

2023-2024

NCEA

National Collegiate Equestrian Association Manual

Revised October 9, 2023

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Name, Mission Statement

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

1.2 MISSION STATEMENT. The NCEA, in concert with the mission and vision of the NCAA, is committed to providing and expanding collegiate opportunities for female equestrian student-athletes to compete at the highest level, while embracing equity, diversity and promoting academic and competitive excellence.

Organization of the NCEA

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 the following criteria:

- (a) NCAA Division
 - (1) FBS
 - (2) FCS
 - (3) Division II
 - (4) Division III
- (b) Dual/Single Discipline Operating Program Fee
 - (1) Single
 - (2) Dual
- (c) Dual/Single Discipline Championship Expense Assessment
 - (1) Single
 - (2) Dual
- (d) Roster size
 - (1) 0-10
 - (2) 11-20
 - (3) 21-30
 - (4) 31-40
 - (5) 41-50
 - (6) 51+

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 1st.*

- (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, oversee, evaluate and terminate employees or independent contractors of the Association. Reporting lines will be decided each year following the summer meetings.
- (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
- (g) Serve as liaisons to the NCEA standing committees, NAB, industry organizations, and task forces. Liaison assignments will be decided each year following the summer meetings.

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) 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) 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) 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

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

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

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 PERSONNEL.

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/Zoom 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.

2.3.5.4 Director of Development.

- (a) Develop a clear and consistent monthly reporting system to include who/what/where/ regarding new prospects, current sponsors, and donors
- (b) Track quarterly productivity with a target of \$75,000/quarter (not including in-kind product)
- (c) Develop and maintain a portfolio of major gifts prospects, sponsors, and donors capable of giving significant contributions to the NCEA
- (d) Develop and implement management strategies and approaches aimed at advancing current sponsors/donors into higher levels of giving
- (e) Steward donors/sponsors who have made previous contributions to the NCEA
- (f) Present regular monthly written reports to NCEA Finance Committee subcommittee
- (g) Collaborate with the NCEA Finance Committee and NCEA Sponsorship Committee on other major gift fundraising initiatives, including corporate, and foundation donors
- (h) Travel, as appropriate and approved, to plan and conduct outreach, visits, presentations and events
- (i) Build relationships with donors/sponsors and ensure all major giving donors/sponsors receive appropriate, consistent recognition, and an accounting of the impact of their gift on the association
- (j) Network by conducting research and outreach to donors/sponsors and financial advisors to develop a pipeline of a long-term support
- (k) Produce high quality proposals, strategic plans for major donor prospects, reports and other cultivation, solicitation, and stewardship materials as needed
- (l) Enter and track all activities, actions, call reports and deadlines in a systematic database and tracking system

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 responsible for an entire discipline should have less NCEA commitment than a coach overseeing one event.
- (b) Lack of committee input, communication and/or participation may result in removal from committee and/or NCEA violation.
- (c) 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) Develop a championship competition format that is fair to all participating institutions, promotes growth of the sport, is fan friendly and in accordance with industry standards.
 - (3) Ensure the NCEA National Championship is appropriately staffed
 - (4) Develop and maintain a Championship Manual.
 - (5) Work in concert with the appropriate committees to ensure all Championship needs are met.
 - (6) Secure appropriate horses to be brought to the championship event. Provide stewards with the necessary tools to properly sort the horses at the National Championship.
- (b) Membership: The Championship Committee will have eight members and a non-voting Executive Committee officer: two President's choice members, a representative of each conference (Big 12, ECAC, SEC), an elected at large member, and a representative of the championship host institution.

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) Maintain a Horsemanship and Flat test bank
 - (7) Maintain criteria and approve Western uniforms
- (b) Membership. The Competition Committee will have six members and a non-voting Executive Committee officer: two President's choice members, a representative of each conference (Big12, ECAC, SEC), and an elected at large member.

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 seven full-time members, two alternates and a non-voting Executive Committee officer: three President's choice members (one being an administrator), a representative of each conference (Big 12, ECAC, SEC), and an elected at large member. Additionally, the Compliance Committee will have an Enforcement sub-group and an Appeals sub-group.
 - (1) Enforcement
 - (i) Enforce Level I and II NCEA rule 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, and 2 non-institutional experts (one serving as an alternate) (non-institutional experts are for example: industry representatives, conference representatives, national stewards, etc.) All members will be selected and confirmed at the beginning of the season by the Compliance chair and vice chair.
 - (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, USHJA, AQHA, APHA, NSBA and NRHA.
 - (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 six members and a non-voting Executive Committee officer: two President's choice members, a representative of each conference (Big 12, ECAC, SEC) and an elected at large member.

2.5.5.6 Strategic Communications Committee

- (a) Purpose. The Strategic Communications Committee's purpose is to:
 - (1) Develop and implement a strategic communications plan to guide the committee and Director of SC in creating content that promotes the Association and publicizes the benefits of participation in the sport.
 - (2) Examine Association content, activities, etc. in order to develop material & campaigns to strengthen the Association's position in the marketplace and maintain a consistent message for all areas of the sport.
 - (3) Maintain oversight of the Association website, and social media accounts
 - (4) Collect & analyze metrics reflecting the reach of all Association media outlets
 - (5) Collaborate with Director of Development to gather accurate information on sponsors and ensure execution of sponsorship guarantees for posting on related Association media outlets
- (b) Membership. The Strategic Communications Committee will have seven members and a non-voting Executive Committee officer: two President's choice members, a representative of each conference (Big 12, ECAC, SEC), the Director of Strategic Communication, and an elected at large member.

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 NCE 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 seven members and a non-voting Executive Committee officer: two President's choice members, a representative of each conference (Big 12, ECAC, SEC), and a single discipline representative institution.
- (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) Work with the Director of Development to attract sponsors for the Association.
 - (2) Communicate current sponsors to NCEA.
 - (3) Work in conjunction with the Director of Development and Championship Committee to collect all sponsor deliverables and ensure all sponsor requirements are met at the NCEA National Championship..
 - (4) Report all decisions to the EC and/or BOD for approval.
 - (5) Work in conjunction with the Strategic Communications Committee to ensure that sponsors receive appropriate representation on all Association media outlets
 - (6) Work with and provide support to the NAB on their fundraising endeavors
- (b) Membership. The Sponsorship Committee will have nine members and a non-voting Executive Committee officer: two President's choice members, the Director of Development, the NCEA treasurer, Director of Strategic Communications, a representative from the NAB, a representative from both the Championship committee and Strategic Communications committee and a representative from the National Championship host school.

