breach of conduct occurs when one or more violations that are isolated or limited in nature and provided incidental to no advantage to a team or individual. Examples include, but are not limited to: pre-meet paperwork sent late, but prior to 12 days, poor sportsmanship after warning, non-competitive advantage rule infractions not addressed with warnings or eliminations, collective or multiple Level IV violations.
- 4.2.2.4 Incidental Infraction (Level IV).** An incidental infraction is a minor infraction that is technical in nature and does not constitute a Level III violation. They typically occur accidentally, unintentionally and/or handled in the manual with a warning. Examples include, but are not limited to: failing to list a steward on the Visiting Team Guide, a coaching incident during a competitive ride, over-schooling of a horse in the warm-up.

#### **4.2.3. Penalties.**

**4.2.3.1 Core penalties for Level I and Level II violations.** If the Enforcement group concludes that an institution or individual committed a Level I or II violation, they shall enforce one, two or all the penalties below based on the aggravating and mitigating factors.

- (a) Notice. A letter to notify the institution of the violation will be sent to the Head Coach, Sports Administrator, the Institutional Athletics Director and Conference representative if the institution's conference sponsors the sport.
- (b) Financial Penalties. Financial penalties are the requirement that an institution pay a fine. First offense fines are \$500, second are \$1,000 unless the violation is so egregious or occur so frequently that the enforcement group deems a double fine necessary.
- (c) Competition Penalties. Competition penalties may range from removal of an individual's score, individual's win margin in statistics, coaches removal from next meet, team point or points from total or be it so egregious or occur so frequently that the enforcement group limits participation in postseason events.

**4.2.3.2 Core penalties for Level III.** If the Compliance Committee concludes that an institution or individual committed a Level III violation, they shall enforce one, two or three of the penalties below based on the aggravating and mitigating factors.

- (a) Notice. A letter to notify the institution of the violation will be sent to the Head Coach and/or the Sports Administrator.
- (b) Financial Penalties. Financial penalties are the requirement that an institution pay a fine of \$250.
- (c) Competition Penalties. Competition penalties may range from removal of an individual's score, individual's win margin in statistics, or loss of a team point or points from total meet as written in bylaws.

**4.2.3.3 Core penalties for Level IV.** If the Compliance committee concludes that an institution or individual committed a Level IV violation, they shall enforce one or two of the following penalties below.

- (a) Notice. A letter to notify the institution of the violation will be sent to the Head Coach.
- (b) Competition Penalties. Competition penalties may range from removal of an individual's score, individual's win margin in statistics, or loss of a team point or points from total meet as written in bylaws.

**4.2.4 ON-GOING REVIEW.** The Compliance Committee will review issues reported on the Competition Form following meets. Issues that do not require interpretation will be reviewed bi-annually and forwarded to the appropriate committee for further review.

## **Meet Organization**

### **5.1 HOSTING REQUIREMENTS.**

#### **5.1.1 GENERAL REQUIREMENTS.**

**5.1.1.1 Host Institution.** Any NCEA Participation Members are eligible to host a meet provide there are suitable facilities, horse and equipment for all entries. The following details the needs of a host institution:

##### **5.1.1.1.1 Fan-based needs.**

- (a) Bleachers
- (b) Restrooms
- (c) Concessions
- (d) PA system
- (e) Parking

- (f) Programs
- (g) Scoreboards

#### **5.1.1.1.2 Competitor-based needs.**

- (a) Warm-up arena or time in competition arena
- (b) Competition arena (based on rules herein and US Equestrian)
- (c) Dressing area
- (d) Information packets for visiting schools
- (e) Video of all rides for the judge's review if needed. All attempts should be made to video from the judge's point of view.

#### **5.1.1.1.3 Horses.**

- (a) Safe as determined by the steward and/or judge.
- (b) Horses competing must be schooled in the competition arena immediately prior to the event they are competing in. Horses are permitted to be warmed up in another arena, but must demonstrate pattern specific maneuvers in the competition arena.
- (c) Typed or suited for their particular event
- (d) No horse may be used twice in the same event, or bracket on the same day of a tournament and a suitable alternate in each event will be provided. A horse that does only one demonstration ride is also eligible to be an alternate horse for that event.
- (e) Horses may only be ridden in two divisions per meet/day for a total of four rides per meet/day.
- (f) The owner of a horse that is being used in the meet may draw that horse provided the institution has paid for all actual and necessary expenses for that horse for a minimum of one full semester and the horse is available for all student athletes to ride during the season and is not ridden solely by the owner. The owner may not draw the horse during the initial semester the institution begins the lease. A new lease is begun anytime the horse leaves the care and responsibility of the institution.
- (g) Use of equine medication will adhere to the regulations of US Equestrian therapeutic drug use guidelines for all horses being exhibited at the meet.

#### **5.1.1.1.4 Equipment.**

- (a) All tack must be safe and in good repair.
- (b) Jumps are recommended to meet or exceed US Equestrian Hunter Seat Equitation requirements. Break away cups or pins are required for the back rail of oxers.
- (c) Proper markers for the Equitation on the Flat arena: minimum letters required are A, K, E, H, C, M, B, F. Visual barriers should be supplied for corners and sides at E and B.
- (d) Proper markers for Horsemanship and Reining patterns shall include cones with a minimum height of 12" and a maximum height of 2'. Cones must be a contrasting color to the arena siding.

#### **5.1.1.1.5 Arena Sizes.**

- (a) For Equitation on the Flat the arena is a standard size of 20 x 40 meters. Due to location, inclement weather, etc. a minimum arena size is 18 x 36 meters.
- (b) For Equitation over Fences arena size should be a minimum of 100' x 150'.
- (c) For Reining the arena size should be a minimum of 100' x 150'.
- (d) For Horsemanship the size of the arena is to be determined by the configuration of the pattern.

#### **5.1.1.1.6 Scorecard.**

- (a) The same horse cannot appear on the same scorecard, with the exception of Equitation over Fences.
- (b) Scorecards from the first section may not be in the judge's possession during the second section with the exception of Equitation over Fences.
- (c) Must be written in pen.
- (d) Standard judging cards are to be used.
- (e) Master score sheet must be signed by both coaches and the steward at the conclusion of a meet. Upon the circumstance that a coach finds a discrepancy with the official scores, the coach may abstain from signing the master score sheet and must follow up with an official protest to the Standards & Ethics Committee within two business days. The steward is required to document the coach's reasons for abstaining from signing the score sheet in their steward's report.
- (f) Reining and Equitation over Fences scorecards must indicate whether a horse has a simple lead change or a flying lead change by circling the words simple or flying. Horsemanship and Equitation on the Flat scorecards must indicate whether a horse has a simple lead change only. Western scorecard must also indicate whether a horse is to be ridden one-handed or two-handed by circling the words 1-hand or 2-hands. It is the host school's coach's responsibility to review all scorecards to ensure they match the horse description list prior to the meet starting. The visiting team coaches have the option and ability to review and verify the scorecards prior to the start of meet.

**5.1.1.1.7 Event Management.** Music is encouraged; however it must be played soft enough so that competitors are able to hear the signals called by the judges.

## **5.1.2 PERSONNEL REQUIREMENTS.**

### **5.1.2.1 Qualified medical personnel on the grounds.**

- (a) Qualified medical personnel with no other duties and with appropriate medical equipment, as required by their certifying State or EMS Region, must be present during all warm-ups and competition.
- (b) Qualified medical personnel is a currently certified or licensed EMT, or Paramedic, or a Physician or Nurse trained in pre-hospital trauma care and currently certified or licensed in their profession.
- (c) It is strongly recommended that EMTs and/or Paramedics be used to fill this position. Medical personnel must not exceed the scope of their practice.

**5.1.2.2 Announcer.** An announcer is strongly suggested for regular season meets.

**5.1.2.3 Schooling and demonstration riders.** Riders must be safe and suitable.

**5.1.2.4 Secretary.**

- (a) Responsible for sending the pre and post meet paperwork within the time stated herein to Dropbox (*see* 5.3).
- (b) Arranges for the meet steward and judges' needs.
- (c) Runs the coin toss and draw.

**5.1.2.5 In-gate personnel.**

- (a) Keeps coaches and exhibitors abreast of their order of go.
- (b) Keeps the event moving on a tight schedule.
- (c) Communicates with the announcer regarding each rider as they enter the arena.
- (d) Monitors compliance with the optional 45 second ride prior to entering the arena.

**5.1.2.6 Warm-Up personnel.**

- (a) Monitors time of warm-ups and the limits set for maneuvers or jumps.
- (b) Monitors for excessive application of aids and reports same to steward.
- (c) Monitors warm-up arena obstacles.
- (d) In the case of a fence being knocked down in the warm-up, a coach or event management may reset the fence. No time is to be added to the warm-up.

**5.1.2.7 Scribes.** Two rules-educated scribes shall be supplied for each judge, one by the hosting school and one by the visiting school. The host school may have an additional scorer used to calculate. The visiting team may provide a scribe who is also listed as an alternate or exhibition rider for the specific discipline. Anyone sitting with the judge(s) is considered a scribe.

**5.1.2.7.1 Responsibilities.**

- (a) A scribe will be responsible for recording numerical scores and descriptive remarks from the judge onto the judge's score card. The judge may record his/her own scores and remarks for Equitation over Fences.
  - (1) All scores and remarks must be written in pen. If the judge changes a score after it has been marked on the scorecard, the judge must initial the change.
- (b) A scribe is responsible for calculating the total scores to be posted.
  - (1) All scores will be double checked with a calculator previous to posting. These are displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed.
- (c) At the judge's or coach's request the scribe is responsible for calling the test and saying score at the end of each maneuver.
- (d) Scribes may communicate score card information to the judge previous to the start of the test or at the judge's request (names, lead changes, number of hands on the reins, descriptions of the maneuvers and penalties). During the test, they are only allowed to communicate with the judge by saying "score" when a score is required. A scribe is not allowed to remark on the rider's test, even if requested by the judge; i.e. a scribe is not allowed to help the judge determine if a rider is on pattern or has completed a required maneuver. The only reference a scribe can make to a previous test is the score of the immediately previous test.
- (e) No communication (cell phone, PDA, etc.) is allowed between the scribes and persons outside of show management until entire event is over.
- (f) Scribes will behave in a professional manner.
- (g) Scribes are not required to write scores or comments for Equitation over Fences.
- (g) The scribes are required to attend the judges, stewards and coaches meeting prior to the start of meet.
- (h) All scores will be unofficial until approved by the master scorer.

**5.1.2.8 Master Scorer.** An educated (non-student-athlete) master scorer shall be supplied for each meet by the hosting school.

**5.1.2.8.1 Responsibilities.**

- (a) The scorer is responsible for correctly calculating and posting each test's total score as well as the team's scores.
- (b) All scores and remarks must be written in pen or typed on 2 copies of a master scorecard showing all scores for the meet.
- (c) All scores should be calculated on an index-tape calculator and then stapled to the original judge's scorecard, with the exception of fences.
- (d) It is advisable for all original scorecards to be held at the host university for the competition year.
- (e) Visiting schools must be supplied with copies of all scorecards prior to departure.
- (f) Meet and event winners are based on the summation of the scores.

**5.1.2.9 Arena Crew.**

**5.1.2.9.1 Responsibilities.**

- (a) Set up and/or take down the equitation arena.

- (b) Set up and/or take down jumping arena.
- (c) Set up cones for Horsemanship.
- (d) Set up cones for Reining.
- (e) Set up area where judges will sit.
- (f) Replace rails that fall during Equitation over Fences.

**5.1.2.10 Steward.** One steward is required for a regular season meet.

**5.1.2.10.1 Regular Season Responsibilities.**

**(a) During a meet.**

- (1) Overall monitoring of rules, regulations and ethical policies during the meet, including the presence of appropriate medical personnel on grounds.
- (2) Acting on behalf of the NCEA and NCAA as an advocate for student-athletes and the horses. This includes instructing the host school or management to make any alteration to the meet (course, arena or to any technical detail associate with the conduct of the meet), which he/she considers necessary per NCEA National Championship, NCAA and NGB rules, guidelines and interests.
- (3) Investigates and acts upon any alleged rule violation without waiting for a protest.
- (4) Monitors the schooling and warm-up of the horses for safety and lameness, with the best interest of the student-athlete and horse in mind.
- (5) The steward, along with the coaches, will be present during the demonstration rides and questions or concerns will be addressed at this time.
- (6) Presents re-ride requests to judge during meet without the opinions of the coaches or themselves. Refers the judge to the appropriate rules for the re-ride and may help answering questions from the judge about the rulebook. The judge is the final interpretation of the rules and the final word on whether a re-ride is granted.
- (7) When a video review is requested by a coach through the steward, the steward is permitted to discuss the reason for the request with the judge.
- (8) The steward shall give an initial warning to coaches, competitors and/or spectators that they feel are in violation of a minor infraction (coaching during meet, over-schooling/excessive use of aids on a horse, schooling outside of warm-up time, etc.). Following the initial warning, subsequent infractions may result in additional warnings or the possible elimination of the offending rider, or possible removal from the grounds of coaches or spectators, at their discretion.
- (9) The steward determines if a person's poor behavior (unethical, unsportsmanlike, dishonest, etc.) is considered a minor or major infraction and can act to have the individual removed. In regard to unsportsmanlike conduct, the steward has the authority to disqualify a rider and a score of "0" assessed to their ride. The steward also has the authority to prohibit said rider from competing in other events during that head to head competition. A team will be allowed to use an alternate rider in their place for the upcoming ride. In the case of a tournament (Invitational, Conference Tournament or National Championship) where multiple rounds are played, the steward has the authority to prohibit a rider from competing in any future rounds, if they determine the occurrence is severe enough to merit that level of punishment. The team will be allowed to use an alternate rider in their place.

**(b) Following a meet.**

- (1) Approving the final scores.
- (2) Completion of the steward's report, attaching any amendment forms from the meet. All infractions from each competition must be recorded and detailed on this form.

**5.1.2.10.2 Qualifications.**

- (a) The host institution cannot hire a steward that is currently or has previously been employed by the university within the past five years.
- (b) The host institution cannot hire an alumnus of their university as a steward unless they have graduated at least five or more years ago.
- (c) The host institution may not hire a steward who is the parent of a prospective student-athlete.
- (d) The host institution may not hire a steward who is the parent of a current student-athlete at either competing institution.
- (e) The host institution cannot hire a steward that is currently a volunteer coach for either institution.

**5.1.2.11 Judges.** The host school must provide a qualified judge for each discipline offered.

**5.1.2.11.1 Responsibilities.**

- (a) Judges will be provided with score sheets that include a breakdown of required maneuvers with appropriate scoring columns. A judging guideline is recommended where each maneuver is drawn for the judge.
- (b) Judges using their scribes and scorers shall be required to judge a minimum of two test demonstration rides or demonstrations by a non-competing rider to become more familiar with the test prior to the start of meet. Reining and Equitation over Fences are the exceptions where the host school may opt to provide only one or no demonstration rides.
  - (1) Coaches and steward shall be present during these tests/demonstrations and questions or concerns will be addressed at this time.
- (c) Judges are not required to watch the schooling of horses, but may if they wish to do so.
- (d) Judges are not permitted to watch the warm-up of the horses by the competitors. It is required that judges turn and face away from the arena during competitor warm-up.

(e) Each rider is to be scored on the required test/pattern/course and numerical scores shall be written on each rider's scorecard. Descriptive remarks on maneuvers and collective remarks are highly recommended.

(1) If a judge changes a score after it has been marked on the scorecard, the judge must initial the change in pen.

(f) The judge(s) will select a Most Outstanding Player (MOP) for each event.

(g) Judges grant re-rides with communication from the steward during competition.

(h) In the event of an extraordinary circumstance the judge has the discretion to use their common sense to resolve the situation. If their resolution contradicts this Manual it must be recorded in the steward's report.

(i) Judges must remain at the meet venue until released by show management.

#### **5.1.2.11.2 Qualifications.**

(a) Hunter Seat judges must be current US Equestrian Hunter Seat Equitation licensed officials.

(b) Western judges must be current AQHA or APHA all around/regular carded judges, or in the event separate event judges are used, the Reining judge must be either an AQHA or an NRHA carded judge.

(c) All judges must be in good standing with their respective organizations (AQHA & US Equestrian) at the time of the meet. It is the responsibility of the host institution to make sure the judge hired is in good standing.

(d) The host institution cannot hire a judge that is currently or has previously been employed by the university within the past five years.

(e) The host institution cannot hire an alumnus of their university as a judge unless they have graduated five or more years previously.

(f) The host institution may not hire a judge who is the parent of a prospective student-athlete.

(g) The host institution may not hire a judge who is the parent of or a current student athlete at either competing institution.