2.5.5.9 Member Services Committee

- (a) Purpose: The Member Services Committee's purpose is to:
- (1) Support current, new and future members of the NCEA
 - (2) Develop and recommend programs intended to improve the benefits of NCEA membership including, but not limited to:
 - a. Equitable scheduling
 - b. Continuing education opportunities (in conjunction with Competition Committee)
 - c. Mentoring program for new members
 - d. Oversight of onboarding process for new members
 - e. Solution development in areas that have been identified as potential obstacles for advancement of the sport
 - (3) Collaborates with other NCEA Standing Committees to ensure that important information and resources are made available to all NCEA members.
 - (4) Coordinates with VP Sport Advancement and the NCEA Expansion Team
- (b) Membership: The Member Services Committee will have seven members and a non-voting Executive Committee office: two President's choice members, one expansion team representative, a representative of each conference (Big 12, ECAC, SEC), and an elected large member.

Legislative Process

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 bylaw or action item 7 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 BYLAW and ACTION ITEMS. The bylaws outlined in this manual may be amended or a new bylaw adopted, and action items will be approved at any BOD annual meeting, conference call or via email vote by a 2/3 majority vote of those present. The voting criteria needed is as follows:

- (a) There must be a minimum of 8 "yes" votes to pass an item
- (b) 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
- (d) 10-12 BOD members present, 8 "yes" votes needed to pass an ~~Action~~ item
- (e) Abstention votes will be counted as a "no" vote
- (f) Only members sponsoring the discipline affected by the bylaw item are required to vote. For example, single discipline jumping seat members are not required to vote on western specific items and will not be counted as abstentions. The quorum will be adjusted to only those participating in the vote.

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.

3.3 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

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
- Maintain U.S Center for Safe Sport certification

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. All institutional staff members and student-athletes of a member institution shall conduct themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in the collegiate setting. For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, coaches, student-athletes and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each member institution to establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution. Furthermore, member institutions are responsible for educating all constituencies about these policies on a continuing basis.

4.1.2.1 Public Criticism. Coaches and administrators shall refrain from public criticism of other member institutions, their staffs or players. Coaches and administrators shall also refrain from making public statements and accusations with regard to infractions concerning member institutions and their personnel. In response to questions by the media, it is appropriate to state that infractions are reported, investigated and addressed in accordance with established Institutional, Conference, NCEA and NCAA procedures. Coaches, players and support personnel shall refrain from all public criticism of officials, which shall include making public any specific communications on PMFs related to officiating.

4.1.1.2 Professionalism. Coaches and support personnel shall provide favorable examples in appearance, conduct, language and sportsmanship and shall refrain from personal conduct that may incite spectators.

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, student coaches, graduate assistants & interns). 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, coach(es)' 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) Flat arena space and visual markers.
- (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 test and 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) If a horse that is being used in competition has been donated to the program by a student-athlete or their immediate family member, the student-athlete may draw that horse provided the institution has paid for all actual and necessary expenses for that horse for a minimum of 90 days. The horse must be available for all student-athletes to ride during the season and is not ridden solely by the owner.
- (g) If a horse that is being used in competition has been leased to the program by a student-athlete or their immediate family member, the student-athlete may draw that horse provided the institution has paid for all actual and necessary expenses for that horse for a minimum of 90 days. The horse must be available for all student-athletes to ride during the season and is not ridden solely by the owner. A new lease is begun anytime the horse leaves the care and responsibility of the institution.
- (h) Student-athletes who lease a University owned horse from the institution at any point in the season may be eligible to draw the horse immediately when the horse returns to the program.
- (i) Care and control of horses including any drugs or medications administered shall be the sole prerogative of the horse provider or their designated representative. Administration of drugs and medications shall be limited to therapeutic use only, and used for the well-being of the horse. The administration of central nervous system drugs is prohibited in NCEA competitions.
- (j) Raw Skin or Blood found on horse
- (1) It is the coaches and student-athletes' responsibility to inspect their horse for rubs, raw skin, or blood before mounting. Any concerns should be presented to the steward before the rider mounts.
 - (2) A steward should inspect each competing horse before and after the schooling by non-competing riders and after each competitive ride. Anytime blood is present in an area induced by a rider then that horse should be substituted with the alternate horse. The previously withdrawn horse shall be inspected by the steward the following day to see if it may return to competition. The use of a belly band is permitted if it is permitted by the horse provider.
 - (3) If a horse has a rub or raw skin present after schooling or either competing rider, then the steward may decide if the horse needs to be pulled from the draw and substituted with the alternate horse, if the horse shall be ridden in a belly band, or if the horse shall be ridden as is. The decision to use a belly band should be made in conjunction with the horse provider to ensure safety of all riders. A belly band may be added between competing riders if needed and allowable by the horse provider.
 - (4) If a steward finds that blood was induced by a competitor during their 4-minute warm-up or their competitive ride, then that rider will be eliminated. Stewards should only eliminate riders if horses are being inspected consistently (5.1.1.1.3 (2)) and they are certain about the cause of the blood.
- (k) Other Wounds found on horse
- (1) If a horse incurs blood anywhere that is not in a rider induced area (i.e. legs) then the horse can remain in the competition so long as blood is not present when it enters the arena. The horse provider and steward shall agree on modification to be made to protect the horse (i.e. swap boots for polos, add bell boots, etc.).
- (l) Host school must identify all horses by name or number on the saddle pad.

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 Jumping Seat Equitation requirements. Break away cups or pins are required for the back rail of oxers.
- (c) Proper markers for the Flat arena: minimum letters required are A, K, E, H, C, M, B, F as proscribed by a USEF small standard arena. Visual barriers should be supplied for a majority of the arena in a symmetric manner. The entrance should be 4 meters wide.
- (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 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 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 Fences.
- (b) Scorecards from the first section may not be in the judge's possession during the second section with the exception of Fences.
- (c) Must be written in pen.
- (d) Standard judging cards are to be used.
- (e) The box score 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 box score 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 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 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. The assistant scribe is responsible for reading the pattern and keeping a running score on a calculator as those scores are called. Official scribe and scribe assistant will concur that scores match and then the judge is to signal the next rider in.

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 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 competition 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 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 Box score 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 Flat arena.

(b) Set up and/or take down Fences 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 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) Outside of competition, grants re-rides utilizing the flow chart and information in 6.1.4

(7) During competition, 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 during competition.

(8) 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.

(9) In the event of an equipment failure or extraordinary circumstance the steward has the discretion to use their common sense in concert with the judge to resolve the situation. If their resolution contradicts this Manual, it must be recorded in the steward's report. (reference Equipment Failure and Extraordinary Factor Flow Chart)

(10) 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.

(11) 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.

(12) Horse Welfare. Stewards are permitted to remove any horse from competition and/or disqualify a rider if they believe that the horse's welfare is in question. See Rule 5.1.1.1.3. (h) (i) for protocol when blood, raw skin, or other wounds occur during competition.

(13) Stewards are to check each horse for blood anywhere a rider could induce blood before the 4 minute warmups and after competition for each competitor.

(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 or personally employed by an athletics department employee, within the past five years. Exception to employment would be an individual that has been hired to act on the behalf of the NCEA.
- (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 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) For all events, judges are not permitted to watch the warm-up of the horses by the competitors and are required to turn and face away from the arena during this time.
- (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. (referencing the flow chart and information in 6.1.4)
- (h)) In the event of an equipment failure or extraordinary circumstance the judge has the discretion to use their common sense in concert with the steward to resolve the situation. If their resolution contradicts this Manual, it must be recorded in the steward's report. The judge is the final decision if there is not agreement with the steward (reference Equipment Failure and Extraordinary Factor Flow Chart)
- (i) Judges must remain at the meet venue until released by competition management.

5.1.2.11.2 Qualifications.

- (a) Jumping Seat judges must be current US Equestrian Jumping 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 or APHA & 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) A judge cannot officiate at an institution that is currently or has previously been employed by the university within the past five years.
- (e) A judge cannot officiate at an institution as a judge unless they have graduated five or more years previously.
- (f) A judge cannot officiate an NCEA meet who is defined as a family member of a prospective student-athlete or current student- athlete per the NCAA definition. A family member is an individual with any of the following relationships to a prospective student-athlete or current student-athlete: spouse, parent or legal guardian, child, sibling, grandparent, domestic partner or any individual whose close association with the prospective student-athlete or current student-athlete is the practical equivalent of a family relationship.
- (g) A judge cannot officiate an NCEA meet who is the immediate family or legal guardian of a current student -athlete.
- (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 meet.
- (i) A judge cannot officiate 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. All institutions must provide a list of potential judges and conflicts to the

National Judge Assigner. If a conflict is identified, the National Judges Assigner 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.

(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 Jumping Seat event or both Western event or all four for meets for it to count in NCEA rankings. Host school may run a Jumping Seat only meet based on Flat and 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. Reference NCEA Meet Information Checklist

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 (s) **via NCEA dropbox**:
 - (1) Visiting Team Guide listing judges and steward(s), flat, reining and horsemanship patterns. The visiting team guide must be fully completed (*see appendix and dropbox*).
 - (2) Fences course must also be provided NOTE: the host school should attempt to draw the course with the usable arena space in which the course 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 the following information via an email. The visiting school's head coach must be copied on this correspondence.
 - (1) Current NCEA Manual (via a link to the NCEA website)
 - (2) Officials Packet (attachment): combination of Officials' Information Sheet, Re-ride flow chart, Horse Welfare Flow Chart, and Equipment or Extraordinary Factor Flow-Chart and Flat Scoring Standard(*see appendix*)
 - (3) Patterns Packet (attachment): combination of Fence course, Flat test, Reining and Horsemanship Patterns
 - (4) Links to US Equestrian Jumping Seat Equitation Rulebook, US Equestrian Hunter Rulebook, US Equestrian General Rulebook, and AQHA Rulebook.
- (d) 2 days prior to the meet, the visiting team must submit to the host team via NCEA dropbox:
 - (1) A completed entry form (see dropbox for a blank 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) Copies of both teams entries
- (c) Blank Box score/draw sheet.

5.3.2.2 Coaches' meeting. All competing schools will be provided with a box score, 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) Rider name
- (4) Representing school
- (5) Flying/Simple change designation
- (6) One/two handed designation
- (b) Reining and 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 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 Jumping 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 box score by loading copies to the NCEA Dropbox.
- (b) **Prior to Midnight after the meet**, the host school must provide copies of the following via NCEA Dropbox:
 - (1) Box score, signed by the coaches and steward. (*see appendix*)
 - (2) Steward report, signed by the steward (*see appendix*)
 - (3) Copies of all scorecards (see appendix)
 - (4) Any additional amendment forms used for the meet (see appendix)
- (c) **2 business days post meet** the **host** school must post the following to the NCEA Dropbox:
 - (1) Their Post Meet Form, signed by a coach. (*see appendix*)

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. Box score not posted within the above mentioned time frame may not be included in the Selection Committee's statistics for rankings and accrue fines. The first occurrence being \$100 and a level IV penalty, the second being \$150 and a level III, the third being \$250 and a repeated level III.

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 Jumping Seat Events)
 - (1) Hunter Jumping 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) The visiting team will choose one event in which to go first. The order of other events will alternate (example: 1st in Horsemanship, 2nd Flat, 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 for competitors and exhibition rides. 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 randomizer and the visiting team will determine how many times (0-10) the riders will be randomized. The order of horses will be randomized and the exhibition horse(s) will precede all the other horses.
- (e) If a competing rider draws her personally owned horse during the draw, the riders will be randomized again until she is not on her own horse. 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.

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.
- (d) Judges are not allowed to be present during the discussion of the horse description.

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, test, 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 Flat during regular season and four in post season. Demonstration rides for Flat and Horsemanship must be completed prior to the 4 minute timed warm-ups. Demonstrations in Reining and 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 Jumping Seat events or the two specified Western events or all four required events. The following point system will be used; (Flat – 100 pts, 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 maneuver scores resulting in a win/loss point system. When multiple judges are used, all composite scores will be averaged together to determine the winner. Average scores will be displayed to the tenth and total scores in the hundredths. 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: (Jumping 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.

(1) Challenge Review System. Each institution will have one challenge per discipline which can be used to request a video review of a ride for any reason or reason(s). Coaches may challenge multiple parts of the same ride while still only utilizing one challenge. Coaches will request the challenge through the steward who will follow the standard video review procedures outlined within. The steward is permitted to disclose the reason(s) for the challenge request to the judge(s) when taking the request to them.

(i). In a multi judge meet, the judges are permitted to confer during the challenge review.

(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.

(f) Both coaches must be notified that a video review has been requested before the steward approaches the judge.

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.

5.4.9.1 Regular season routine.

(a) For 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. In this case, the rider can enter and exit the competition area to school. When the signal is given, the rider must exit before starting their pattern. A signal will be used by the judge to designate their 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 (unless there is less than 15 meters outside of the arena). 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.

(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 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 course.

(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 Flat, Horsemanship, Fences and Reining.