(h) A student-athlete may not compete in front of a judge whom they or a member of their immediate family have a conflict of interest with. Certain specific areas of obvious conflict of interest for judges include but are not limited to: judging an exhibitor from whom the judge has received a salary, commission or any kind of remuneration for selling or buying any horse for that individual or immediate family member, whether or not a horse is concerned in the transaction, has been in the employ, or has represented such individual in any capacity for remuneration, within three months (90 days) from the date of the subject show.

(i) The host institution may not hire the same judge two consecutive years in a row for a meet involving the same two schools.

(j) A judge who has been hired to officiate a conference championship cannot be hired to judge a regular season meet within that specific conference during that year nor can an NCEA championship judge be hired by any team during that specific year.

(k) It is the responsibility of the all coaches to ensure that no conflicts exist between a student-athlete and a judge that has been hired for an NCEA competition. Host institutions must provide a list of potential judges prior to 30 days before the scheduled competition. If a conflict is identified, the host institution is not permitted to hire the judge in question. In the event there is a conflict that was not identified prior to the 14 days required by the visiting team guide, the student-athlete with the conflict is not permitted to compete in front of that judge.

(l) If a hosting school wishes to use a non-recognized judge, the visiting school must be notified prior to the hiring of the judge.

(1) An Amendment Form shall be filled in and approved by competing schools a minimum of 14 days prior to the event (*see appendix*).

(m) The host institution may not hire the same judge more than one time within a season. The exceptions to use the same judge are:

(1) A tournament

(2) A competition weekend where the host institution provides multiple meets in which they do not compete (i.e. providing a neutral site meet for other institutions)

## **5.2 ENTRY REQUIREMENTS.**

### **5.2.1 ENTRY REQUIREMENTS for a COUNTABLE HEAD TO HEAD NCEA MEET.**

(a) Two schools are required for a regular season meet in an official NCEA competition.

(b) In order for a meet to count in NCEA rankings, the meet must meet criteria of the NCEA National Championship Selection Committee and the NCEA Competition Committee based on the following of all rules herein.

(c) The host school must run either both Hunter Seat event or both Western event or all four for meets for it to count in NCEA rankings. Host school may run a Hunter Seat only meet based on Equitation on the Flat and Equitation over Fences or a Western only meet using Horsemanship and Reining. Additionally, other events may be tested with varying numbers of riders as exhibitions but none of these will count in selection rankings.

(d) There are no changes to the number of competitors 15 days prior to the meet unless all institutions agree to change the number.

(e) Meets without sufficient numbers of athletes will not be counted in NCEA rankings and will be considered scrimmages.

(f) Exhibitions within events will allow for competition of additional riders. The host school will determine number of exhibitions allowed and will offer same number to visiting team.

(g) Exhibitions will be declared prior to event and will not count towards team scores.

- (i) In order for a meet to count towards NCEA selection, a new member school must declare their intent by contacting the NCEA treasure to be invoiced for membership prior to the meet (*effective January 2018*).

## 5.3 MEET PAPERWORK.

### 5.3.1 PRE MEET.

#### 5.3.1.1 Timelines and required material during the regular season.

- (a) **30** days prior to the meet the host school must provide the names of the judges to the visiting schools. (Visiting team has 7 days to dispute selected official).
- (b) **15** days prior to the meet the host school must provide to the visiting team:
- (1) Visiting Team Guide listing judges and steward(s) (*see appendix*).
  - (2) Equitation over fences course, Equitation on the Flat test, Reining and Horsemanship Patterns.(reference 7.3.1, 7.4.1, 8.2.1 and 8.3.1 for details of each event requirement) NOTE: For all events, the host school should attempt to draw the course or pattern with the usable arena space in which the course or pattern is ridden, noted. The judge, in/out gate and any other obstacles that are within the usable competition arena space should be noted to aid the visiting team in preparation.
- (c) **15** days prior to the meet the host school must provide to the officials (judges and stewards):
- (1) Current NCEA Manual
  - (2) Officials' Information Sheet (*see appendix*)
  - (3) Re-ride flow chart (*see appendix*)
  - (4) Equitation over Fences course, Equitation on the Flat test, Reining and Horsemanship Patterns
  - (5) Links to US Equestrian Hunter Seat Equitation Rulebook, US Equestrian Hunter Rulebook, US Equestrian General Rulebook, and AQHA Rulebook.
- (d) 7 days (or as stated in the Visiting Team Guide) prior to the meet, the visiting team must submit to the host team:
- (1) A completed entry form

### 5.3.2 MEET DAY.

**5.3.2.1 Draw.** The draw for a single head to head meet will take place on the day of the scheduled meet. Prior to the start of the draw, both teams must confirm the competitors for that day of competition. A coach is permitted to enter any current and eligible athlete. Changes to the entries are permitted up until the start of the draw. Any revisions to the entry form must be reflected on the list of competitors in alphabetical order. In tournament play with a minimum of four teams, the draw may be done at the completion of the meet day. Alternate riders must be listed in the order they will enter the meet in each specific event. All competing schools will be provided with the following during the draw:

- (a) Horse description list, to include information about use of artificial aids, lead changes, description and helpful comments (see 5.4.13m)
- (b) List of competitors in alphabetical order
- (c) Blank Master score sheet/draw sheet.

**5.3.2.2 Coaches' meeting.** All competing schools will be provided with a Master score sheet, to include the order of go, draw and riders by the end of the coaches meeting or prior to the start of meet.

#### 5.3.2.3 Scorecards.

- (a) Only the following information is permitted on the official scorecard:
  - (1) Order of go
  - (2) Horse name
  - (3) Representing school
  - (4) Flying/Simple change designation
  - (5) One/two handed designation
- (b) Reining and Equitation over Fences scorecards must indicate whether a horse has a simple lead change or a flying lead change by circling the words simple or flying.
- (c) Horsemanship and Equitation on the Flat scorecards must indicate whether a horse has a simple lead change only.
- (d) Western scorecard must also indicate whether a horse is to be ridden one-handed or two-handed by circling the words 1-hand or 2-hands.
- (e) It is the host school's coach's responsibility to review all scorecards to ensure they match the horse description list prior to the meet starting.
- (f) The visiting team coaches have the option and ability to review and verify the scorecards prior to the start of meet.

**5.3.2.4 Stewards.** At least one copy each of the US Equestrian Hunter Seat Equitation Rulebook, US Equestrian Hunter Rulebook, US Equestrian General Rulebook, and AQHA Rulebook are to be available for use by the stewards at all times.

### 5.3.3 POST MEET.

#### 5.3.3.1 Host School Timelines and required material.

- (a) **Prior to departure from the meet**, the host school must provide the visiting school a copy of: all scorecards, ticker tapes of the scores and the signed master score sheet.
- (b) **2 business days post meet** the host school must post the following to the NCEA Dropbox:
  - (1) Master score sheet, signed by the coaches and steward. (*see appendix*)
  - (2) Their Post Meet Form, signed by a coach. (*see appendix*)

- (3) Steward report, signed by the steward (*see appendix*)
- (4) Horsemanship pattern
- (5) Fences course

**5.3.3.2 Visiting School's Timelines and required material.** 2 business days post meet the visiting school must post their Post Meet Form, signed by the coaches to the NCEA Dropbox.

**5.3.3.3 Penalties.** Master score sheets not received within the above mentioned time frame may not be included in the Selection Committee's statistics for rankings.

**5.4 MEET ROUTINE.** All events for which rules are provided herein must be conducted accordingly. In the case where there are not applicable rules, the rules and regulations below will govern in the following order:

- (a) NCAA
- (b) NCEA
- (c) US Equestrian (for Hunter Seat Events)
  - (1) Hunter Seat Equitation Rulebook
  - (2) Hunter Rulebook
  - (3) General Rulebook
- (d) AQHA (for Western Events)

In the case a rule in this manual needs to be amended an amendment form must be completed (*see appendix*). Both coaches must agree and sign the form as well as notify the steward (who also signs) and any personnel to which the amendment affects. These will be added to Dropbox with the steward's report.

#### **5.4.1 DRAWING for HORSES.**

- (a) There will be one coin toss to determine which team goes first in each event. Winner of the coin toss will chose one event in which to go first. The order of other events will alternate (example: 1st in Horsemanship, 2nd Equitation, 1st in Fences, 2nd Reining.)
- (b) Order of riders will alternate between home and away throughout each event.
- (c) Drawings for horses will be by lot. Both schools will have a representative present during the draw. Both schools will compete on the same horses in each event (i.e. each event is drawn twice).
- (d) The order of go will be determined by the order of the horses drawn. The exhibition horse will precede all the other horses.
- (e) When a competing rider has a personally owned horse in the draw, that rider must be drawn first without her horse in the pool of potential draws. For additional definition of horses owned by competitors (see rule 5.1.1.1.3f)
- (f) The order of go cannot be altered after the draw is complete unless agreed upon by both coaches and the steward.
  - (1) If the order of go is altered without the approval of both coaches and the steward the initial offending rider to deviate from the order of go will be eliminated. Subsequent riders out of order will not be eliminated.
- (g) Competing riders, including exhibition and alternates, are not permitted to ride after the draw is complete, or on the day of competition until time for their warm-up and competition ride.
- (h) At the draw, schools will be given a roster of riders in alphabetical order by last name. This list is used as the order to call all exhibitors during the draw.

#### **5.4.2 JUDGES, STEWARDS, SCRIBES and COACHES MEETING.**

The host institution will hold a judges, stewards, scribes and coaches meeting prior to the start of the meet. A representative from each team, the steward, scribes and judges must be present at this meeting.

- (a) The *Coaches Meeting Checklist* must be read during the coaches meeting (*see appendix*).
- (b) Read and discuss the Re-ride flowchart (*see appendix*)
- (c) Prior to the start of the meet, coaches, judge(s) and steward will determine the video equipment to be used and the placement for the video equipment in each event.

#### **5.4.3 SCHOOLING.**

##### **5.4.3.1 Riders.**

- (a) Competitors, including exhibition and alternates, cannot sit on a horse prior to their event on the day of meet or after the draw.
- (b) A "day" begins at 12:01AM and ends with the last ride of the meet/bracket.
- (c) Competitors cannot school a fence course over which they will compete during a tournament.

##### **5.4.3.2 Horses.**

- (a) All horses competing will be schooled and will perform maneuvers in the pattern or course in the tack and equipment that they will be shown in.
- (b) Each horse will be appropriately schooled by designated schooling riders for their respective events. The schooling will be based on the individual horse's needs, however, if requested by a visiting institution's coach, a horse may be asked to show any element of an upcoming test if it has not been shown.
- (c) All horses listed as competing or alternate must jump all jumps on course in the direction they are jumped for competition. In addition, all horses listed as competing or alternate must be schooled over all lines including bending and broken lines that are set at a related distance. A related distance is defined as a line that from center to center measures at

96' or less. In the event there is disagreement as to the measurement of the line, the judge's measurement will be the final decision.

(d) Horses may not be re-schooled between competitors within a bracket.

(e) Horses may be re-warmed up after extended rest by a non-competitor.

(1) If the horse was warmed up and the re-ride is needed during the first half of the event, the horse will not need to be warmed up again. If the re-ride occurs during the second half of the event, the horse will be warmed up again by a non-competitor. The warm up is limited to 2 minutes. If additional time is needed, it may be granted by the steward.

(f) Care should be taken when creating the meet schedule to avoid extended rest during a bracket.

#### **5.4.3.3 Alternate Horses.**

(a) Alternate horses must be schooled during regular schooling with the other horses competing in that event.

(b) The alternate horses need to be readily available if called upon.

**5.4.4 DEMONSTRATION RIDES.** A minimum of two demonstration rides will be performed for the judge in Horsemanship and Equitation on the Flat during regular season and four in post season. Demonstration rides for equitation on the flat and horsemanship must be completed prior to the 4 minute timed warm-ups. Demonstrations in Reining and Equitation over Fences are optional. The steward, along with the coaches, will watch the demonstration rides from the judge's perspective and questions or concerns will be addressed at this time.

**5.4.5 SCORING SYSTEM AND FORMAT.** NCEA Meets must contain either the two specified Hunter Seat events or the two specified Western events or all four required events. The following point system will be used; (Equitation on the Flat – 100 pts, Equitation over fences – 100 pts, Horsemanship – 70 base points, Reining – 70 base points).

**5.4.5.1 Point system.** Meet and event winners are based on the summation of the scores resulting in a win/loss point system.

When two riders compete on the same horse, the rider with the highest score will receive (1) one point for their team. In the case of a tie score, both riders receive a zero for their teams, however, their raw scores may be considered to break overall discipline and/or team score results.

#### **5.4.5.2 Tiebreakers.**

(a) In the case of an **overall team tie**; a tiebreaker utilizing the Western equivalency formula will be used. It is the Western discipline score total multiplied by 2.5 minus 100 multiplied by the number of counted scores.  $WE = ((\text{score})2.5) - (100 * (\text{number of scores}))$ . Number of scores must reflect the total number of scores used in the summation (a score per judge). For example, a meet with 5 riders in horsemanship and reining has 10 scores, then 10 should be the multiplier. If there were two judges for the same example and a total score is used, then 20 should be the multiplier.

(1) The first tiebreaker when the overall point totals are the same is: (Hunter Seat raw scores)+ (WE) with the highest summation of the two teams winning.

(2) The second tiebreaker when the overall point totals are the same is: (Hunter Seat raw scores- one low drop score) + (WE- one low drop score) with the highest summation of the two teams winning.

**5.4.6 VIDEO REVIEW.** Video review may be requested by the judge(s) at any time during the meet. The steward will determine time and place for the review before the end of that particular event.

(a) Video will be recorded from the judge's perspective. When multiple judges are used, the video should be recorded from the senior/head judge's perspective.

(b) Video review may be requested by a coach, through a steward in the event that: 1) one or both judge(s) give a composite score of zero to a competitor or 2) feel that a rider should have received a zero and a video review is not requested by the judge(s). If the judge(s) grants the request, the steward will determine the time and place for the review before the end of that particular event. Should the judge(s) determine that a disqualification did occur; the score will be adjusted accordingly. No judge(s) shall be required to change his/her score following a video replay.

(c) The use of video equipment during a meet is only permissible if the judge(s) and steward(s) have reason to believe that all entries have been videotaped and were videotaped from the same location for each event.

(d) In the event that there is a failure with the video equipment or failure to adhere to the above rules, video review will not be used.

(e) A video review must be requested within 10 minutes of a completed section within an event. A section has been completed when the last competitor's unofficial score has been displayed.

#### **5.4.7 MOST OUTSTANDING PLAYER DESIGNATION (MOP)**

(a) Upon completion of each event, judges may review their cards to choose the MOP for that event.

(b) Judges shall select one countable competitor as MOP for each event during regular season meets.

(1) Only those competitors who have won their point are eligible to be selected for the MOP

(c) In tournament/invitational play, one MOP will be awarded in each event for each head to head match-up.

#### **5.4.8 TRIAL EVENTS and ANCILLARY MEETS.**

(a) Special trial events may be offered such as trail, gymnastics, etc. by the competition management if time and horse availability permit; however they are not counted in the scoring of the meet.

(b) If using an ancillary meet within 48 hours prior to a regular season meet and the same riders compete, separate judges must be used.

#### **5.4.9 TIMED WARM UPS.**

(a) Student-athletes shall have a timed warm-up on their mount in all events. This is the only time in which schooling is allowed prior to the call by the in-gate personnel. Any schooling outside of warm-up, to include moving off of leg or hand, noted by

event personnel will be reported to the steward as an infraction of the rules. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction. Following the initial warning, subsequent infractions will result in elimination of the rider that the infraction occurred with at the discretion of the stewards.

(b) During warm-ups, event management will monitor time and the steward will enforce violations of both time and proper care and treatment of the animal. In a regular season meet, the order in which riders warm up will follow the order of go as set by the draw. The team with the first rider in the arena will warm up first.

(c) A maximum of three applications of the aids are acceptable in each case of disobedience. Excessive use of the aids can result in elimination of the athlete from the event at the discretion of the steward or judge(s). US Equestrian rules for abuse will apply in these situations.

(d) Coaching is permitted in the warm-up arena.

(e) Weather or extenuating circumstances can restart the warm-up as determined by the steward.

(f) Judge(s) may watch horses being schooled prior to the start of the meet but will physically turn away from the arena if the competitors are participating in their warm up sessions in the same arena.

(g) In the event a competitor falls off during a warm up, all timing and all riders will be stopped to adequately check the safety and status of both horse and rider. If the rider is not injured, she may remount, continue her warm up and compete.

#### **5.4.10.1 Regular season routine.**

(a) For Equitation on the Flat, each school will be given two, four-minute warm-ups with only their team riders in the competition arena. No limit is set on the movements and gaits to be performed. If the steward feels that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up. After the timed warm-up, each rider will be allowed to walk on a loose rein prior to entering the competition arena during the other team's warm-up and during the tests. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Any schooling outside of warm-up, to include moving off of leg or hand, noted by event personnel will be reported to the steward as an infraction of the rules. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. At the completion of the ride previous, the next rider is allowed to school and tune her horse. This time may be used at the rider's discretion as long as they do not enter the competition arena prior to the start of the test. The only time they can enter the arena before the test is if there is less than 15 meters on the outside of the entire arena. A signal will be used by the judge to designate his/her readiness for the rider to enter the competition arena. After the audible and visible signal, the rider has 45 seconds to enter competition arena. If the judge requires more time to finish scoring, the rider will receive extra time at no penalty. If a rider enters the arena prior to the judge's signals, she will be eliminated. If the rider fails to make an attempt to enter the arena within the 45 seconds, the steward may alert the rider that she must enter the arena. The steward may also give the rider and coach an initial warning, which would result in one minor infraction award to the team.

(b) For Horsemanship, each school will be given two, four-minute warm-ups with only their team riders in the competition arena. No limit is set on the movements and gaits to be performed. If the steward feels that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up. After the timed warm-up, each rider will be allowed to walk on a loose rein prior to entering the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Any schooling outside of warm-up, to include moving off of leg or hand, noted by event personnel will be reported to the steward as an infraction of the rules. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. Each rider is allowed up to 45 seconds to enter the competition arena. Riders are limited to walking, jogging, stopping and backing up their horse. If the judge requires more time to finish scoring, the rider will receive extra time at no penalty. A visible signal will be used by the judge to designate his/her readiness for the rider to enter the arena.

(c) For Equitation over Fences, each school will be given two, four-minute warm-ups with only their team riders in the competition arena. If the warm up is being conducted in an arena separate from the competition arena, the fence height may not exceed the height or width of the biggest fence being used in the competition. Each rider is allowed to jump any four fences provided the rider jumps them in the correct direction. No limit is set on the movements and gaits to be performed. If the steward feels that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up. This warm-up may take place in the jumping arena or a designated warm-up area. Combinations of two strides or less count as one jumping effort. Each rider will be allowed to walk on a loose rein prior to entering the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Jumping more than four fences results in a disqualification. In the event that a fence is knocked down in warm-up, a coach or event management may reset the fence. No time is to be added to the warm up for a horse knocking over a fence. Any schooling outside of warm-up, to include moving off of leg or hand, noted by event personnel will be reported to the steward as an infraction of the rules. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is

issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. An audible and visible signal will be used by the judge to designate his/her readiness for the rider to enter the competition arena. After the signals, the rider has 45 seconds to begin the course. The visual signal will be held by the scribe until the rider begins her pattern.

(d) For Reining, each school will be given two, four-minute warm-ups with only their team riders in the competition arena. No limit is set on the movements and gaits to be performed, except that riders will not be permitted to fence reining horses during their 4 minute warm-up. The steward may use their discretion in issuing a warning for a minor infraction (over-riding, excessive schooling of movements, etc.). If a second warning is issued during this time, the rider's warm-up time will end and she will be required to walk on light contact for the balance of the timed warm-up. After timed warm-up, each rider will be allowed to walk on a loose rein from the completion of the warm-up to the entering of the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Any schooling outside of warm-up, to include moving off of leg or hand, noted by event personnel will be reported to the steward as an infraction of the rules. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. Each rider is allowed up to 45 seconds prior to entering the arena to prepare their horse. Riders are limited to walking, jogging, stopping and backing up their horse. If the judges require more time to finish scoring, the rider will receive extra time at no penalty. A visible signal will be used by the judge to designate his/her readiness for the rider to enter the arena. The visual signal will be held by the scribe until the rider begins her pattern.

(e) If both schools are in agreement due to facility or horse capabilities, time constraints, etc., warm up may be revised to a single section group warm-up for 5 minutes for the Equitation on the Flat, Horsemanship, Equitation over Fences and Reining.

(f) Hunter Seat: If there are four or more riders in a section of the warm up, 1 additional minute of time will be added to accommodate the additional rider in the arena. The total time available for warm ups will be 5 minutes.

#### **5.4.10 TACK AND AIDS.**

(a) Host school is responsible for providing appropriate and safe tack and equipment.

(b) Use of tack, boots and artificial aids will adhere to the regulation of the US Equestrian for Hunter Seat Equitation and AQHA for Western horsemanship and reining. Exceptions to be included for use at the discretion of the hosting school shall include: protective boots, running martingales, bits and cavessons appropriate for the individual horse. In hunter seat competition, any bit that has a leverage component (included but not limited to: pelhams, 2 rings, 3 rings, gag bits) must have a snaffle rein. Any protest by the visiting school to the non-regulation equipment must be made to the steward during the schooling of the horses. The steward then has right to deem the appropriateness of the equipment for the meet.

(c) No substitution of tack by exhibitors shall be permitted unless approved by event management and the steward(s). The visiting team must be alerted to any tack changes that occur after host school has completed the initial schooling. All equipment designated for the horses will remain consistent for that event.

(d) In the event that a horse's equipment breaks, malfunctions, etc. and the meet stops, the coaches and steward will work together to determine if the current ride will continue or if a re-ride is necessary. If no agreement can be made, both riders will compete on the alternate horse.

(e) In the event that a horse's equipment breaks, malfunctions, etc. during the timed warm-up, all timing and all riders will be stopped. The steward and coaches will work together to fix the equipment. Once the equipment is fixed the timed warm-up will resume where it left off.

(d) Horses are to be schooled and maneuvers are to be demonstrated in the tack and equipment the horses are showing in.

#### **5.4.11 LIST of AIDS, USE of SPURS and CROPS.**

(a) A Horse Information Sheet appropriate to each horse must be posted or accompany each horse.

(b) Riders must comply with the horse information sheet.

(c) Artificial aids (crops, whips, bats and spurs) may be carried and/or used only when specified by the event management and listed on the list of aids.

(d) In the event a horse may benefit from a dressage whip for flat warm-up, the host school will provide a dressage whip and make note of it on the horse information sheet. A dressage whip may be carried and used during the 4 minute warm up as well as the 45 seconds prior to competition. A rider may not compete with a dressage whip. The use of a dressage whip during competition will result in elimination.

(e) Spurs not provided by the host school must be approved by host school coach of the particular discipline prior to the warm-up.

(1) Western spurs shall be listed as May, No, or Special. "Rock-grinders" will not be allowed. A "Rock-grinder" will be defined as a rowel spur sharpened to a point. In the event that a special spur is required, the owner of the horse must provide that spur for both competitors, if necessary.

(2) Hunter Seat spurs will be non-roweled spurs. Roller-ball spurs are allowed.

(3) Hunter Seat spurs will not exceed 1 ½ inches in length.

(4) Hunter Seat horses shall be listed as *yes*, *may* or *no* for the use of spurs or crops.

(5) If any horse requires a special type of spur not categorized above, the spur shall be provided by show management or the owner of that horse.

(6) Riders may opt to not use artificial aids on horses that are listed as needing them.

(7) In the event that a specialty spur is not suitable, the alternate spur must be approved by the steward.

(f) The horse information sheet must identify the lead change as “simple” or “flying” for all horses competing in every event. In western events, the horse information sheet must identify each horse as “one handed” or “two handed” in a curb bit. Scorecards must note these designations for each horse. Riders shall not be penalized for adhering to the horse information sheet.

(1) In the Equitation on the Flat and Horsemanship, a rider can elect to drop down and perform a simple change of lead on a horse listed as ‘flying’ without the standard assessed penalty being applied.

(g) It is recommended that as many horses as possible be provided that can be ridden one-handed in a curb bit for Horsemanship and Reining.

(h) Romel reins will be permitted for Western events and should be used in accordance with AQHA rules.

(i) If a Horsemanship or Reining horse is listed to be ridden one-handed during the testing the hand must not be changed. The hand is to be around the reins; index finger only between split reins is permitted.

(j) If a Horsemanship or Reining horse is listed to be ridden two-handed, the rider will be required to use two hands on the reins during the testing. In Horsemanship the tails of the reins must be crossed on the opposite side of the neck when riding with two hands on split reins.

(k) The horse information sheet and listing of aids will remain constant within each event.

(l) All violations are to be reported to a steward. Riders not adhering to the horse information sheet during either warm up or competition will be disqualified by the steward, except in the use of hands in western event warm ups.

(m) During the competitor schooling, it is at the stewards discretion to issue a warning to a competitor who performs an inadvertent flying change on a horse listed as ‘simple’. If the rider performs an additional flying lead change after the warning is issued, the rider will be disqualified.

(n) In the following events: Equitation Over Fences and Equitation of the Flat, it is at the judge’s discretion to determine if the lead change was asked for by the rider or if the flying change was inadvertent. No credit will be awarded if the lead change was determined to be inadvertent. If the judge determines that the rider asked for the flying lead change, the rider will be disqualified.

## **5.4.12 EVENT ROUTINE.**

(a) Each rider from each team shall ride the same test/pattern on the same set of horses that was decided during the draw unless a substitution or alternate is approved.

(b) Coaching, by coaches, student-athletes or spectators, is not to be allowed while riders are competing.

(c) Unofficial score must be calculated and displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed. All scores will be unofficial until approved by the master scorer.

(d) A scribe will be used to assist the judge in writing scores and comments in accordance with the regulations outlined herein. Scribes and scorers are not to discuss any horse or rider that enters the arena.

# **Meet Rules**

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## **6.1 DEVIATIONS FROM STANDARD OPERATING PROCEDURE.**

### **6.1.1 FALLS.**

(a) A rider is considered to have fallen when she is separated from her horse that has not fallen.

(b) A horse is considered to have fallen when the shoulder and haunch on the same side have touched the ground or an obstacle on the ground.

(c) All falls before the completion of the test/pattern/course will result in elimination; a total score of zero.

### **6.1.2 SUBSTITUTIONS.**

(a) Substitutions can be made to the original roster of competitors any time prior to the draw without penalty to any warm-up times, etc.

(b) No substitutions will occur after the draw unless they are made for medical reasons deemed by the medical trainer and approved by the steward.

(c) All substitutions must be listed on the entry form and must have completed the appropriate paperwork (i.e. release form) previous to the start of meets or the substitute will not be able to compete.

(d) Alternate riders must be listed in the order they will enter the meet in each specific event.

### **6.1.3 ALTERNATE HORSES.**

(a) In the event that a horse is pulled during the meet by the steward, both schools will ride the alternate horse and those scores will count for the meet.

(b) The only exception is when the first rider was eliminated by fault of rider, they would not be granted a re-ride. Fault of rider is to be determined by the judge.

**6.1.4 RE-RIDES.** A re-ride refers to when, by no fault of the rider, the horse is determined to be, unsuitable, unsafe or unsound by the judge or steward. A Re-ride is defined as a student-athlete who is riding an additional mount in the event. A rider who has not had a warm-up receives the full warm-up time. See appendix for a guideline on re-ride in a flow chart format.

(a) A re-ride can be granted by judges in competition arena and stewards outside the competition arena.

(b) Coaches may request re-rides through the steward.

(c) Both coaches should be notified that a re-ride has been requested before the steward approaches the judge.

(d) The steward presents re-ride requests to the judge during meet without comment.

(e) When a re-ride is granted the steward will work with event management to integrate them into the schedule.

- (f) If a re-ride is granted during the first riders timed warm-up, both riders will get full warm-up time on the re-ride horse.
- (g) If a re-ride is granted while the first rider is showing then the first riders' warm-up time will be 2 minutes on the re-ride horse and the second rider will receive the full warm up time on the re-ride horse.
- (h) If a re-ride is granted during the second riders timed warm-up, the first riders' warm-up time will be 2 minutes on the re-ride horse and the second rider will get full warm-up time on the re-ride horse.
- (i) If a re-ride is granted while the second rider is showing then both riders warm up time will be 2 minutes on the re-ride horse.
- (j) In the event of a re-ride in Equitation over Fences the rider will remain limited to four fences.

### **6.1.5 WEATHER RELATED ISSUES.**

- (a) In the event of inclement weather, the meet shall be halted when there is less than 30 second "flash to bang" lightening to thunder.
- (b) The meet shall resume when weather conditions are satisfactory to the hosting school's standard severe weather policy.
- (c) If meet is unable to continue, the meet will be considered complete if 50% of the meet has been completed.
- (d) If rescheduling is possible, it will be done, otherwise the scores will stand. The meet will be called by the steward after consulting with event management.

## **Hunter Seat**

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**7.1 HELMETS.** All Hunter Seat riders will ride in ASTM/SEI approved helmets with attached harness that is fastened when mounted.

**7.2 UNIFORMS.** Uniforms for hunter seat competition are to follow the US Equestrian rules pertaining to Hunter Seat Equitation apparel.

- (a) The judge and/or steward will have the authority to disqualify the exhibitor for any piece of accouterment or attire, which in his or her opinion would tend to give a rider an unfair advantage.
- (b) The use of any type of artificial aid or magnetic device will result in disqualification for that event.

**7.2.1 Helmet Decals.** In collegiate equestrian meets, competitors are permitted one institutional logo displayed on their helmet

- (a) The decal must be a registered institutional logo
- (b) The decal must not exceed measurements of 2.5" in length and 2" in height
- (c) The decal must be placed on the back of the helmet with the top of the logo not extending more than 3.25" from the base of the helmet
- (d) No embellishments, glitter or reflective material may be used in the creation of the decal

### **7.3 EQUITATION ON THE FLAT.**

**7.3.1 TESTS.** During the regular season, the host school is required to select a test from the current NCEA Equitation on the Flat test bank. The bank will include 5 easy, 15 medium and 15 difficult tests. The following criteria will be met within these tests:

- (a) An appropriate test shall include nine written maneuvers. A maneuver may consist of several parts.

With regards to creating patterns for the current test bank, only the following will be permitted:

- (1) US Equestrian test 1. Halt (4-6 seconds) or halt and back.
- (2) US Equestrian test 3. Figure 8 at the trot, demonstrating change of diagonals.
- (3) US Equestrian test 4. Figure 8 at the canter on correct lead with changes through the walk or trot.
- (4) US Equestrian test 12. Turn on the forehand.
- (5) US Equestrian test 13. Figure 8 at the canter on correct lead demonstrating a flying change.
- (6) US Equestrian test 14. Execute serpentine at the trot and/or canter on correct lead demonstrating flying or simple changes of lead.
- (7) US Equestrian test 15. Change leads on line demonstrating a simple or flying change of lead.
- (8) US Equestrian test 17. Canter on counter lead.
- (9) US Equestrian test 18. Turn on the haunches from the walk.
- (b) In addition to US Equestrian tests, the following will be permitted:
  - (1) Working gaits at the walk, trot and canter.
  - (2) Lengthen gaits at the walk, trot and canter.
  - (3) All gaits without stirrups, with the exception of the lengthen canter.
  - (4) Collection of the walk, trot, canter.
  - (5) Shoulder in to the right; Shoulder in to the left.
  - (6) Haunches in to the right; Haunches in to the left.
  - (7) Leg yields to the right; Leg yields to the left.
- (c) Permissible shapes to include:
  - (1) 2, 3, 4 loop serpentines.
  - (2) 10m, 15m, 20m circles.
  - (3) 10m, 15m, 20m ½ circles.
  - (4) Straight lines.
  - (5) Shallow loops.
  - (6) Zig-zag.
- (d) The following maneuvers are not permitted:

- (1) Half passes.
- (2) Hand gallop.
- (3) Requesting riders to perform any maneuver in the 2-point or ½ seats.
- (e) Patterns must adhere to the following structure:
  - (1) Each box can contain no more than 3 maneuvers.
  - (2) Directional cues do not count as maneuvers.
  - (3) Must have at least 2 changes of direction in the pattern.
  - (4) If requesting a specific lateral movement to the left, the same lateral movement must be included to the right.
  - (5) Patterns must be balanced between tracking right and tracking left.
  - (6) No more than 2 different lateral maneuvers can be included (a pattern cannot contain shoulder in, haunches in AND leg yields).
  - (7) Patterns cannot exceed 4 minutes in length (average time).
- (f) It will also include one collective mark to be scored from 0 to 10 for a total possible score of 100.
- (g) When the pattern calls for dropped stirrups riders must continue the test and do not have the option of stopping and crossing stirrups.
- (h) Each rider from each team shall ride the same test on the same set of horses that was decided during the draw unless a substitution or alternate is approved.
- (i) A clear audible and visual signal will be given to indicate the start of Equitation.
- (j) If a rider begins the test prior to the judge's signal, she will be eliminated.