(f) Jumping 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 Jumping Seat Equitation and AQHA for Western Horsemanship and Reining. Exceptions shall include but not be limited to: protective boots, running martingales, belly bands, ear bonnets, bits and cavessons appropriate for the individual horse and at the discretion of the hosting school. In Jumping 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 judges and steward will work together using the flow chart to determine if the current ride will continue or if a re-ride is necessary. The judge has the final decision.

(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.

(f) 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) Jumping Seat spurs will be non-roweled spurs. Roller-ball spurs are allowed.

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

(4) Jumping 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 competition 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 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) Romal 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 steward's 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: Fences and 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

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 and stewards outside the competition.
- (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 competing 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 competing 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.

6.1.6 ACCOMADATIONS FOR STUDENT ATHLETES WITH DISABILITIES.

The NCEA encourages participation by Student-athletes with disabilities (physical or mental) in equestrian sport to the full extent of their abilities. An NCEA member institution will have the right to seek, on behalf of any student athlete with a disability participating on a member's team, a reasonable modification or accommodation of a playing rule, provided that the modification would not:

- (a) Compromise the safety of, or increase the risk of injury, to the student-athlete, the horse or any other student athlete
- (b) Change an essential element that would fundamentally alter the nature of the sport
- (c) Provide an unfair advantage to the student-athlete over other competitors

NCEA member institutions wishing to seek reasonable modifications for a student-athlete with a disability are asked to request the modifications when submitting the entry

Jumping Seat

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

7.2 UNIFORMS. Uniforms for Jumping Seat competition are to follow the US Equestrian rules pertaining to Jumping 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 FLAT.

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

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

With regards to creating tests 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.
 - (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) Tests 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 test.
 - (4) Patterns should have balance in lateral questions and tracking between the left and right.
 - (6) No more than 2 different lateral maneuvers can be included (a test cannot contain shoulder in, haunches in AND leg yields).
 - (7) Tests cannot exceed 3 minutes in length (average time).
 - (f) It will also include two collective marks to be scored from 0 to 10 for a total possible score of 100.

7.3.2 SCORING.

- (a) 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.
- (b) A clear audible and visual signal will be given to indicate the start of the Flat.
- (c) Each of the maneuvers within the test shall be scored from 0 to 10. Two additional scores of 0 to 10 shall be given as a marks for rider's correct position and for rider's correct connection and impulsion(see score cards for further descriptions). Scores shall be added together for a possible total of 100 points.
- (d) The scoring scale is as follows for 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
- (e) Judges are encouraged to utilize the full range of the above scales without using half points. Additionally, judges are encouraged to score an error of movement at 4 or below for that scoring maneuver box.
- (f) 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.
- (g) 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.
- (h) Unofficial scores 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.
- (i) When the test calls for dropped stirrups riders must continue the test and do not have the option of stopping and crossing stirrups.

7.3.3 Flat Pattern Clarifications for Scoring Consistency

- (a) Changes of Lead
 - (1) It is the choice of the rider to decide what is best for that horse at that moment. A horse listed as flying can do a simple, but a horse listed as simple cannot do flying.
 - (2) Simple changes can be through walk or trot. Walking is more difficult than trotting, but USEF does not differentiate which is preferred. Traditionally the walk simple change has been considered more difficult than the trot simple change and the flying change is considered more difficult than the simple. The judge must reward the best executed change of lead. A good simple change should score higher than a poor flying change.
 - (3) Rider may perform a flying in one part of the test and a simple in another part. In some places it is harder to perform a flying change than in others and some horses are better with one lead change than the other.
- (b) Diagonals
 - (1) When a rider goes across a diagonal at the lengthening trot rising that begins from sitting trot, it is considered a straight line and posting either diagonal acceptable.
 - (2) In a lengthening trot across the diagonal, the rider will change her diagonal at the end of the lengthening where called for. (Not at X)
- (c) Lateral Work
 - (1) Straightness before and after lateral work
 - (a) Straightness should be shown prior to haunches in.
 - (b) Straightness should be shown prior to performing a leg yield
 - (c) When the horse is already on a curve, the horse will go directly into the shoulder in or haunches in from the half turn and straighten before turning at the end of the lateral movement.
 - (2) Shoulder in should be performed on three tracks where the inside hind is tracking the outside fore. The horse should straighten before going through the corner. Excessive angle should not be rewarded.
 - (3) Haunches in should be performed on three tracks where the outside hind is tracking the inside fore. The horse's head and neck should be parallel to the rail. The horse will straighten before going through the corner. Excessive angle should not be rewarded.
 - (4) Leg Yield: The horse should move forward and over as a unit without front end or hind end leading and with a straight neck or slight bend in opposite direction of the leg yield.
- (d) Location of Maneuvers
 - (1) If something is called for between two letters, it may occur anywhere between the two letters and be correct. The diagram, in this instance, is a representation of the movement but not where it must occur exactly.
 - (2) Any pattern that states ½ turn without designating the size of the turn (20 Meter, 10 meter) is allowed to make the turn deeper (or shallower) as long as they are leaving the rail at the designated point and arriving to the other mark at the designated point.

- (3) “At the letter” is ideally at the horse’ shoulder.
- (4) Letter Locations:
 - (a) G is located between M and H on center line
 - (b) X is located between B and E on center line
 - (c) D is located between F and K on center line
- (5) Circle Sizes:
 - (a) 10 meter circles are half the width of the arena
 - (b) 15 meter circles are $\frac{3}{4}$ the width of the arena
 - (c) 20 meter circles are the full width of the arena
- (e) Other Important Information
 - (1) Turn on the Haunches: can be executed on a larger diameter (approximately one meter) or smaller, but the rhythm, contact, activity and straightness should remain the same. The hind end should remain active and not “pivot”. Horse should be slightly bent in the direction he is going through the turn.
 - (2) A rider may have a twisted iron after the test calls for her irons to be picked up without penalty. She may be penalized for coming into the arena with twisted stirrups. Riders will not cross their irons. All horses used in the competition are used to going with stirrups hanging down.

7.3.4 ERRORS and ZEROS.

- (a) Errors in 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 although encouraged to score at a 4 or below.
- (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 test before the audible and/or visual signal is given. The rider will be considered on test when she enters the Flat arena at the designated opening.
 - (3) Rider exits the arena before completing the test. 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.)
 - (3) Judges are encouraged to score these errors at a 4 or below, however these are penalized at the judge’s discretion.

7.4 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 Fences test: low jumps, trot jumps, rollbacks, hand gallop and all maneuvers previously listed in 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 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 Fences.