### 7.3.2 SCORING.

- (a) Each of the maneuvers within the test shall be scored from 0 to 10. An additional score of 0 to 10 shall be given as a collective mark for overall presentation, equitation skills, etc. Scores shall be added together for a possible total of 100 points.
- (b) The scoring scale is as follows for Equitation on the Flat:
  - 10 Excellent
  - 9 Very Good
  - 8 Good
  - 7 Fairly Good
  - 6 Satisfactory
  - 5 Sufficient
  - 4 Insufficient
  - 3 Fairly Bad
  - 2 Bad
  - 1 Very Bad
  - 0 Not executed
- (c) Judges are encouraged to utilize the full range of the above scales without using half points.
- (d) A scribe will be used to assist the judge in writing scores and comments in accordance with the regulations outlined herein. Scribes and scorers are not to discuss any horse or rider that enters the arena.
- (e) Judges shall continue to score all tests even in the event that a composite score of zero will be given. After the test is complete, the judge shall designate on the score card that a total score of zero was given.
- (f) Unofficial score must be calculated and displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed. All scores will be unofficial until approved by the master scorer.

### 7.3.3 ERRORS and ZEROS.

- (a) Errors in Equitation on the Flat are divided between two categories: error of test and error of movement. An error of test shall result in a composite score of zero. An error of movement shall be penalized at the judge's discretion for that particular movement in a test.
- (b) Error of test. An error of test is when a rider does not perform a required movement called for in a test **or does not follow the list of aids.** (See 5.4.11)
  - (1) Rider never starts the required maneuver.
  - (2) Rider starts the pattern before the audible and/or visual signal is given. The rider will be considered on pattern when she enters the flat arena at the letter "A".
  - (3) Rider exits the arena before completing the pattern. In competition arenas without clear boundaries the judge should eliminate the rider when he/she sees all four legs outside the markers.
  - (4) Rider turns the wrong direction or performs a maneuver tracking the incorrect direction.
  - (5) Rider adds or omits a movement or figure (including the halt as a movement.)
- (c) Error of movement. An error of movement results from the rider's poor or incorrect execution of a movement in a test.
  - (1) Rider misses a gait change, lead, sitting versus posting, failure to drop/pick up stirrups, incorrect sizing of figures.
  - (2) Rider attempts to complete the figure or movement (examples: leg yield doesn't get to the rail, backs too many steps, fails to get a third lead change, etc.)

## 7.4 EQUITATION OVER FENCES.

### 7.4.1 TESTS/COURSES.

(a) An appropriate test shall be given that has a minimum of eight and a maximum of twelve jumping efforts with two changes of direction as defined by US Equestrian.

(1) Courses must contain a minimum of three of the following elements: bending line, narrow jump, roll-back turn, fence at the end of the ring, long approach to a single jump.

(b) The following obstacles and maneuvers are acceptable in Equitation Over Fences test: low jumps, trot jumps, rollbacks, hand gallop and all maneuvers previously listed in the Equitation on the Flat. A minimum of 1/3 of the jumping efforts must be oxers.

(c) A maximum jump height 3'6" and width of 3'6" (width measured from the top of the spread) is to be used. It is recommended that a minimum height of 2'9" be used.

(d) It is prohibited to call for drop stirrups in Equitation over Fences.

(e) The host institution must designate any skinny fences, oxers and/or the related distances between two fences set in a straight line, on the course diagram sent in the pre-meet paperwork.

(1) Skinny fences must be constructed to US Equestrian standards with the width of the jump no narrower than 6' and no wider than 8'.

(2) A fence may be jumped twice in a course.

(f) When setting oxers, breakaway cups must be used on the back rails.

(g) Courses may be altered during schooling only by agreement of both schools and in concurrence with the steward and judge.

(h) Judges will have a course diagram with measured distances between fences in lines and are encouraged to walk the course.

(i) A clear audible and visual signal will be given to indicate the start of each round of Equitation Over Fences.

## 7.4.2 SCORING.

(a) The US Equestrian Open Numerical Scoring system will be used for scoring Equitation Over Fences.

(b) Judges will utilize a modified US Equestrian judge's scorecard to evaluate the riders based on a US Equestrian score.

(1) Horses having only simple changes will be noted on the list of aids as well as on the scorecard.

(c) A scribe will be used to assist the judge in writing scores and comments in accordance with the regulations outlined herein. Scribes and scorers are not to discuss any horse or rider that enters the arena.

(d) Unofficial score must be calculated and displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed. All scores will be unofficial until approved by the master scorer.

(e) Judges shall continue to score all tests even in the event that a composite score of zero will be given. After the test is complete, the judge shall designate on the score card that a total score of zero was given.

(f) Judges will begin scoring the ride after the whistle/bell/visual aid has sounded.

### 7.4.2.1 Elimination in Equitation over Fences.

(a) A total of three refusals or a fall of horse or rider will eliminate the rider, resulting in a score of zero.

(b) In the event that the rider goes off course during the test, the rider will be given a composite score of zero. The judge shall use a whistle or bell to announce that the rider is off course.

(c) In the event a rider begins the course prior to the audible and/or visible signal, she will be given a total score of zero.

(d) If the judge determines that the rider asked for a flying lead change on a designated simple change horse, the rider will be disqualified. (See 5.4.11)

## Western

**8.1 UNIFORMS.** All Western riders will wear a button-up, long sleeved, collared shirt in a cloth fabric. The fabric of the shirt is limited to two colors. Additionally, the following criteria must be met:

(a) No additions, including but not limited to, adornments, embellishments, rhinestones, detailing of any kind, or cording. Decorative stitching is not permitted.

(b) Zippers and/or snaps may be used underneath the front panel of the shirt. Shoulder pads are also permitted.

(c) Embroidery on the shirt is permissible for the school name, institutional, conference, sponsor logo and/or numbers only. Conference and/or sponsor logo emblems are permitted using NCAA guidelines and are not subject to the one color rule. The use of magnets in a uniform or on a rider's body is prohibited. The penalty is elimination.

(d) The use of silk-screening is permitted but limited to the application of school name, institutional logo and/or numbers only

(e) Buttons must be flat

(f) Scarves are permitted, but must be a solid color.

### 8.1.1 UNIFORM APPROVAL.

(a) An institution may submit a request for uniform approval, but it is not required (*see appendix*).

(b) Failure to comply with rule 8.1 will result in a \$2000 fine per meet to be paid to the NCEA. In addition to the fine, a letter of reprimand will also be sent to the Head Coach as well as the sport administrator of the offending institution per violation.

## 8.2 HORSEMANSHIP.

**8.2.1 PATTERNS.** During the regular season, the host school is required to select a test from the current NCEA Horsemanship test bank. The bank will include 30 patterns with a variety of difficulty levels; easy, medium, and difficult. The following criteria will be met within these tests:

(a) An appropriate pattern shall include seven to nine written maneuvers (a maneuver may consist of several parts).

(b) The following maneuvers are acceptable within a pattern:

(1) Walk, jog, extended jog, lope or extended lope in a straight line, curved line, serpentine, circle, or figure 8, or a combination of these gaits and maneuvers.

(2) Stop, back in a straight or curved line.

(3) Turn or pivot, including spins and rollbacks on the haunches and/or on the forehand.

(4) Side-pass, two-track or leg yield.

(5) Flying or simple change of lead.

(6) Counter canter or ride without stirrups.

(c) Patterns should not include asking riders to mount or dismount

(d) Patterns can be designed without the use of cones. When such patterns are used the outside boundaries of the pattern must be marked by cones, including distances between cones.

(e) When cones are used, the distance between cones must be specified on the pattern.

(f) In the event a host institution's arena does not allow for the exact pattern to be ridden in the direction originally outlined, the host institution may 'flip' the pattern. Competing schools must be made aware of the change when the Visiting Team Guide is sent.

## 8.2.2 SCORING.

(a) Judges are encouraged to utilize the full range of the scale.

(b) Each of the maneuvers within the pattern shall be scored from -1.5 to +1.5 using half point increments, with 70 as the designated base.

(c) The Scoring scale is as follows:

+1.5 Excellent

+1 Very Good

+0.5 Good

0 Correct

-0.5 Poor

-1 Very Poor

-1.5 Extremely Poor

(d) A scribe will be used to assist the judge in writing scores and comments in accordance with the regulations outlined herein. Scribes and scorers are not to discuss any horse or rider that enters the arena.

(e) Unofficial score must be calculated and displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed. All scores will be unofficial until approved by the master scorer.

(f) Judges shall continue to score all rides even in the event that a composite score of zero will be given. After the ride is complete, the judge shall designate on the score card that a total score of zero was given.

**8.2.2.1 Penalties.** Penalties shall be classified as minor, major or severe and shall be given at the discretion of the judge for each of the following:

(a) Minor faults – deduction of 1 point:

(1) Break of gait at a walk or jog/trot up to 2 strides.

(2) Turning over or under 1/8 to 1/4 of a prescribed turn.

(3) Tick or hit of cone

(4) Obviously looking down to check leads

(b) Major faults – deduction of 3 points:

(1) Not performing the specific gait or not stopping when called for in the pattern within 10 feet of a designated area

(2) Incorrect lead or break of gait (except when correction an incorrect lead) at the lope

(3) Break of gait at walk, jog or trot for more than two strides

(4) Loss of stirrup

(5) Flying lead change on a horse designated to complete simple lead changes

(c) Severe faults – deduction of 5 points:

(1) Loss of rein

(2) Use of either hand to instill fear or praise while on pattern

(3) Holding saddle with either hand

(4) Cueing with the end of the romal

(5) Blatant disobedience including kicking, pawing, bucking and rearing

(6) Spurring in front of the cinch

(7) Failure to drop or pick up stirrups where designated in pattern. Penalty will be assessed for every maneuver in which the rider fails to ride with or without stirrups as written in pattern.

(d) In the event that the rider goes off pattern the rider will receive a total score of zero.

(1) Coaches, judges, scribes, other exhibitors, spectators, etc., are not allowed to assist the rider to get back on pattern.

(2) Other ways in which the rider would receive a total score of zero, disqualification, would be the following:

(i) Rider never starts the required maneuvers.

(ii) Rider and horse exit arena prior to the completion of the test.

(iii) Rider demonstrates illegal use of hand(s) on reins.

- (iv) Working on the wrong side of the cone
- (v) Fall of horse or rider
- (vi) Off pattern, including: knocking over the cone; never performing designated gait or lead; over or under turning more 1/4 of a prescribed turn.

## 8.3 REINING.

**8.3.1 PATTERNS.** AQHA Reining patterns must be used.

**8.3.2 SCORING.** Due to each horse being shown more than once in a collegiate competition, it is advised that the horse be willingly guided with little resistance. Control should take precedent over speed and maneuver difficulty.

- (a) Scoring shall follow the guidelines of maneuver scores and penalties as prescribed in the current AQHA Official Handbook with the following exception:
- (b) No rider may be given a total score of zero in the ways outlined in the AQHA Official Handbook unless it is at the fault of the rider. It is the judge's discretion to determine if the rider or the horse was at fault for the error that would normally result in a total zero score.
- (c) Horses having only simple changes will be noted on the list of aids as well as on the scorecard.
- (d) A scribe will be used to assist the judge in writing scores and comments in accordance with the regulations outlined herein. Scribes and scorers are not to discuss any horse or rider that enters the arena.
- (e) Unofficial score must be calculated and displayed to all competitors and coaches immediately after the completion of a ride and held visible until the following score is calculated and displayed. All scores will be unofficial until approved by the master scorer.
- (f) Judges shall continue to score all rides even in the event that a composite score of zero will be given. After the ride is complete, the judge shall designate on the score card that a total score of zero was given.

**8.3.2.1 Penalties.** Standard AQHA reining penalties should be utilized.

- (a) In the event that the rider goes off pattern, the rider will receive a total score of zero.
- (b) Off pattern results from the rider omitting or adding a figure not designated in the pattern.
- (c) It is at the judge's discretion to determine if the rider or the horse omitted or added the figure.
- (d) Riders missing gaits, leads, speed differences, etc. are not considered off pattern. The judge should score these mistakes appropriately.
- (e) Coaches, judges, scribes, other exhibitors, spectators, etc. are not allowed to assist the rider to get back on pattern.
- (f) Other ways a rider could receive a composite score of zero:
  - (1) Rider never starts the required maneuvers.
  - (2) Rider and horse exit arena prior to the completion of the test.
  - (3) Riders who over spin or under spin by more than 1/4
  - (4) Riders who back more than five steps when not prescribed by the test or when no back is ridden in a test that prescribes a back. It is at the discretion of the judge as to whether it is rider or horse error.
- (g) Obvious horse errors do not result in a total score of zero.

**8.3.2.2. Simple Lead Changes.** On a horse designated as a "simple change":

- (a) A 2 point penalty will be assessed if a rider does not complete a simple change of lead through the center where a lead change is called for.
- (b) A rider will not be penalized for a break of gait to complete a simple lead change to be on the correct lead.
- (c) A simple lead change must be completed within 3 strides or a 1 point penalty will be assessed.

## NCEA Championships

**9.1 HOST REQUIREMENTS.** In addition to the hosting requirements listed previous in this manual, the following are required edited to host the NCEA National Championships (hereafter called "Championship").

**9.1.1 EQUIPMENT. Flat arena.** At the NCEA National Championship, visual barriers must be supplied for all sides of the flat arena with an opening at A.

### 9.1.2 PERSONAL

**9.1.2.1 Announcer.** An announcer is required for the Championship.

**9.1.2.2. Master Scorer.** Master Scorers' responsibilities during this post season event will be determined by the Championship Committee.

**9.1.2.3 Stewards.** A US Equestrian steward and two additional stewards per discipline are required for the Championship. Junior and Senior stewards will be designated before meet begins.

#### 9.1.2.3.1 Additional Responsibilities:

- (a) The junior or senior steward shall immediately report any rule infraction, rule enforcement, concerns, etc. to the main US Equestrian competition steward who will have the final ruling power over any discrepancies or appeals.
- (b) In the event of an extraordinary circumstance the stewards have discretion to use their best judgment to resolve the situation. If their resolution contradicts this rulebook it must be recorded in the steward's report.

**9.1.2.4 Judges.** At the NCEA National Championship, five qualified judges will be hired for each discipline.

#### 9.1.2.4.1 Additional Responsibilities:

- (a) Judges using their scribes and scorers shall be required to judge a minimum of two test demonstration rides or demonstrations by a non-competing rider(s) during the Championship, to become more familiar with the test prior to the start of meet. Reining and Equitation over Fences are the exceptions where the host school may opt to provide only one or no demonstration rides.
- (b) Stewards shall be present during these tests/demonstrations at the Championship and questions or concerns will be addressed at this time.

#### **9.1.2.4.2 Additional Qualifications:**

- (a) Championship hunter seat judges shall have a US Equestrian “R.”
- (b) Championship western judges must consist of at least one double carded All-Around/regular AQHA/NRHA judge and may include a second All-Around/regular AQHA judge that has received an average score of at least a 4.
- (c) A judge who has been hired to officiate a conference championship cannot be hired to judge a regular season meet within that specific conference during that year.
- (d) A judge who has had a close relative (daughter, granddaughter, niece, sister) as a member of an NCEA equestrian team, may not judge the championship until the fifth year following said team member’s departure.

## **9.2 QUALIFICATION, SEEDING, ENTRIES**

### **9.2.1 Qualifying**

- (a) Teams will qualify to compete as a team through the NCEA Championship Selection Committee process.
- (b) In order for a school’s scores in a NCEA meet to count in Selection Committee review for the Championship, the following are required:
  - (1) Countable meets have a minimum of 4 riders per event in a head to head competition.
  - (2) There must be a minimum of four different athletes per discipline and a minimum of four athletes per event.
  - (3) In a four or more school tournament, in which an overall winner is determined, there must be a minimum of three riders per event.
  - (4) There is no limit on the maximum number of athletes per event provided both institutions are in agreement.
  - (5) A school must compete in a minimum of 3 countable meets to be considered for the Championship.
  - (6) In order for a meet to count towards NCEA selection, a new member school must declare their intent by contacting the NCEA Treasure to be invoiced for member prior to the meet.. (*effective January 2018*).

### **9.2.2 Seeding and team placement**

- (a) Seeding will be determined prior to Championship the NCEA Selection Committee.
- (b) First round placement of competing teams into brackets will be done by draw prior to the first day of meet.

### **9.2.3 Eligibility**

- (a) A rider must be listed in her event on the championship entry form in order to be eligible to compete or be listed as an alternate during the entire Championship.
- (b) Entries forms must be submitted by the deadline listed on the championship entry form.
- (c) Demonstration riders are ineligible for competition at the Championship.

## **9.3 CHAMPIONSHIP PAPERWORK**

### **9.3.1 Pre Championship**

#### **9.3.1.1 Timelines and required material during the post season (for the NCEA National Championship).**

- (a) **21** days prior to the NCEA National Championship the Championship Committee/ host institution must provide to the member institutions:
  - (1) Visiting Team Guide (*see appendix*)
  - (2) Equitation on the Flat tests, Reining and Horsemanship Patterns
  - (3) Elements of the Equitation over Fences Courses
- (b) **15** days prior to the Championship the Officials Committee/ host institutions must provide to the officials (judges and stewards):
  - (1) Current NCEA Manual
  - (2) Officials’ Information Sheet (*see appendix*)
  - (3) Equitation on the Flat tests, Reining and Horsemanship Patterns

### **9.3.2 During Championship**

#### **9.3.2.1 Draw**

- (a) Championship draw guidelines will be established by the Championship show secretary and approved by the Championship Committee. The draw guidelines will be stated in the visiting team guide and the show secretary in turn has the right to enforce the guidelines established.
- (b) The Championship show secretary will be able to conduct the draw without the steward being present.
- (c) A draw will also occur to determine which team will be placed on left/right side of bracket.

#### **9.3.2.1 Scorecards**

- (a) At the Championship a rider's first and last name will be written on the scorecard in all 4 events.

## **9.4 CHAMPIONSHIP ROUTINE**

### **9.4.1 DRAW**

#### **9.4.1.1 NCEA National Championship Drawing for Horses.**

- (a) Placement of horses into brackets will be made by steward(s) and the Horse Selection Committee (appointed by Championship Committee) with the final decisions made by a steward.
- (b) Drawings for horses within a bracket will be by lot. Within a bracket, both schools will compete on the same horses in each event (i.e. each event is drawn twice).
- (c) Horse order of go will be determined prior to draw and rider order of go will be determined by the horses drawn.
- (d) The owner of a horse that is being used in the meet may draw that horse provided the institution has paid for all the actual and necessary expenses for that horse for a minimum of one semester and the horse is available for all student athletes to ride during the season and is not ridden solely by the owner. The owner may not draw the horse during the initial semester the institution begins the lease.
- (e) A senior judge for each bracket will be randomly determined by event management during the drawing for horses.
- (f) When a competing rider has a personally owned horse in the draw, that rider must be drawn first without her horse in the pool of potential draws. For additional definition of horses owned by competitors (see rule 5.1.1.1.3f).

## 9.4.2 SCHOOLING

### 9.4.2.1 NCEA National Championship Schooling for Horses.

- (a) At NCEA National Championship, any round spanning over two days will use a separate fence course for each day.

## 9.4.3. DEMOS

### 9.4.3.1 NCEA National Championship Demos for Horses.

- (a) A minimum of two demonstration rides will be performed for the judges in Horsemanship and Equitation on the Flat. Demonstration rides will be completed prior to the 4 minute timed warm-ups. Demonstrations in Reining and Equitation over Fences are optional. The steward(s) will watch the demonstration ride from the judge's perspective and questions or concerns will be addressed at this time.
- (b) Teams may nominate themselves to provide a demonstration rider and riders will be selected and assigned to each round at random. Two riders will be assigned per round in each event.
- (c) Demonstration riders are ineligible for competition at the Championship.
- (d) Riders will not wear any equipment with school affiliation. Western riders will wear a white button up shirt with no embroidery or embellishments, as well as a black hat, chaps, and boots. Hunter Seat riders will wear a white shirt and dark jacket with no school colors.

## 9.4.4 SCORING

### 9.4.4.1 NCEA National Championship Scoring/Ties/Awards.

- (a) An individual rider's score will be determined by dropping the high and low score then summing the remaining three scores.
- (b) In the case of an overall team tie; a tiebreaker utilizing the Western equivalency formula will be used. It is the Western discipline score total multiplied by 2.5 minus 100 multiplied by the number of counted scores.  $WE = ((\text{score})2.5) - (100 * (\text{number of scores}))$ . Number of scores must reflect the total number of scores used in the summation (a score per judge). For example, at the Championship with 4 riders in horsemanship and reining there are 8 scores, therefore 8 should be the multiplier.
  - (1) The first tiebreaker when the overall point totals are the same is: (Hunter Seat raw scores)+ (WE) with the highest summation of the two teams winning.
  - (2) The second tiebreaker when the overall point totals are the same is: (Hunter Seat raw scores (add back the high and low drop scores))+ (WE(add back the high and low drop scores)) with the highest summation of the two teams winning. For this example, 40 should be the multiplier.
- (c) Team awards given will be at the discretion of the Championship Committee. It is also encouraged that all participating athletes receive a participation memento award.
- (d) The following titles will be awarded:
  - (1) NCEA Equestrian National Champion
  - (2) NCEA Hunter Seat National Champion
  - (3) NCEA Western National Champion
  - (4) NCEA Equitation On the Flat National Champion
  - (5) NCEA Equitation Over Fences National Champion
  - (6) NCEA Horsemanship National Champion
  - (7) NCEA Reining National Champion

### 9.4.4.2 Most Outstanding Player Designation (MOP)

- (a) At the NCEA National Championship, one MOP will be selected at the completion of the tournament for each event by the conference of appropriate judges for the Team competition.
  - (1) MOP's must have competed at least 2 times during the Championship in Team competition.
  - (2) Only those competitors will a 50% or greater win record at the Championship in the Team competition are eligible to be selected for the MOP.
  - (3) Ties will be excluded from the rider's statistics at the Championship and will therefore not be considered as a win or a loss.
- (b) At the NCEA National Championship, one MOP will be selected at the completion of the tournament for each event by the conference of appropriate judges for the Event competition.

- (1) MOP's must have competed at least 2 times during the Championship in Event competition.
- (2) Only those competitors with a 50% or greater win record at the Championship in the Event competition are eligible to be selected for the MOP.
- (3) Ties will be excluded from the rider's statistics at the Championship and will therefore not be considered as a win or a loss.

## 9.4.5 VIDEO REVIEW

### 9.4.5.1 Voting Procedure

(a) A re-ride may be granted when 3 out of the 5 judges agree to the re-ride. The parameters and process for the re-ride will be the same as found in section 6.1.4

### 9.4.5.2 Video Review at NCEA National Championships for Horsemanship

(a) A video review or conference may be requested by either judge in the event that a five point or greater variance exists between the two judges' scores.

(b) A video review may be requested by a coach, through a steward, in the event that a five point or greater variance exists between the two judges' scores and video review is not requested by the judges.

(c) No judges shall be required to change his/her score following a conference or video replay. Each judge's decision is an individual call based on individual decision from a conference or video replay.

### 9.4.5.3 Video Review at NCEA National Championship for Reining.

(a) Video review for the reining event will adhere to the standards of NRHA: "Judges may not confer on any penalty or maneuver score prior to submitting a score. If a major penalty (a penalty which results in a no score, a 0 or a 5 point penalty) is unclear, a judge will submit his/her score and ask that the score be held, pending a conference or review of the official video at the next drag or as soon as practical. Should the judges determine via conference or video replay that a penalty was incurred, it should be applied. If however, no penalty occurred, the score will be announced as originally submitted. No judge shall be required to change his/her score following a conference or video replay. Each judge's decision is an individual call and based on individual decision from a conference or video replay."

(b) Video review may be requested by a coach, through a steward in the event that

(1) One or both judges give a composite score of zero to a competitor

(2) Feel that a rider should have received a zero

(3) A five point or greater variance exists between the two judges' scores and a video review is not requested by the judges.

(c) No judge shall be required to change his/her score following a conference or video replay. Each judge's decision is an individual call and based on individual decision from a conference or video replay.

## 9.4.6 WARM-UPS. Warm ups at championships will run in corresponding competition arenas

### 9.4.6.1 FLAT

For Equitation on the Flat, each rider will be given a four-minute warm-up outside of the competition arena. No limit is set on the movements and gaits to be performed. If the steward determines that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on loose rein for the balance of the timed warm up. After the timed warm-up, each rider will be allowed to walk on a loose rein prior to entering the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. At the completion of the ride previous, the next rider is allowed to school and tune her horse. This time may be used at the rider's discretion as long as they do not enter the competition arena prior to the start of the test. An audible and visible signal will be used by the senior judge to designate his/her readiness for the rider to enter the competition arena. After the signals, the rider has 45 seconds to enter competition arena. If the judges require more time to finish scoring, the rider will receive extra time at no penalty. If a rider enters the arena prior to the judge's signals, they will be eliminated. If the rider fails to make an attempt to enter the arena within the 45 seconds, the steward may alert the rider that she must enter the arena. The steward may also give the rider and coach an initial warning, which would result in one minor infraction awarded to the team.

### 9.4.6.2 FENCES

For Equitation over Fences, each school will be given a four-minute warm-up outside of the competition arena. There will be a minimum of a vertical and oxer available to jump. The rider may jump the jumps in any combination a total of 4 times. No limit is set on the movements and gaits to be performed. If the steward feels that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up. Each rider will be allowed to walk on a loose rein prior to entering the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the

discretion of the stewards. Jumping more than four fences results in a disqualification. In the event that a fence is knocked down in warm-up, a coach or event management may reset the fence. No time is to be added to the warm up for a horse knocking over a fence. An audible and visible signal will be used by the senior judge to designate his/her readiness for the rider to enter the competition arena. After the signal, the rider has 45 seconds to begin the course.

#### **9.4.6.3 HORSEMANSHIP**

For Horsemanship, each rider will be given a four-minute warm-up outside of the competition arena. No limit is set on the movements and gaits to be performed. If the steward feels that the rider is over-riding or schooling movements in excess, he/she may issue a warning to the offending rider. If a second warning is issued during this time to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up. After the timed warm-up, each rider will be allowed to walk on a loose rein prior to entering the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. Each rider is allowed up to 45 seconds to enter the competition arena to prepare their horse. Riders are limited to walking, jogging, stopping and backing up their horse. If the judges require more time to finish scoring, the rider will receive extra time at no penalty. Horsemanship patterns will designate when the time may start during the previous rider's pattern. A visible signal will be used by the senior judge to designate his/her readiness for the rider to enter the arena.

#### **9.4.6.4 REINING**

For Reining, each rider will be given a four-minute warm-up outside of the competition arena. The steward may use their discretion in issuing a warning for a minor infraction (over-riding, excessive schooling of movements, etc.). If a second warning is issued during this time, the rider's warm-up time will end and she will be required to walk on light contact for the balance of the timed warm-up. After timed warm-up, each rider will be allowed to walk on a loose rein from the completion of the warm-up to the entering of the competition arena. A rider may ride on a light contact for safety concerns but may not school or flex the horse during this time. Stewards shall give an initial warning to coaches and/or competitors that they feel are in violation of a minor infraction at any time during the timed-warm up or in the holding area. If a warning is issued outside of the timed warm-up period, following the initial warning, any subsequent infractions may result in elimination of the rider that the infraction occurred with at the discretion of the stewards. Each rider is allowed up to 45 seconds to enter the competition arena to prepare her horse. Riders are limited to walking, jogging, stopping and backing up their horse. If the judges require more time to finish scoring, the rider will receive extra time at no penalty. Reining patterns will designate when the time may start during the previous rider's pattern. A visible signal will be used by the senior judge to designate his/her readiness for the rider to enter the arena.

### **9.4.7 Fence Courses**

- (a) There shall be a minimum of ten and a maximum of fourteen jumping efforts with two changes of direction as defined by the US Equestrian.
- (b) Any round panning over two days will use a separate fence course for each day.

## **9.5 Championship Format**

**9.5.1 Awards.** At the NCEA National Championship the following will be awarded:

- (1) Team National Championship
- (2) Hunter Seat National Title
- (3) Western National Title
- (4) Equitation on the Flat National Title
- (5) Equitation over Fences National Title
- (6) Horsemanship National Title
- (7) Reining National Title

### **9.5.2 Event National Titles**

- (1) Teams in each event will qualify to compete through the NCEA Championship Selection Committee process.
- (2) Seeding will be determined prior to meet by the NCEA Selection Committee. First round placement of competing teams into brackets will be done by draw prior to the first day of meet. A draw will also occur to determine which team will be placed on left/right side of bracket.
- (3) Teams will play through a single elimination bracket to determine the Event Title winner in Equitation on the Flat, Equitation Over Fences, Western Horsemanship and Western Reining.

### **9.5.3 Discipline National Title**

- (1) Teams that compete in either both hunter seat event title brackets or both western event title brackets will be eligible to win either the Hunter Seat National Title or the Western National Title.
- (2) The Discipline National Title winners will be based on points earned throughout the Event Title Brackets.
  - i) The point system to determine the discipline National Champions will be as follows: Event Champion = 11pts, Event Runner up = 7pts, Event Semi-finalist =4pts, Event Quarter-finalist =2pts. The team with the most points accumulated in both western or hunter seat will be the Western or Hunter Seat National Title winner.

- ii) If a tie occurs for either Discipline National Title the first tie breaker will be percent of head to head points won by a University through both event brackets (Total number of points won by the university in both events/ Total number of possible points that the University competed for)
- iii) If a tie still remains after the first tie breaker, the discipline National Champion will be determined by the panel of judges for the events in question.

#### **9.5.4 Team National Championship**

- (1) In order to be eligible for the team competition an institution must sponsor both disciplines and compete in both disciplines throughout the regular season.
- (2) Teams will qualify to compete as one team through the NCEA Championship Selection Committee process.
- (3) Seeding will be determined prior to meet by the NCEA Selection Committee. First round placement of competing teams into brackets will be done by draw prior to the first day of meet. A draw will also occur to determine which team will be placed on left/right side of bracket.
- (4) Teams will play through a single elimination bracket to determine the National Champion.

**9.5.5 Schedule.** NCEA National Championship schedule will be determined by the Championship Committee.

## **Specialty Competitions, Awards and Recognitions**

**10.1 NRHA REINING DERBY.** Four riders will be selected to go to the National Collegiate Reining Championship. The Selection Committee will use all the following criteria to select riders for the NRHA Derby:

- (a) The Reining 1<sup>st</sup> Team All-Americans from the current season will be selected to participate in the NRHA Reining Derby.
- (b) The Reining 2<sup>nd</sup> Team All-Americans from the current season will be used in their ranked order to fill alternate positions.

### **10.2 NCEA ALL-AMERICAN TEAM**

**10.2.1 1st Team All-Americans.** The top 4 riders, who meet the established criteria below, will be selected and named 1<sup>st</sup> Team All-Americans in their respective event by the Selection Committee.

**10.2.2 2nd Team All-Americans.** The next 4 riders meeting the criteria will be selected and named 2<sup>nd</sup> Team All-Americans in their respective event by the Selection Committee.

**10.2.3 Honorable Mention.** All remaining riders who meet the established criteria below will be selected as Honorable Mention All-Americans. There shall be no limit on the number of riders who receive Honorable Mention All-Americans so long as they meet the criteria below.

#### **10.2.4 Criteria.**

- (a) Must have a 67% or higher winning percentage, excluding ties.
- (b) Compete in a minimum of 5 NCEA qualifying meets as defined in 9.2.1.
- (c) Have at least an adjusted NRS score of:
  - (1) 85 for Equitation on the Flat
  - (2) 90 for Equitation over Fences
  - (3) 77 for Reining
  - (4) 80 for Horsemanship

**10.3 NCEA RIDER OF THE YEAR.** The rider of the year for each event would be selected in the May meetings by the head coaches' vote. Each school would use the ballot provided to nominate 4 riders (one from each event) to the head coaches. These ballots would be organized by the promotions committee to present to the group. Head coaches could not vote for their own student athletes. This would be decided by overall performances over the year but would include post season events.

**10.4 COACH OF THE YEAR.** Each school receives one vote and cannot vote for their staff. Nominee must have coached a minimum of one year and may be a Head Coach or an assistant coach. To be announced at the summer annual meeting.

### **10.5 NCEA ACADEMIC TEAM**

The top academic student-athletes will be selected by the following criteria and submitted to the Selection Committee. There shall be no limit on the number of athletes who may receive this award so long as they meet the criteria below. Submissions must be certified by an Institutional Official.

#### **10.5.1 1st Team**

- (a) Must have competed in a minimum of 70% of their schools meets, not including demo or exhibition rides.
- (b) Earned a cumulative GPA of 3.5 while maintaining full-time enrollment in the previous Spring and Fall semesters respectively.

#### **10.5.2 2nd Team**

- (a) Must have competed in a minimum of 60% of their schools meets, not including demo or exhibition rides.
- (b) Earned a cumulative GPA of 3.25 while maintaining full-time enrollment in the previous Spring and Fall semesters respectively.

#### **10.5.3 Honorable Mention**

- (a) Must have competed in a minimum of 50% of their schools meets, not including demo or exhibition rides.

(b) Earned a cumulative GPA of 3.00 while maintaining full-time enrollment in the previous Spring and Fall semesters respectively.