7.4.2 SCORING.

- (a) The US Equestrian Open Numerical Scoring system will be used for scoring 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 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, Velcro and/or snaps may be used. Shoulder pads are 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 is required to submit a uniform approval form to the NCEA Competition committee vice chair prior and must receive approval prior to the production of the shirt-(*see appendix*).

(b) Failure to comply with rule 8.1 & 8.1.1 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

(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 correcting 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
- (6) Bottom of boot not touching pad of stirrup at all gaits including backup
- (7) Obviously looking down to check leads

(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.
- (vii) In the event a rider begins the pattern prior to the visible signal, she will be given a total score of zero.

8.3 REINING.

8.3.1 PATTERNS. AQHA Reining, working cow horse or NRHA patterns 14, 15 and 16 must be used. In all patterns, the rider may walk or trot to the center of the pattern, even if the pattern specifies otherwise.

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 for Reining with the following exceptions:

(1) Horses may execute a simple lead change if noted on the horse list as well as the score card. See Rule 8.3.2.2 for rules regarding simple lead changes.

(2) Horses may be listed as one or two hands and will be noted on the horse list as well as the score card. For horses listed as two handed, there are no regulations on how the rider holds or adjusts the reins during the pattern.

(b) 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.

(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) 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.

(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 $\frac{1}{4}$

(4) In the event a rider begins the pattern prior to the visible signal, she will be given 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 for any flying change on a horse designated to complete a simple lead change.

(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.

(d) The ideal change of lead is through the jog (within 3 strides). Any deviation from the ideal change that takes place in the lead change area would not incur a penalty but deserves less credit. In order of decreasing difficulty would be jogging, walking rather than jogging, stopping during the change and finally more than one attempt to execute the change.

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 PERSONNEL

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 they can’t come to a resolution, they also have discretion to use the Championship Extraordinary Action Panel

(1) Championship Extraordinary Action Panel

i. To be utilized in situations where stewards disagree or need further guidance with how to handle a situation

ii. At minimum 5 people on panel consisting of the Compliance Committee Chair, Championship Committee chair, US Equestrian steward, NCEA Executive director, two Sport Administrators and one At- Large position.

iii. Determine all of these individuals after selection of teams competing at championship.

iv. Any individuals who are competing or involved in the alleged violation must remove themselves from the panel prior to discussions.

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 Jumping Seat judges shall have a US Equestrian “R.”

- (b) Championship Western judges must consist of at least three double carded All-Around/regular AQHA/NRHA judges. The other two judges may include an All Around/regular AQHA/APHA card.
- (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.
- (e) A judge may not be hired to work in any capacity with NCEA member institutions in the same year they are hired to judge the NCEA National Championships.
- (f) A judge must have judged at least 1 regular season meet and/or a conference championship in the previous 3 years.
- (g) A judge must wait 2 years in between judging Championships. The judge would be eligible to officiate on the third year.

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.

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) Flat tests, Reining and Horsemanship Patterns
 - (3) Elements of the 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) 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 competition secretary and approved by the Championship Committee. The draw guidelines will be stated in the visiting team guide and the competition secretary in turn has the right to enforce the guidelines established.
- (b) The Championship competition 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 Flat. Demonstration rides will be completed prior to the 4 minute timed warm-ups. Demonstrations in Reining and 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.

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 averaging the remaining three scores. Average scores will be displayed to the tenths and total scores in the hundredths.
- (b) In the case of an overall team tie in the Dual Discipline Team competition: 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, in a meet with one judge and 5 riders in Horsemanship and Reining there are 10 scores, therefore 10 should be the multiplier. For the same sample at the National Championship, with 5 judges used, the high and low score being dropped and a total score of three used, then 30 should be the multiplier.
 - (1) The first tiebreaker when the overall point totals are the same is: (Jumping Seat raw scores total reflecting drops) + (WE raw score total reflecting drops) with the highest summation of the two teams winning.
 - (2) The second tiebreaker when the overall point totals and raw score WE with drops are the same is: (Jumping Seat total raw scores (5 scores per ride + (WE total raw scores (5 scores per ride))) with the highest summation of the two teams winning.
- (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) In the case of an overall team tie in the Single Discipline Team competition the following tie breaker will be used:
 - (1) The first tie breaker when the overall point totals are the same is a summation of all the scores.
 - (2) The second tiebreaker when the overall point totals are the same is a summation of all scores -1 low drop score.
- (e) The following titles will be awarded:
 - (1) Dual Discipline Team Champion
 - (2) Single Discipline Team National Champion in Jumping Seat

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 Dual Discipline Team competition.
 - (1) MOP's must have competed at least 2 times during the Championship in Dual Discipline Team competition.
 - (2) Only those competitors with a 50% or greater win record at the Championship in the Dual Discipline 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 Single Discipline Team competition.
 - (1) MOP's must have competed at least 2 times during the Championship in Single Discipline Team competition.
 - (2) Only those competitors with a 50% or greater win record at the Championship in the Single Discipline 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.

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. Refer to 5.4.6 for video review processes not covered in this section.

(a) Scribes submitting the scores for each ride will also record the number and type of major (3) or severe (5) penalties applied. If all judges do not apply the same penalties, then the score will automatically be held until a review is possible. No variance in the maneuver totals will prompt an automatic video review.

(b) A conference and/or review of the official video shall occur at the next drag or as soon as practical. The steward will decide when the next best opportunity for a review can occur.

(c) 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.

9.4.5.3 Video Review at NCEA National Championship for Reining. Refer to 5.4.6 for video review processes not covered in this section.

(a) Scribes submitting the scores for each ride will also record the number and type of major penalties applied (0, 2 or 5). If all judges do not apply the same penalties, then the score will automatically be held until a review is possible. No variance in the maneuver totals will prompt an automatic video review.

(b) A conference and/or review of the official video shall occur at the next drag or as soon as practical. The steward will decide when the next best opportunity for a review can occur.

(c) 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.

9.4.5.4 Challenge Review System.

(a) Each institution will have one challenge per discipline which can be used to request a video review of a ride for any reason or reason(s). Coaches may challenge multiple parts of the same ride while still only utilizing one challenge. Coaches will request the challenge through the steward who will follow the standard video review procedures outlined within. The steward is permitted to disclose the reason(s) for the challenge request to the judge(s) when taking the request to them.

(1) In a multi judge meet, the judges are permitted to confer during the challenge review

9.4.6 Horse Welfare. Stewards are permitted to remove any horse from competition and/or disqualify a rider if they believe that the horse's welfare is in question.