**10.6 NCEA ELITE EQUESTRIAN STUDENT-ATHLETE AWARD.** This will be awarded to the student-athlete with the highest cumulative GPA on a top four team from the NCEA National Championships.

(a) The cumulative GPA will be based (on) the student-athlete's entire academic experience at their current institution. Academic forms must be certified by an Institutional Official and submitted to the Selection Committee.

(b) The student athlete must be at least a sophomore in academic and athletic standing and in at least her second year of competition at her institution.

(c) She must have competed a (at least) once in either discipline at the NCEA National Championship.

(d) In the event of a tie for the highest cumulative GPA, the student athlete with the highest credit hours will be selected.

**10.7 NCEA HONOR ROLL.** The top academic student athletes who have earned a cumulative GPA of 3.25 while maintaining full time enrollment in the previous Spring and Fall semesters respectively. There shall be no limit on the number of athletes who receive this award so long as they meet the criteria. Submissions must be certified by an Institutional Official.

**10.8 NCEA TOP 10 HORSES.** The top 10 horses in each event will be selected and named by the Selection Committee.

**10.9 NCEA STUDENT ATHLETES OF THE MONTH.** The NCEA Selection Committee will recognize monthly outstanding student athletes in each of the four events throughout the competition season. These equestrian student athletes will have displayed exceptional skill, overcome adversity, made a "game changing" ride, or led their team in a unique way that warrants recognition from that previous month's competitions. Every NCEA school will have the opportunity to nominate a student athlete for each of the following:

a) NCEA Hunter Seat Equitation of the Flat Student Athlete of the Month

b) NCEA Hunter Seat Equitation over Fences Student Athlete of the Month

c) NCEA Western Horsemanship Student Athlete of the Month

d) NCEA Western Reining Student Athlete of the Month

**10.10 NCEA TEAM SPORTSMANSHIP AWARD.** Award will recognize team sportsmanship throughout the year and at the NCEA National Championship. Each school receives one vote and cannot vote for their own team. To be announced at the summer annual meeting.

**10.11 NCEA ALL CHAMPIONSHIP TEAM**

**10.11.1** 5 riders per event, who meet the established criteria below, will be selected and named to the NCEA All Championship Team in their respective event by a vote by the coaches.

(a) 4 riders per event will be voted on by coaches following the event. Coaches are not permitted to vote for their own riders.

(b) Host school office will keep track of stats and compile a list of qualified athletes which will be released to coaches and voted on immediately following each event in the Championship round

**10.11.2 Criteria.**

(a) Must have a winning record at the Championship

(b) Must have competed at least 2 times during the Championship

(c) The MOP in each event from the Team competition will automatically earn a spot

(d) The MOP in each event from the Event competition will automatically earn a spot

i) If the Team competition MOP and the Event competition MOP are the same student-athlete, then there will only be 4 members of the All Championship Team in that particular event.

**10.12 MOST OUTSTANDING HORSES AT THE NCEA CHAMPIONSHIP**

**10.12.1** One horse per event will be selected and named the Most Outstanding Horse in their respective event by a coaches' vote.

(a) One vote per school is permitted.

(b) Event Management will compile the ballot at the completion of the semi-final round. The ballot will be e-mailed to coaches for a vote.

**10.12.2 Criteria.**

(a) The judges will nominate three horses per event at the completion of the Semi-Finals Round.

(b) All four Championship round horses per event will be automatically nominated.

**10.13 AQHA COLLEGIATE HORSEMANSHIP CHAMPIONSHIP.** Eight riders from the NCEA will be selected to compete at the AQHA Collegiate Horsemanship Championship as part of the AQHYA World Championship Show. Selection committee will use the following criteria to select riders:

(a) The horsemanship 1<sup>st</sup> and 2<sup>nd</sup> team All-Americans from the current season will qualify to participate in the AQHA Collegiate Horsemanship Championship

(b) Four alternates will be selected and ranked from the Horsemanship Honorable Mention All-Americans.

(c) If not enough student-athletes are available from the Honorable Mentions, the selection committee will identify additional student-athletes for the remaining alternate spots based on regular season statistics.



## NATIONAL COLLEGIATE EQUESTRIAN ASSOCIATION COACHES CODE OF CONDUCT

I recognize the tremendous growth that has been made in the past few years and the need to maintain that positive momentum. I must continue to attract more interested fans, student-athletes and sponsors to our sport. I must do so in a professional manner and interact with the public, our colleagues and lead my student-athletes with the highest degree of integrity. I therefore pledge to uphold the following Code of Conduct and to report violations to the steward immediately as well as on a Post Meet Form.

**I, as a representative of the National Collegiate Equestrian Association will:**

- Maintain ethical standards and NCAA compliance when coaching, exhibiting, watching and/or officiating competitions.
- Adhere to the most recent National Collegiate Equestrian Association manual.
- Adhere to the professional standards of the NCAA, US Equestrian, AQHA and my Institution.
- Demonstrate control and treat everyone with dignity and respect (student-athletes, horses, colleagues, officials, opponents, administrators, parents, spectators, media, etc....).
- Conduct all competitions with integrity and accuracy in an open and forth right manner.
- Refrain from engaging in any contact with the judges beyond contracting and orienting them for the competition.
- Behave in a manner that is consistent with the promotion of the National Collegiate Equestrian Association.
- Act as a positive role model for all student-athletes.
- Educate the student-athletes, parents, spectators, etc. regarding permissible conduct at a National Collegiate Equestrian Association event.

**I understand that unethical behavior will not be tolerated and may result in the following consequences:**

- Reported on Competition Report.
- Reported by the Compliance Committee on the Executive Committee conference call agenda and recorded in the minutes.
- Violations will result in a letter from the Compliance Committee to my Sport Administrator.
- Repeat violations may result in a letter from the Compliance Committee to my Athletic Director and/or Conference Office.
- Enforcement of the rule violations as outlined in the National Collegiate Equestrian Association manual, 4.2

**Coaches Signature:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*All signed forms need to be turned into Compliance Committee Chair by 5PM CST on September 1 of each year. Failure to do so will result in a Level III violation and fine.*



Team A University vs. Team B University

**Host School:** Team A University

**Date:** MM/DD/YYYY

**Show Manager(s):**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Contacts:**

Head Coach: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Director of Operations: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Other Staff: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Officials:**

Western Judge: \_\_\_\_\_ Cards: \_\_\_\_\_  
Hunter Seat Judge: \_\_\_\_\_ Card: \_\_\_\_\_  
Steward: \_\_\_\_\_ From: \_\_\_\_\_  
Steward: \_\_\_\_\_ From: \_\_\_\_\_

**Events:**

	<u>Classes:</u>	<u>Countable Rides:</u>	<u>Exh. Rides:</u>
Equitation over Fences	_____	_____	_____
Equitation on the Flat	_____	_____	_____
Horsemanship	_____	_____	_____
Reining	_____	_____	_____

**Tests:**

AQHA Reining Pattern: # \_\_\_\_\_ Usable Arena Space: \_\_\_\_\_  
Horsemanship: pattern: # \_\_\_\_\_ \_\_\_\_\_  
Equitation on the Flat: # \_\_\_\_\_ \_\_\_\_\_  
Equitation Over Fences: attached/enclosed \_\_\_\_\_

**Fence Height:** Countable Rides: \_\_\_\_\_ Exh. Rides: \_\_\_\_\_

**Location:**

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Directions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entries Due:**

\_\_\_\_\_

**Event Schedule:**

Draw: \_\_\_\_\_

Hunter Seat Coaches Meeting: \_\_\_\_\_

Western Coaches Meeting: \_\_\_\_\_

Class Schedule: \_\_\_\_\_

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**Concessions:**

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**First Aid:**

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**Area Hotels:**

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**Area Food:**

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*This Visiting Team Guide show bill is to be sent to the visiting school(s) by 5 p.m. of the earliest time zone of schools competing in the event 15 days prior to the competition. Included with the Visiting Team Guide should be: Entry Form, Horsemanship pattern # with cone measurements, Reining pattern #, Equitation on the Flat pattern # and Fence Course. All courses and patterns must include the usable arena space.*



## OFFICIALS INFORMATION SHEET

### Format

- ❖ One rider representing each team is judged on the same horse. Each rider's goal is to beat the other rider's score on the same horse, not everyone in the class. Since the end result is the comparison of both riders on the same mount, judging to a standard is very important.
- ❖ Horses are assigned based on a random draw.
- ❖ There are four main events: Horsemanship, Reining, Equitation Over Fences and Equitation on the Flat. In each, only one rider competes at a time for judge's scores.
- ❖ Timed warm ups take place before the judging begins. Timed warm ups may not be watched by the judge but are watched by the steward.

### Steward's Responsibilities

- ❖ Monitoring and enforcing rules and regulations during the meet, including the presence of appropriate medical personnel on the grounds.
- ❖ Acting on behalf of the NCEA and NCAA as an advocate for student-athletes and the horses. To include instructing the host school or management to make any alteration to the meet (course, arena or to any technical detail association with the conduct of the meet) which he/she considers necessary per NCEA National Championship, NCEA and NGB rules, guidelines and interests.
- ❖ Attending Coaches' Meeting prior to competition; involves all schools' coaches, officials and scribes.
- ❖ Standing with coaches, from the judge's perspective, during demonstration rides to address questions or concerns.
- ❖ Investigating and acting upon any alleged rule violation without waiting for a protest.
- ❖ Observing and enforcing rules in the schooling (by non-competitors) and warm-ups (by competitors) for safety, lameness, suitability, adherence to time, use of correct natural and artificial aids and limits of elements allowed during warm-ups.
- ❖ Issue warnings or eliminations when necessary due to minor infractions during a meet. These include but are not limited to coaching during meet, over-schooling, excessive use of aids on horse, excessive schooling of movements, schooling outside of warm up time. If a second warning is issued to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up.
- ❖ Enforcing good sportsmanship, ethics and fair play of coaches, competitors, staff and fans.
- ❖ Giving initial warning to coach, competitor and/or spectators he/she feels are in violation of minor infractions (coaching during competition, schooling outside of warm-up, etc.) and eliminating the offending rider on a second same infraction
- ❖ Granting re-rides or replacing horses with alternates if a horse is unsound or unsuitable in schooling or warm-up
- ❖ Notifying all coaches of re-ride requests
- ❖ Communicating with the judges after a competitor's ride to present a coach's request for a re-ride during competition (stopping competition during communication)
- ❖ Referring the judge to the appropriate rules for the re-ride and may help in answering questions from the judge about the rulebook. Re-ride requests to the judge are made without the opinions of coaches or steward. The judge is the final interpretation of the rules and the final word on the whether a re-ride is granted.

- ❖ Working with event management to integrate alternate horses into the schedule
- ❖ Approving the final scores (signature required)
- ❖ Completing a steward's report at the completion of meet (required within two business days)

## **Judge's Responsibilities**

- ❖ Monitoring of the rules and regulations during competitors' rides
- ❖ Attending Coaches' Meeting prior to meet; involves all schools' coaches, officials and scribes
- ❖ Investigating and acting upon any alleged rule violation without waiting for a protest
- ❖ Giving a standardized numerical score to each ride
- ❖ Granting re-rides or replacing horses with alternates if a horse is unsound or unsuitable in the competition arena
- ❖ Selecting an MOP for each event
- ❖ Remaining on the grounds until released by show management after verification of scores

## **Frequent Topics**

### **General**

- ❖ Professional attire meeting AQHA and/or US Equestrian rules is requested. You are asked not to wear clothing representing any collegiate institution or to show favoritism in any way to competing institutions.
- ❖ Expecting and enforcing honesty, sportsmanship and fair play – stewards may warn and eliminate.
- ❖ Conversation with coaches should be kept to a minimum during the competition day.
- ❖ Plan to arrive at least 1 hour prior to the actual start of competition. You may be requested by the host school to arrive earlier.
- ❖ Please let the host school know if you have any special needs during the meet. When there is a break in the action feel free to use your scribe to get food or drinks for you. You will be asked to remain on the show grounds until dismissed by the host school. There is an inquiry period after the score sheets have been dispersed. Your assistance may be required at this time.
- ❖ We value your feedback. We welcome your thoughts on our format and what we can do to improve our meets.
- ❖ Please no smoking or smoke in a designated area only. Please do not use your cell phone while judging. You can make calls between events if there is a break.

### **Horses**

- ❖ All horses should be safe, schooled previously in the competition arena, typed and suited for their particular event
- ❖ No horse may be ridden in a meet more than four times in a day or re-schooled between competitors.
- ❖ All fence horses listed as competing or alternate must be schooled over all lines including bending and broken lines that are set at a related distance
- ❖ Horses may be medicated under US Equestrian therapeutic drug guidelines.
- ❖ Tack and aids follow US Equestrian Hunter Seat Equitation guidelines and AQHA rules with exceptions to allow protective boots, running martingales, bits and cavessons at the discretion of the horse provider. The steward will make final approval if a school protests non-regulation equipment.
- ❖ All riders must adhere to the distributed horse list which details allowed spurs, crops, one or two handed, lead changes, etc.

## **Warm-ups**

- ❖ For Equitation on the Flat the rider receives 4 minutes with no limitations on movements or gaits. They can begin schooling again at the completion of the previous ride and they have 45 seconds to enter the flat arena after the audible and visible signal are given.
- ❖ For Horsemanship the rider receives 4 minutes with no limitations on movements or gaits. They can begin schooling again at the completion of the previous ride and they have 45 seconds to enter the competition arena. A visible signal will be used by the judge to indicate their readiness for the rider to start. Each rider is allowed an additional 45 seconds to the start of the pattern to school their horse using only the walk, jog, stop and back.
- ❖ For Equitation Over Fences the rider receives 4 minutes with no limitations on movements or gaits, but may only jump 4 fences. Combinations of two strides or less are considered one jumping effort in warm-ups. Refusals do not count as fences and no time is added for fences knocked down. They have 45 seconds to start their course after the audible and visible signal are given.
- ❖ For Reining the rider receives 4 minutes with no limitations on movements or gaits. Fencing is not permitted during the 4 minutes. The steward may limit a rider's maneuvers, after a warning, if they believe the rider misuses the 4 minutes to the horses' detriment. Each rider is allowed an additional 45 seconds to the start of the pattern to school their horse using only the walk, jog, stop and back.
- ❖ Coaching is permitted during warm-ups.
- ❖ If a competitor falls during a warm-up, time is stopped to adequately check the safety and status of both rider and horse. If the rider is not injured, she may remount and continue her warm-up.
- ❖ In the event that a horses' equipment breaks, malfunctions, etc. during the warm-up all riders will be stopped. The steward and coaches will work together to fix the equipment and then resume the timing where it left off.

## Scoring and Event Routine

### General

- ❖ Judges may watch the horses being schooled by non-competing riders. Judges are also encouraged to read the horse sheets provided by the host school and walk the over fences course. Horses are to be judged to a standard. Though the horses may have different abilities, the score should be reflective of the ride seen by the judge.
- ❖ Judges will see each horse go twice in competition with a rider from each competing team
- ❖ Difficulty of each horse should not be factored into the judge's scores, as you will see the horse ridden by a rider from each team
- ❖ Two rules-educated scribes shall be supplied for each judge, one by the hosting school and one by the visiting school. The host school may have an additional scorer used to calculate.
- ❖ Scribes may communicate score card information to the judge previous to the start of the test or at the judge's request (names, lead changes, number of hands on the reins, descriptions of the maneuvers and penalties). During the test, they are only allowed to communicate with the judge by saying "score" when a score is required. A scribe is not allowed to remark on the rider's test, even if requested by the judge; i.e. a scribe is not allowed to help the judge determine if a rider is on pattern or has completed a required maneuver. The only reference a scribe can make to a previous test is the score of the immediately previous test.
- ❖ At least one copy of each of the US Equestrian Hunter Seat Equitation Rulebook, US Equestrian Hunter Rulebook, US Equestrian General Rulebook, and AQHA Rulebook are to be available for use by the stewards at all times.
- ❖ Do not worry about splitting ties or ranking the riders in each event. Riders should NOT be compared, instead they should be judged as you see them and to your standard (exception is fences, where this is permitted).
- ❖ A Most Outstanding Player (MOP) should be chosen for each event. This is the rider you believe to be the best in the event. You can use any criteria you would like to determine this individual. She does not have to be the highest scoring rider in the event. Only those competitors who have

won their point are eligible to be selected for the MOP. Judge may review his/her scorecards at the end of each event in order to choose an MOP.

- ❖ Please use the comment area and your scribe. You may want to comment on rider position, how the horse is handled and/or the pair's performance throughout the test. By making comments, you are giving rationale as to why each rider received a certain score.

### **Appeals, Substitutions, Alternates, Re-rides**

- ❖ Only coaches may approach a steward for an appeal or re-ride.
- ❖ Substitution can be made to competitors any time prior to the draw; after this time, only a medical reason deemed by the medical trainer and approved by the steward will be allowed
- ❖ Judges shall continue to score all rides even in the event that a composite score of zero may be given.
- ❖ Judges have the authority to grant or not grant re-rides at their own discretion or at the request of a coach.
- ❖ After a re-ride is granted, both riders will be allowed a timed warm-up before competing on the alternate horse. Only the scores from the alternate horse will count.
- ❖ In the event of an extraordinary circumstance, the judge has the discretion to use their common sense to resolve the situation. If the resolution contradicts this manual it must be noted in the steward's report.

### **Video Review**

- ❖ A video review may be requested by the judge at any time during the meet. The steward will determine the time and place to watch the review before the end of that particular event.
- ❖ A video review request by a coach is only in the event that a disqualification occurred or should have occurred. These are requested through the steward and must be within ten minutes of the end of the said event. The steward is permitted to discuss the reason for the request with the judge
- ❖ No judge is required to change his/her score following the video replay.
- ❖ The use of video equipment during a competition is permissible only if the judge and steward have reason to believe that all rounds have been videotaped and were videotaped from the same position.
- ❖ In the event video equipment fails during the meet, no video review will be used.

### **Equitation on the Flat**

- ❖ The judge will be placed at 'C' unless another arrangement is made and agreed upon by the judge/steward and both coaches.
- ❖ Judges signal with a bell or whistle to tell rider when to enter the ring. There will also be a visible signal given by the scribe to signal when the judge is ready. This is to ensure the judges have enough time to make all the comments they want about the previous rider.
- ❖ If a rider enters the arena before judge's signals the rider will be disqualified.
- ❖ If there is less than 15 meters around the entire outside of the flat arena the competitor may enter and exit the arena at will during the 45 seconds. Once the signals are given, the rider must exit the arena and begin her test.
- ❖ The scoring range is from 0 to 10 using whole point increments. Half points are not allowed.
- ❖ A scorecard adopted by NCEA will be provided to you with maneuvers possibly broken down into several parts in the pattern. Please consider and allow the score to reflect all the elements.
- ❖ Scorecards designate whether a horse performs simple or flying lead changes.
- ❖ Tests will include 9 written maneuvers and one collective mark for a total possible score of 100.
- ❖ The collective box is for overall performance and effectiveness of a rider.
- ❖ Each rider will be scored on the required test and numerical scores shall be written on each rider's test. Consistency is necessary.

- ❖ The scoring scale is as follows:
  - 10 Excellent
  - 9 Very Good
  - 8 Good
  - 7 Fairly Good
  - 6 Satisfactory
  - 5 Sufficient
  - 4 Insufficient
  - 3 Fairly Bad
  - 2 Bad
  - 1 Very Bad
  - 0 Not executed
- ❖ The rulebook requires at least 2 demonstration rides to occur prior to start of the 4 minute timed warm-ups. This is to familiarize the judge, scribe and scorer with the test. Coaches and stewards are present during this ride to help make clarifications, answer and ask questions. The judge may request the demo rider to perform the test as many times as they need to be comfortable with the test.
- ❖ Errors in Equitation on the Flat are divided between two categories: error of test and error of movement. An error of test shall result in a composite score of zero. An error of movement shall be penalized at the judge's discretion for that particular movement in the test.
  - An error of test is when a rider does not perform a required movement called for in the test
    - Rider never starts the required maneuver
    - Rider starts the test before the audible and/or visual signal is given
    - Rider exits the arena before completing the test. In competitions without clear boundaries the judge should eliminate the rider when they see all four legs outside the markers.
    - Rider turns the wrong direction or performs a maneuver tracking the incorrect direction
    - If the judge determines that the rider asked for a flying lead change on a designated simple change horse, the rider will be disqualified.
    - Rider adds or omits a movement or figure (including the halt as a movement)
  - An error of movement results from the rider's poor or incorrect execution of a movement in a test
    - Rider misses a gait change, lead, sitting vs. posting, forgetting to drop/pick up stirrups, incorrect sizing of figures
    - Rider attempts to complete the figure or movement (examples: leg yield that doesn't get to the rail, backs too many steps, fails to get the third lead change, etc.)

## **Equitation over Fences**

- ❖ Judge according to US Equestrian open numerical standards for hunter seat equitation. Please use US Equestrian Hunter Seat Equitation standard of scoring when judging rails during the course.
- ❖ Scorecards designate whether a horse has a simple or flying lead change
- ❖ An appropriate test shall be given that has 8-12 jumping efforts, two changes of direction and a minimum of 1/3 of the jumping efforts to be oxers
- ❖ There will be an audible and visible signal used by the scribe to signal when the judge is ready, indicating the rider to start the course.
- ❖ In the event that the rider goes off-course during the test, the rider will be given a composite score of zero.

- ❖ A total of three refusals or a fall of horse or rider will eliminate the rider, resulting in a score of zero.
- ❖ If the judge determines that the rider asked for a flying lead change on a designated simple change horse, the rider will be disqualified.
- ❖ You will be given a diagram of the course with the measured distances between lines. Please note that not all distances are set standard to US Equestrian distances. Because of this, you are encouraged to walk the lines on the course to form your own opinion of how the course should ride.

## Horsemanship

- ❖ A scorecard adopted by NCEA will be provided to you with the breakdown of maneuvers in the pattern. There may be more than one element per maneuver box. Please consider and allow the score to reflect all the elements. There will be no rail work.
- ❖ Scorecards designate if a horse is ridden with 1 hand or 2 hands and whether a horse may only do a simple lead change
- ❖ Each set of maneuvers within the pattern shall be scored from -1.5 to +1.5 using half point increments with 70 as the designated base.
- ❖ Penalties in horsemanship are as follows:
  - Minor faults – deduction of 1 point:
    - Break of gait at a walk or jog/trot up to 2 strides.
    - Turning over or under 1/8 to 1/4 of a prescribed turn.
    - Tick or hit of cone
    - Obviously looking down to check leads
  - Major faults – deduction of 3 points:
    - Not performing the specific gait or not stopping when called for in the pattern within 10 feet of a designated area
    - Incorrect lead or break of gait (except when correction an incorrect lead) at the lope
    - Break of gait at walk, jog or trot for more than two strides
    - Loss of stirrup
    - Flying lead change on a horse designated to complete simple lead changes
  - Severe faults – deduction of 5 points:
    - Loss of rein
    - Use of either hand to instill fear or praise while on pattern
    - Holding saddle with either hand
    - Cueing with the end of the romal
    - Blatant disobedience including kicking, pawing, bucking and rearing
    - Spurring in front of the cinch
    - Failure to drop or pick up stirrups where designated in pattern. Penalty will be assessed for every maneuver in with the rider fails to ride with or without stirrups as written in pattern.
- ❖ Riders have 45 seconds to additionally warm their horse up before they are expected to be ready at the cone. Riders shall not be penalized for not being ready to start their pattern on time. Judges will give a visible signal to designate their readiness for the rider to start.
- ❖ Any rider going off pattern will receive a composite score of zero. It is up to your discretion whether or not it is the rider's fault for going off pattern.
  - Disqualifications include: working on the wrong side of the cone, fall by horse or rider, Off pattern (including: knocking over cone, never performing designated gait or lead; over or under turning more than 1/4 of a turn)
  - Riders missing, extended gaits vs. regular gaits, etc. are not considered off pattern. The judge should score these mistakes and possible penalties appropriately.

- ❖ The rulebook requires at least 2 demonstration rides to occur prior to start of the 4 minute timed warm-ups. This is to familiarize the judge, scribe and scorer with the pattern. Coaches and stewards are present during this ride to help make clarifications, answer and ask questions. The judge may request the demo rider to perform the pattern as many times as they need to be comfortable with the pattern.

## **Reining**

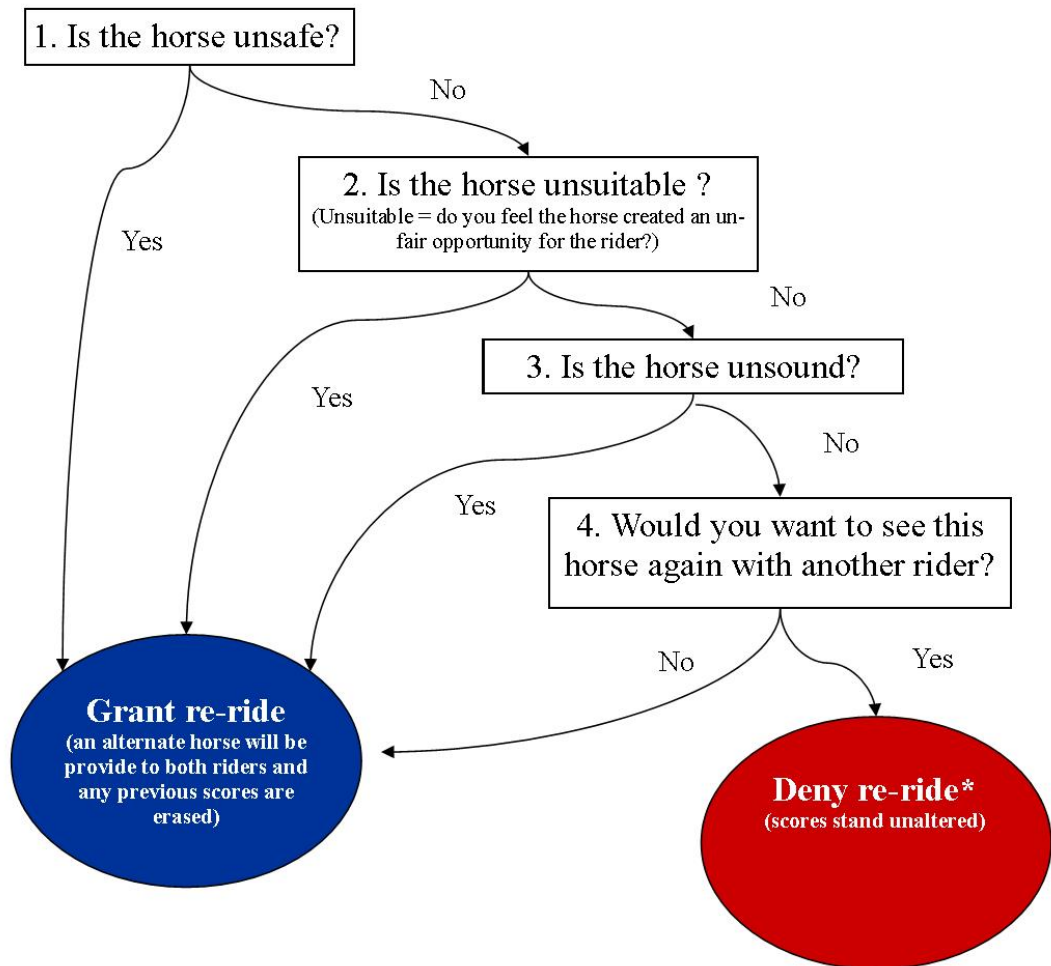
- ❖ Current AQHA scorecards are used.
- ❖ Scorecards designate 1 or 2 hands and whether a horse has a simple or flying lead change.
- ❖ Riders have 45 seconds to additionally school, limited to walk, jog, stop and back, before they are expected to start their pattern. Riders shall not be penalized for not being ready to start their pattern on time.
- ❖ Judges will give a visible signal to designate their readiness for the rider to start.
- ❖ Obvious horse errors do not result in a total score of zero
- ❖ Judges should score each maneuver to industry standard. Difficulty of the horse does not factor into maneuver score. A credit earning maneuver is only given when a rider is controlling the horse's every movement.
- ❖ On a horse designated as a "simple change":
  - A 2 point penalty will be assessed if a rider does not complete a simple change of lead through the center where a lead change is called for.
  - A rider will not be penalized for a break of gait to complete a simple lead change to be on the correct lead.
  - A simple lead change must be completed within 3 strides or a 1 point penalty will be assessed.



## Re-Ride Flow Chart

An official's guide to re-rides in NCEA competition

A re-ride has been requested...



\* Note: If this was the first ride, the second rider still has the right to request a re-ride after she competes. In this case, you would ask the same four questions to determine if an alternate horse should be used or not. If this was the second ride, the score stands and no further action is required.



## *Coaches, Officials and Scribes Meeting Check List*

### **Welcome**

- Welcome and introductions of coaches, staff and officials

### **Steward**

- The steward is our primary official, the advocate for our student-athletes and horses. Even though hired by the host university, he/she acts as if hired by NCEA.
  - Establish and enforce fair play, sportsmanship, good ethics and adherence to rules.
  - Unbiased liaison between coaches, scribes and judge for the duration of the meet; is comfortable answering and referring to rules, issues warnings, presents re-ride requests to judges, present during video reviews, eliminates when necessary, etc.
  - Empowered to resolve areas of conflict (whether between coaches, competitors, or other entities).
  - Able to issue warnings or eliminations when necessary due to minor infractions during a meet. These include but are not limited to coaching during meet, over-schooling, excessive use of aids on horse, excessive schooling of movements, schooling outside of warm up time. If a second warning is issued to the offending rider, her warm-up time will end and she will be required to walk on light contact for the balance of the timed warm up.
- At least one copy each of US Equestrian Hunter Seat Equitation Rulebook, US Equestrian Hunter Rulebook, US Equestrian General Rulebook, and AQHA Rulebook are to be available for use by the stewards at all times.

### **General Information**

- Establish presence of appropriate medical personnel on the grounds
- No exhibitor, booster, or parent shall approach or contact judges during the meet
- Discuss mode of communication with the steward during meet (location, walkie-talkie, etc.)
- Judges may not watch the competitors' warm-up; will be asked to physically turn away from arena
- MOP selection: only for competitors who have won their point

### **Scribes**

- Important job to accurately record and calculate the judges scores and comments for Horsemanship, Reining and Flat
- May say anything on the scorecard (one handed, lead changes, etc.)
- Alert you when not to watch riders warm-up
- Cannot discuss any matters pertaining to the meet (cannot answer if there was an extra spin, verify if they dropped stirrups, state "but that horse never does that")
- Cannot reference any score except the immediately previous test.
- Cannot have cell phone/communication during scribing
- Use a calculator to twice check, then display the unofficial scores; visible until the following score is calculated and displayed.

### **General Scoring**

- Judge to a standard

- Do not try to break ties
- Judges will see each horse twice, with a rider from each competing team
- Difficulty of horse should not be a factor in scoring because each team has the opportunity to ride the same horse
- Write in pen
- Score all the way through the round, even if the composite score will be zero
- Changes to scores need to be initialed, please take a moment to check each scorecard as you sign for accuracy
- Scorecards will be picked up after each round of horses (**EXCEPT Fences**), you can have them back at the end of the event to review the riders for MOP selection

## Re-rides

- A re-ride refers to when, by no fault of the rider, the horse is determined to be unsuitable or unsafe or **unsound** (reference flow chart)
- Judges, at their discretion, grant re-rides during the meet based on what they witnessed in the competition arena and stewards on what they witnessed anytime outside of the arena
- Only coaches can request a re-ride through the steward
  - All coaches must be notified of a re-ride request before the steward approaches the judge, so competitors can be on alert
- Between rounds, competition should stop briefly while the judge is approached
- The steward presents re-ride requests to judge during meet without the opinions of coaches or themselves. Refers the judge to the appropriate rules for the re-ride and may help answering questions from the judge about the rulebook. The judge is the final interpretation of the rules and the final word on whether a re-ride is granted.

## Video Review

- Set up from judge's perspective; all runs will be recorded
- Available to judge for any reason
- Coaches can only request review in the event a rider was, or should have been, given a score of 0
- When a video review is requested by a coach through the steward, the steward is permitted to discuss the reason for the request with the judge.
- A video review must be requested within ten minutes of the completed section of an event, when the last competitor's unofficial score has been displayed
- Score is to be held until the ride is reviewed
- Review will be done by the end of the event

*May divide the group at this point into Western and Hunter Seat*

## Horsemanship

- Demo ride
  - 2 scored demo rides are mandatory
  - Can see demo as many times as requested
  - The steward and both coaches will be present to ask questions, answer questions and make adjustments
- 45 second warm-up; visible signal; walk, jog, stop and back
- Do not penalize the rider for not being ready at the cone
- Scorecards designate 1 or 2 hands and whether a horse may only do a simple lead change
- Penalties in horsemanship are as follows:
  - Minor faults – deduction of 1 point:
    - (1) Break of gait at a walk or jog/trot up to 2 strides.