9.4.6.1 Raw Skin or Blood

(a) It is the coaches' and student-athletes' responsibility to inspect their horse for rubs, raw skin, or blood before mounting. Any concerns should be presented to the steward before the rider mounts.

(b) A steward should inspect each competing horse before and after the schooling by non-competing riders and after each competitive ride. Anytime blood is present in an area induced by a rider then that horse should be substituted with the alternate horse. The previously withdrawn horse shall be inspected by the steward the following day to see if it may return to competition. The use of a belly band is permitted if it is permitted by the horse provider.

(c) If a horse has a rub or raw skin present after schooling or either competing rider, then the steward may decide if the horse needs to be pulled from the draw and substituted with the alternate horse, if the horse shall be ridden in a belly band, or if the horse shall be ridden as is. The decision to use a belly band should be made in conjunction with the horse provider to ensure safety of all riders. A belly band may be added between competing riders if needed and allowable by the horse provider.

(d) If a steward finds that blood was induced by a competitor during their 4-minute warm-up or their competitive ride, then that rider will be eliminated. Stewards should only eliminate riders if horses are being inspected consistently (9.4.6.1.b) and they are certain about the cause of the blood.

9.4.6.2 Other Wounds

(a) If a horse incurs blood anywhere that is not in a rider induced area (i.e. legs) then the horse can remain in the competition so long as blood is not present when it enters the arena. The horse provider and steward shall agree on modification to be made to protect the horse (i.e. swap boots for polos, add bell boots, etc.).

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

9.4.7.1 FLAT

For 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.

9.4.7.2 FENCES

For 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.

9.4.7.3 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.

9.4.7.4 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.

9.4.8 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. The NCEA Championship format has strict requirements on the length of day and horse availability. If a new option is needed or presented to the NCEA BOD and the vote does not meet the needed quorum, the format for the championship will be decided on by the Executive Committee with guidance from the Championship Committee Chair.

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

- (a) Dual Discipline Team National Champion
- (b) Single Discipline Team National Champion in Jumping Seat

9.5.2 Dual Discipline Team National Championship

- (a) In order to be eligible for the Dual Discipline Team National Championship, an institution must have paid dues as a NCEA dual discipline team and compete in both disciplines throughout the regular season.
- (b) For 2023, 8 teams may qualify to compete with 5 riders permitted to play in each round.
- (c) Teams will play through a single elimination bracket to determine the National Champion

9.5.3 Single Discipline Team National Championship

- (a) In order to be eligible for the Single Discipline Team National Championship, an institution must have paid dues as a single discipline team and compete only as a NCEA single discipline team throughout the regular season.
- (b) For 2023, a minimum of 4 Single Discipline Jumping Seat teams may qualify to compete with up to 5 riders permitted to play in each round.
- (c) Teams will play through a single elimination bracket to determine the National Champion

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

9.5.5 Qualification and Seeding

- (a) Teams will qualify to compete through the NCEA Championship Selection Committee process
- (b) Seeding and first round placement of teams into brackets will be determined prior to the Championship by the NCEA Selection Committee. A draw will also occur to determine which team will be placed on left/right side of bracket.

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 1st Team All-Americans from the current season will be selected to participate in the NRHA Reining Derby.
- (b) The Reining 2nd 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 5 riders, who meet the established criteria below, will be selected and named 1st Team All-Americans in their respective event by the Selection Committee.

10.2.2 2nd Team All-Americans. The next 5 riders meeting the criteria will be selected and named 2nd 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 67% of teams NCEA qualifying regular season meets as defined in 9.2.1
- (c) Have at least an adjusted NRS score of:
 - (1) 85 for Flat
 - (2) 90 for Fences
 - (3) 75 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.

10.4.1 Head Coach. Each school receives one vote and cannot vote for their staff. Nominee must have coached a minimum of one year. To be announced at the summer annual meeting.

10.4.2 Jumping Seat Coach. 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.

10.4.3 Western Coach. 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 who competes on one of the top two teams in the Dual or Single Discipline Championship.

- (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 most 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 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 Jumping Seat Flat Student Athlete of the Month
- b) NCEA Jumping Seat Fences Student Athlete of the Month
- c) NCEA Western Horsemanship Student Athlete of the Month
- d) NCEA Western Reining Student Athlete of the Month

10.9 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.

10.10 NCEA ALL CHAMPIONSHIP TEAM

10.10.1 6 riders per jumping seat event and 5 riders per western 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) 5 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

10.10.2 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 Dual Discipline Team competition will automatically earn a spot
- (d) The MOP in each event from the Single Discipline Team competition will automatically earn a spot

10.11 MOST OUTSTANDING HORSES AT THE NCEA CHAMPIONSHIP

10.11.1 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.

10.11.2 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.

10.12 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 1st and 2nd 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.

Visiting Team Guide

_____ vs. _____

Host School: _____ **Date:** _____ **Meet Start** (first competitive ride): _____

Meet Manager(s):

Name: _____ Email: _____ Phone: _____

Contacts:

Head Coach: _____ Email: _____ Phone: _____
Asst Coach: _____ Email: _____ Phone: _____
Asst Coach: _____ Email: _____ Phone: _____
Asst Coach: _____ Email: _____ Phone: _____
Asst Coach: _____ Email: _____ Phone: _____
Director of Operations: _____ Email: _____ Phone: _____
Athletic Trainer: _____ Email: _____ Phone: _____
Communications/Media: _____ Email: _____ Phone: _____
Other: _____ Email: _____ Phone: _____

Officials:

Jumping Seat Judge: _____ Cards: _____
Western Judge: _____ Cards: _____
Jumping Seat Steward : _____ From: _____
Western Steward: _____ From: _____

Events:

	<u>Countable Rides:</u>	<u>Exh. Rides:</u>	<u>Pattern#:</u>
Fences	_____	_____	Attached/enclosed
Flat	_____	_____	_____
Horsemanship	_____	_____	_____
Reining	_____	_____	_____

Arenas, Judge Locations, and Pattern Details:

Fences: Usable Arena Space: _____ Judge located by: _____ Fence height: _____

Flat: Judge at (select one): C ___ E ___ B ___ Less than 15m outside of arena? (select one): Yes ___ No ___

Reining : Usable Arena Space: _____ Judge located by: _____

Horsemanship: Usable Arena Space: _____ Judge located by: _____

Cone Distance: _____

Meet Location:

Facility Name: _____ Address: _____

Directions: _____

Visiting team bus parking: _____

Visiting team accommodations and location: _____

Entries Due: _____ (2 days prior to the meet via upload to Dropbox)

Event Schedule, estimated times and locations:

Draw: _____ Location: _____

Jumping Seat Coaches Meeting: _____ Location: _____

Western Coaches Meeting: _____ Location: _____

Jumping Seat First Event: _____ Location: _____

Western First Event: _____ Location: _____

Est times: Schooling Official schooling Demo Competition

Fences _____ _____ _____ _____

Flat _____ _____ _____ _____

Horsemanship _____ _____ _____ _____

Reining _____ _____ _____ _____

Inclement Weather Plan: _____

On-Site Concessions: _____

First Aid: _____

Frequently Used Bus Charters: _____

Area Hotels: _____

Area Food: _____

Frequently Used Catering Vendors: _____

Additional Important Information: _____

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, Fences and Flat. In each, only one rider competes at a time for judge's scores.
- ❖ Timed warmups take place before the judging begins. Timed warmups 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.
- ❖ A steward should inspect each competing horse before and after the schooling by non-competing rider and after each competitive ride.
- ❖ 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 horse's welfare is in question. 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 unsafe, unsound, or unsuitable outside of competition (see flow chart)
- ❖ Notifying all coaches of re-ride requests and video reviews.
- ❖ 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 for a re-ride and the final word on the whether a re-ride is granted during competition. (see flow chart)

- ❖ Inspecting each competing horse before and after the schooling by non-competing riders and after each competitive ride. Anytime blood is present in an area induced by a rider then that horse should be substituted with the alternate horse. The use of a belly band is permitted if it is permitted by the horse provider. (see flow chart)
- ❖ If a horse has a rub or raw skin present after schooling or either competing rider, the steward may decide if the horse needs to be pulled from the draw and substituted with the alternate horse, if the horse shall be ridden in a belly band, or if the horse shall be ridden as is. The decision to use a belly band should be made in conjunction with the horse provider to ensure safety of all riders. A belly band may be added between riders if needed and allowable by the horse provider.
- ❖ Will eliminate a rider if blood was induced by a competitor during their 4-minute warm-up or their competitive ride, riders can only be eliminated if horses are being inspected consistently and they are certain about the cause of the blood.
- ❖ Other wounds found on horse:
 - If a horse incurs blood anywhere that is not in a rider induced area (i.e. legs) then the horse can remain in the competition so long as blood is not present when it enters the arena. The horse provider and steward shall agree on modification to be made to protect the horse (i.e. swap boots for polos, add bell boots, etc.).
 - Stewards are permitted to remove any horse from competition and/or disqualify a rider if they believe that the horse's welfare is in question.
 - Stewards are to check each horse for blood anywhere a rider could induce blood before the 4-minute warmups and after competition for each competitor.
- ❖ 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
- ❖ Selecting a Most Outstanding Player (MOP) for each event
- ❖ Remaining on the grounds until released by competition 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 competition 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 at the sole prerogative of the horse provider. Administration of drugs and medications shall be limited to therapeutic use only, and used for the well-being of the horse. The administration of central nervous system drugs is prohibited in NCEA competition.
- ❖ Tack and aids follow US Equestrian Jumping Seat Equitation guidelines and AQHA rules with exceptions to allow protective boots, standing martingales, belly bands, ear bonnets, bits and cavessons at the discretion of the horse provider. The steward will make final approval if a school protests non-regulation equipment.
- ❖ All horses must be identified by name or number on the saddle pad.
- ❖ All riders must adhere to the distributed horse list which details allowed spurs, crops, one or two handed, lead changes, etc.

Warm-ups

- ❖ For 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 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
- ❖ The 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 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.
- ❖ Judges are allowed to keep personal notes during the competition.

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 equipment failure or extraordinary circumstance the judge has the discretion to use their common sense in concert with the steward to resolve the situation. If their resolution contradicts this Manual, it must be recorded in the steward's report. The judge is the final decision if there is not agreement with the steward (reference Equipment Failure and Extraordinary Factor Flow Chart)

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.
- ❖ Both coaches must be notified that a video review has been requested before the steward approaches the judge.
- ❖ 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.
- ❖ Challenge Review system: Each institution will have one challenge per discipline which can be used to request a review of a ride for any reason or reason(s). Coaches may challenge multiple parts of the same ride while still only utilizing one challenge. Coaches will request the challenge through the steward who will follow the standard video review procedures outlined within
- ❖ 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.

Flat

- ❖ The judge will be placed at 'C, B, or E' 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 test. Please consider and allow the score to reflect all the elements.
- ❖ Scorecards designate whether a horse performs simple or has the option flying lead changes.
- ❖ Tests will include 8 written maneuvers and two collective marks for a total possible score of 100.
- ❖ The collective boxes are for a) Effectiveness - correct connection while remaining fluid, positive and forward and b) Position of the 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

- ❖ 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.

Flat Pattern Clarifications for Scoring Consistency.

- ❖ Changes of Lead
 - It is the choice of the rider to decide what is best for that horse at that moment. A horse listed as flying can do simple, but a horse listed as simple cannot do flying.
 - Simple can be through walk or trot. Walking is more difficult than trotting, but USEF does not differentiate which is preferred. Traditionally the walk simple change has been considered more difficult than the trot simple change and the flying change is considered more difficult than the simple. The judge must reward the best executed change of lead. A good simple change should score higher than a poor flying change.
 - Rider may perform a flying in one part of the test and a simple in another part. In some places it is harder to perform a flying change than in others and some horses are better with one lead than the other.
- ❖ Diagonals
 - When a rider goes across a diagonal at the lengthening trot rising that begins from sitting trot, it is considered a straight line and posting either diagonal is acceptable.
 - In a lengthening trot across the diagonal, the rider will change her diagonal at the end of the lengthening where called for. (Not at X)
- ❖ Lateral Work
 - Straightness before and after lateral work.
 - Straightness should be shown prior to haunches in
 - Straightness should be shown prior to performing a leg yield
 - When the horse is already on a curve, the horse will go directly into the shoulder in or haunches in from the half turn and straighten before turning at the end of the lateral movement.
 - Shoulder in should be performed on three tracks where the inside hind is tracking the inside fore. The horse should straighten before going through the corner. Excessive angle should not be rewarded.
 - Haunches in should be performed on three tracks where the outside hind is tracking the inside fore. The horse's head and neck should be parallel to the rail. The horse will straighten before going through the corner. Excessive angle should not be rewarded.
 - Leg Yield: The horse should move forward and over as a unit without front end or hind end leading and with a straight neck or slight bend in the opposite direction of the leg yield.
- ❖ Errors in 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, however they are encouraged to score a 4 or below since that indicates an insufficient execution.
 - 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, these are encouraged to score 4 or below.
 - 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.)
- ❖ Location of Maneuvers
 - If something is called for between two letters, it may occur anywhere between the two letters and be correct. The diagram, in this instance, is a representation of the movement but not where it must occur exactly.
 - Any pattern that states ½ turn without designating the size of the turn (20 meter, 10 meter) is allowed to make the turn deeper (or shallower) as long as they are leaving the rail at the designated point and arriving to the other mark at the designated point.
 - "At the letter" is ideally at the horse's shoulder.
 - Letter Locations:
 - G is located between M and H on center line
 - X is located between B and E on center line
 - D is located between F and K on center line
 - Circle Sizes:
 - 10 meter circles are half the width of the arena
 - 15 meter circles are ¾ the width of the arena
 - 20 meter circles are the full width of the arena
- ❖ Other Important Information
 - Turn on the haunches: can be executed on a larger diameter (approximately one meter) or smaller, but the rhythm, contact, activity and straightness should remain the same. The hind end should remain active and not "pivot". Horse should be slightly bent in the direction he is going throughout the turn.
 - A rider may have a twisted iron after the test calls for her irons to be picked up without penalty. She may be penalized for coming into the arena with twisted stirrups. Riders will not cross their irons. All horses used in competition are used to going with stirrups hanging down.