- (2) Turning over or under 1/8 to 1/4 of a prescribed turn.
  - (3) Tick or hit of cone
  - (4) Obviously looking down to check leads
- Major faults – deduction of 3 points:
  - (1) Not performing the specific gait or not stopping when called for in the pattern within 10 feet of a designated area
  - (2) Incorrect lead or break of gait (except when correction an incorrect lead) at the lope
  - (3) Break of gait at walk, jog or trot for more than two strides
  - (4) Loss of stirrup
  - (5) Flying lead change on a horse designated to complete simple lead changes
- Severe faults – deduction of 5 points:
  - (1) Loss of rein
  - (2) Use of either hand to instill fear or praise while on pattern
  - (3) Holding saddle with either hand
  - (4) Cueing with the end of the romal
  - (5) Blatant disobedience including kicking, pawing, bucking and rearing
  - (6) Spurring in front of the cinch
  - (7) Failure to drop or pick up stirrups where designated in pattern. Penalty will be assessed for every maneuver in with the rider fails to ride with or without stirrups as written in pattern.
- Composite score of zero
  - Rider never starts the required maneuver
  - Rider and horse exit arena prior to the completion of the pattern
  - Rider demonstrate illegal use of hand(s) on reins
  - Rider works on the wrong side of cone
  - Fall by horse or rider
  - Off pattern (including: knocking over cone, never performing designated gait or lead, over or under turning by more than ¼ of a turn)

## Reining

- AQHA scoring system
- Score each maneuver to industry standard
- Difficulty of horse should not be considered in maneuver score
- A credit earning maneuver is only given when a rider is controlling the horse's every movement.
- Control should take precedent over speed and maneuver difficulty.
- Scorecards designate 1 or 2 hands and whether a horse has a simple or flying lead change
- Use of visible signal
- 45 seconds – walk, jog, stop and back
- On a horse designated as a “simple change”:
  - A 2 point penalty will be assessed if a rider does not complete a simple change of lead through the center where a lead change is called for.
  - A rider will not be penalized for a break of gait to complete a simple lead change to be on the correct lead.
  - A simple lead change must be completed within 3 strides or a 1 point penalty will be assessed.

## Equitation Over Fences

- US Equestrian open numerical standard of scoring for Hunter Seat Equitation (including US Equestrian Hunter Seat Equitation standard of scoring rails)

- Whistle/bell plus a visual aid to start the course, has 45 seconds afterwards to start
- Encouraged to walk the course
- Scorecards designate whether a horse has a flying or simple lead change
- Composite score of zero
  - Off course
  - Three refusals
  - Fall of horse or rider
  - Rider starts the course before the audible and/or visual signal is given
  - If the judge determines that the rider asked for a flying lead change on a designated simple change horse, the rider will be disqualified. (See 5.4.11)

## **Equitation on the Flat**

- Standard of scoring (10 to 0)
- Demo ride
  - 2 scored demo rides are mandatory
  - Can see demo as many times as requested
  - The steward and both coaches will be present to ask questions, answer questions and make adjustments
- Seated at 'C'
- Audible and visible aid to bring the rider into the arena, has 45 seconds to enter afterwards
  - Can riders cut or pass through the arena during this time?
- When riding across a diagonal of the flat arena at the lengthened trot, riders should not change their diagonal until the end of the movement (not at X)
- A rider does not have the option to cross her irons and is competing in unfamiliar tack; therefore she should not be penalized for a twisted iron if the flat test calls for a rider to pick up irons.
- Scorecards designate whether a horse may only do a simple lead change
- Collective Mark
- Composite score of zero (error of test, different from error of movement)
  - Rider never starts the required maneuver or starts before the audible and/or visual signal
  - Rider exits the arena before the completion of the test. In arenas without clear boundaries, the judge should eliminate the rider when s/he sees all four legs outside the markers
  - Rider turns the wrong direction or performs a maneuver tracking the incorrect direction
  - If the judge determines that the rider asked for a flying lead change on a designated simple change horse, the rider will be disqualified. (See 5.4.11)
  - Rider adds or omits a movement or figure (including the halt as a movement)



## Amendment Form

Date: \_\_\_\_\_

Meet: \_\_\_\_\_

Rule to be amended: \_\_\_\_\_ page #: \_\_\_\_\_

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rule to read today as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Representing School

\_\_\_\_\_  
Representing School

\_\_\_\_\_  
Signature of Steward

# NCAA Equestrian Master Scoresheet (\* denotes MOPs)



Event Location:  Huntseat:   
 Date:  Western:   
 Steward:

## Event: Equitation over Fences

#	Home Team:	Score	Point	Horse	Point	Score	Away Team:	#
	Exhibition:		EX		EX		Exhibition:	
	Exhibition:		EX		EX		Exhibition:	
Total:							Total:	

## Event: Equitation on the Flat

#	Home Team:	Score	Point	Horse	Point	Score	Away Team:	#
	Exhibition:		EX		EX		Exhibition:	
	Exhibition:		EX		EX		Exhibition:	
Total:							Total:	

Hunterseat Totals:

## Event: Horsemanship

#	Home Team:	Score	Point	Horse	Point	Score	Away Team:	#
	Exhibition:		EX		EX		Exhibition:	
	Exhibition:		EX		EX		Exhibition:	
Total:							Total:	

## Event: Reining

#	Home Team:	Score	Point	Horse	Point	Score	Away Team:	#
	Exhibition:		EX		EX		Exhibition:	
	Exhibition:		EX		EX		Exhibition:	
Total:							Total:	

Western Totals:

Western Eqv totals:

Home Team Total:	<input type="text"/>	<input type="text"/>	Away Team Total:	<input type="text"/>	<input type="text"/>
Home Tie total	<input type="text"/>	<input type="text"/>	Away Tie total	<input type="text"/>	<input type="text"/>

Home Coach Signature

Away Coach Signature

Steward Signature



### NCEA Meet Steward Report

Date of Meet: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Meet Site (host school): \_\_\_\_\_

Schools Competing: \_\_\_\_\_

Host School Representative: \_\_\_\_\_ Away School Representative: \_\_\_\_\_

Hunter Judge: \_\_\_\_\_ Western Judge: \_\_\_\_\_

Any Rule Infractions (please describe in detail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Rule #: \_\_\_\_\_

Any Warnings Issued (please describe how many, for what):  
\_\_\_\_\_  
\_\_\_\_\_

Any Re-Ride Requests (please describe how many, for what, granted or not):  
\_\_\_\_\_  
\_\_\_\_\_

Any Video Review Requests (please describe how many, for what, scored changed or not):  
\_\_\_\_\_  
\_\_\_\_\_

Feedback from the meet:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steward Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# NCEA Post Meet Form

Date of Meet: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Meet Site (host school): \_\_\_\_\_

Schools Competing: \_\_\_\_\_

Equitation on the Flat Pattern #: \_\_\_\_\_ Reining Pattern #: \_\_\_\_\_

Hunter Seat Scores: \_\_\_\_\_ Western Scores: \_\_\_\_\_

School (Home Team) \_\_\_\_\_ Score \_\_\_\_\_ School (Home Team) \_\_\_\_\_ Score \_\_\_\_\_

School (Away Team) \_\_\_\_\_ Score \_\_\_\_\_ School (Away Team) \_\_\_\_\_ Score \_\_\_\_\_

# of Varsity Competitors per event: Fences Flat Reining Horsemanship \_\_\_\_\_

# of Exhibition Competitors per event: Fences Flat Reining Horsemanship \_\_\_\_\_

Feedback from the meet: \_\_\_\_\_

If a problem occurred, was the opposing coach notified, and how was the problem resolved? \_\_\_\_\_

Any Rule Infractions (please describe in detail): \_\_\_\_\_

Specific Rule #: \_\_\_\_\_

Any Warnings Issued (how many, for what): \_\_\_\_\_

Any Video Review Requests (how many, for what, score changed or not): \_\_\_\_\_

Any Re-Ride Requests (how many, for what, granted or not): \_\_\_\_\_

Hunter Seat Judge: \_\_\_\_\_ 1 \_\_\_\_\_ 2  Poor 3  4  5  Excellent

Would you hire them again: \_\_\_\_\_ Comments: \_\_\_\_\_

Western Judge: \_\_\_\_\_ 1 \_\_\_\_\_ 2  3  4  5

Would you hire them again: \_\_\_\_\_ Comments: \_\_\_\_\_

Steward: \_\_\_\_\_ Discipline: \_\_\_\_\_ 1  2  3  4  5

Would you hire them again: \_\_\_\_\_ Comments: \_\_\_\_\_

Steward: \_\_\_\_\_ Discipline: \_\_\_\_\_ 1  2  3  4  5

Would you hire them again: \_\_\_\_\_ Comments: \_\_\_\_\_

**Completed by AWAY TEAM only: NCEA Championship Horse nominations:**

Flat: \_\_\_\_\_ Fences: \_\_\_\_\_

Reining: \_\_\_\_\_ Horsemanship: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* attach the horsemanship pattern and fence course to this form or dropbox



**2018-2019 NCEA Western Uniform Approval Form**

Failure to comply with rule 8.1 will result in a \$2,000 fine to be paid to the NCEA. In addition to the fine a letter of reprimand will also be sent to the head coach as well as the sport administrator of the offending institution.

Institution:

Coach:

Requesting Approval for: (Check all that apply)

style  fabric  logo/artwork

Fabric and pattern approvals must include one close up photo and one distance photo. Fabric is limited to two solid colors.

Color(s) of shirt: \_\_\_\_\_ Color of thread (Seams): \_\_\_\_\_

Sketch/Photo of Front	Sketch/Photo of Back

*Please print, complete, and scan the form with sketches drawn or photos attached. Forms received with hyperlinks (fabric, shirts, manufacturers, etc.) may/may not be approved.*

Submit form to Laura Brainard via e-mail at [Laura\\_Brainard@baylor.edu](mailto:Laura_Brainard@baylor.edu)

\*\*\*Please allow 5 business days for processing\*\*\*

*For official committee use only:*

Date received \_\_\_\_\_ Notification Date \_\_\_\_\_

Close up photo included: yes \_\_\_ no \_\_\_

Distance photo included: yes \_\_\_ no \_\_\_

Style: yes \_\_\_ no \_\_\_

Matching fabric & thread color: yes \_\_\_ no \_\_\_

Embellishments: yes \_\_\_ no \_\_\_

APPROVED  DENIED

## Western Uniform Approval Protocol and Procedures

### For Requesting Team –

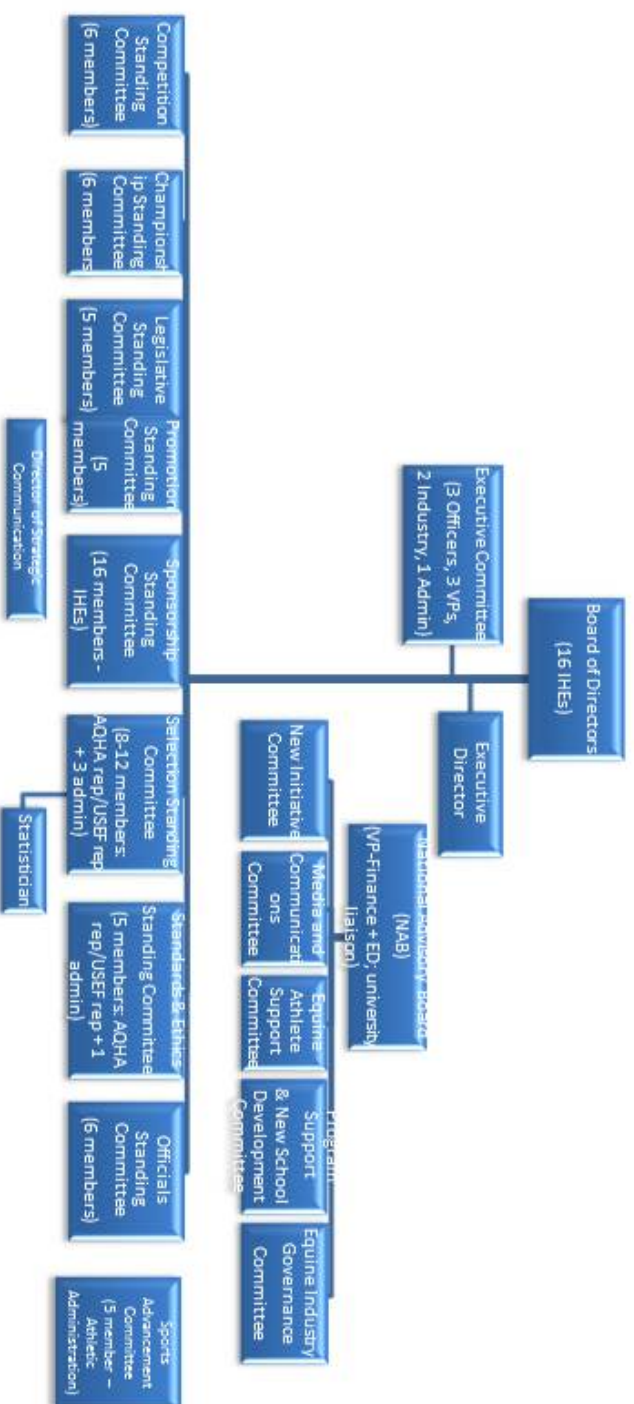
1. Submit approval form with all appropriate designs and pictures to the Vice-Chair of the Competition Committee. The approval form will not be sent to the committee without correct and accurate paperwork. **Please label your files appropriately; i.e. South Carolina Black Horsemanship Shirt.** This helps keep the approval forms organized and correct.
2. Please be clear with what you are asking the committee to approve (fabric, color, logo, design, etc.). It is permissible to request approval for fabric first and then submit another form for the logo and design after a decision has been made on the fabric; you must submit a new form for each request. If you do not, the committee can only stand behind what parts it has approved/not approved.
3. The Vice-Chair will copy you on the email that is sent to the committee along with the approval form and any photos attached. The requesting school may not participate in any discussion or vote on your own approval form.
4. Please allow 5 business days for a vote to occur and a decision to be made. At the end of 5 business days, you will receive an email with the decision from the committee. If you submit an approval form on Friday afternoon, the committee will receive the approval form on Monday.
5. If the shirt is not approved and you would like to modify the design or fabric, you must submit a new approval form with new artwork and new photos. You cannot re-use the first form submitted.
6. “Rush shirts” may or may not be approved in time for a competition. Please make sure you allow the committee the appropriate amount of time to discuss and make a decision.
7. Approved and unapproved shirts will be loaded into drop box under the requesting school’s name and are dated when they were approved/unapproved.

### For Competition Committee –

1. The requesting team submits all paperwork and approval forms to the Vice-Chair of the Competition Committee.
2. The Vice-Chair forwards the request to the committee and will CC the requesting school so that they know the form has been sent to committee.
3. Committee members have 48 hours to discuss and/or debate the shirt. At the end of the 48 hours, the committee members must submit their vote.
4. Votes must be tallied and a result must be provided to the requesting school by the end of 5 business days.
5. The Vice-Chair will be responsible for keeping track of the process and uploading the documents and final decision of the committee to drop box.

All decisions are final. Once a shirt is voted on, the decision is final for the year. Appeals are not entertained. If the requesting school would like to re-submit a new shirt for approval, the committee will discuss and vote on the new request with the same procedures as outlined in this protocol.

## NATIONAL COLLEGIATE EQUESTRIAN ASSOCIATION & NATIONAL ADVISORY BOARD ORG CHART



### **NCEA Structure Composition:**

**Board of Directors:** Head Coaches from each IHE with athletic department sponsored equestrian team (President/President-elect/Past President must come from this group), currently 16 voting members

**Executive Committee:** 3 Officers (President, President-elect, Past President), Secretary, 2 industry representatives (AQHA representative, USEF representative), 3 appointed VPs (VP – Finance, VP – Strategic Communication, VP – Sport Development), Ex-officio members: university administrator, conference representative, Executive Director, and Treasurer

**Executive Director:** Ex-officio member of the Executive Committee; National Advisory Board

**National Advisory Board:** liaison from each IHE external to university staff; VP – Finance; Executive Director (ex-officio). Smaller task force structures may be established as necessary

**Standing Committee:** Comprised of the general NCEA membership (participating) from the IHEs and industry representatives; size varies – but balanced between disciplines; quarterly meetings scheduled with required written report submission to Association secretary. Report to Board of Directors on a monthly basis.



## NCEA Rule Infraction Report

Date of Meet: \_\_\_\_\_

Meet Site (hosting school): \_\_\_\_\_

Schools Competing: \_\_\_\_\_

Hunter Seat Judge: \_\_\_\_\_ Western Judge: \_\_\_\_\_

Specific Rule #: \_\_\_\_\_

Describe in detail all infractions:

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Reported by:

Coaches Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coaches Name: \_\_\_\_\_

School: \_\_\_\_\_

*All signed forms need to be turned into the Compliance Committee Chair three days after competition*