Fences

- ❖ Judge according to US Equestrian open numerical standards for hunter seat equitation. Please use US Equestrian Jumping 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
 - 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
 - Bottom of boot not touching pad of stirrup at all gaits including backup
 - Obviously looking down to check leads
 - 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.
- ❖ For horses listed as two hands in Horsemanship, the tails of the reins must be crossed on the opposite side of the neck.
- ❖ 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 $\frac{1}{4}$ of a turn); starting prior to the visible signal is a disqualification.
- 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

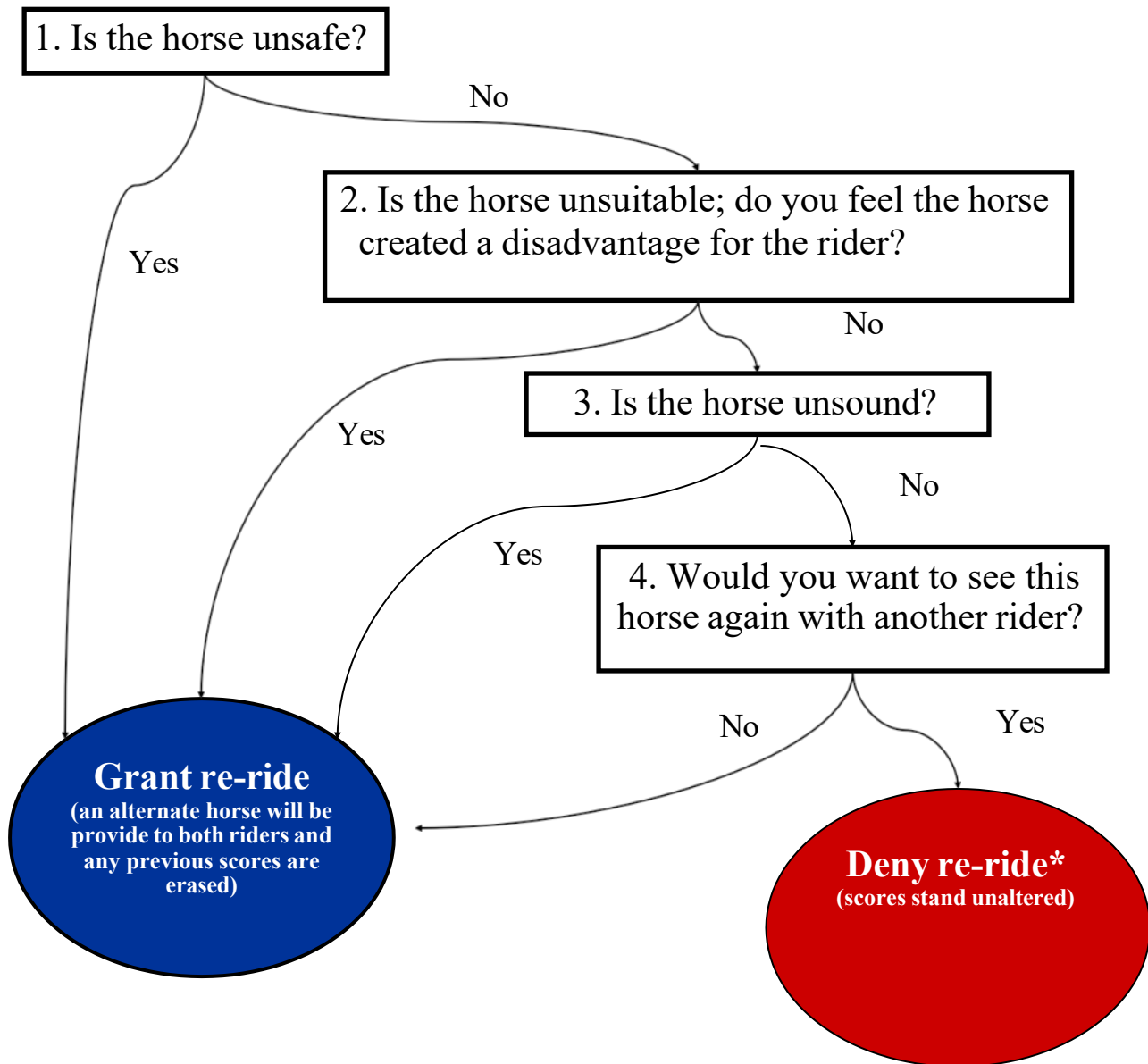
- ❖ Current AQHA scorecards are used for all patterns.
- ❖ Scorecards designate 1 or 2 hands and whether a horse has a simple or flying lead change.
- ❖ For horses listed as two hands, there are no regulations on how the rider holds or adjusts their reins during the pattern.
- ❖ Riders have 45 seconds 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. Starting prior to the visible signal is a disqualification.
- ❖ 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 where a lead change is called for.
 - A 2-point penalty will be assessed for any flying change on a horse designated to complete a simple lead change.
 - 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.
 - The ideal change of lead is through the jog (within 3 strides). Any deviation from the ideal change that takes place in the lead change area as described by the Handbook would not incur a penalty but deserves less credit. In order of decreasing difficulty would be jogging, walking rather than jogging, stopping during the change and finally more than one attempt to execute the change.



Re-Ride Flow Chart

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

A re-ride has been requested...

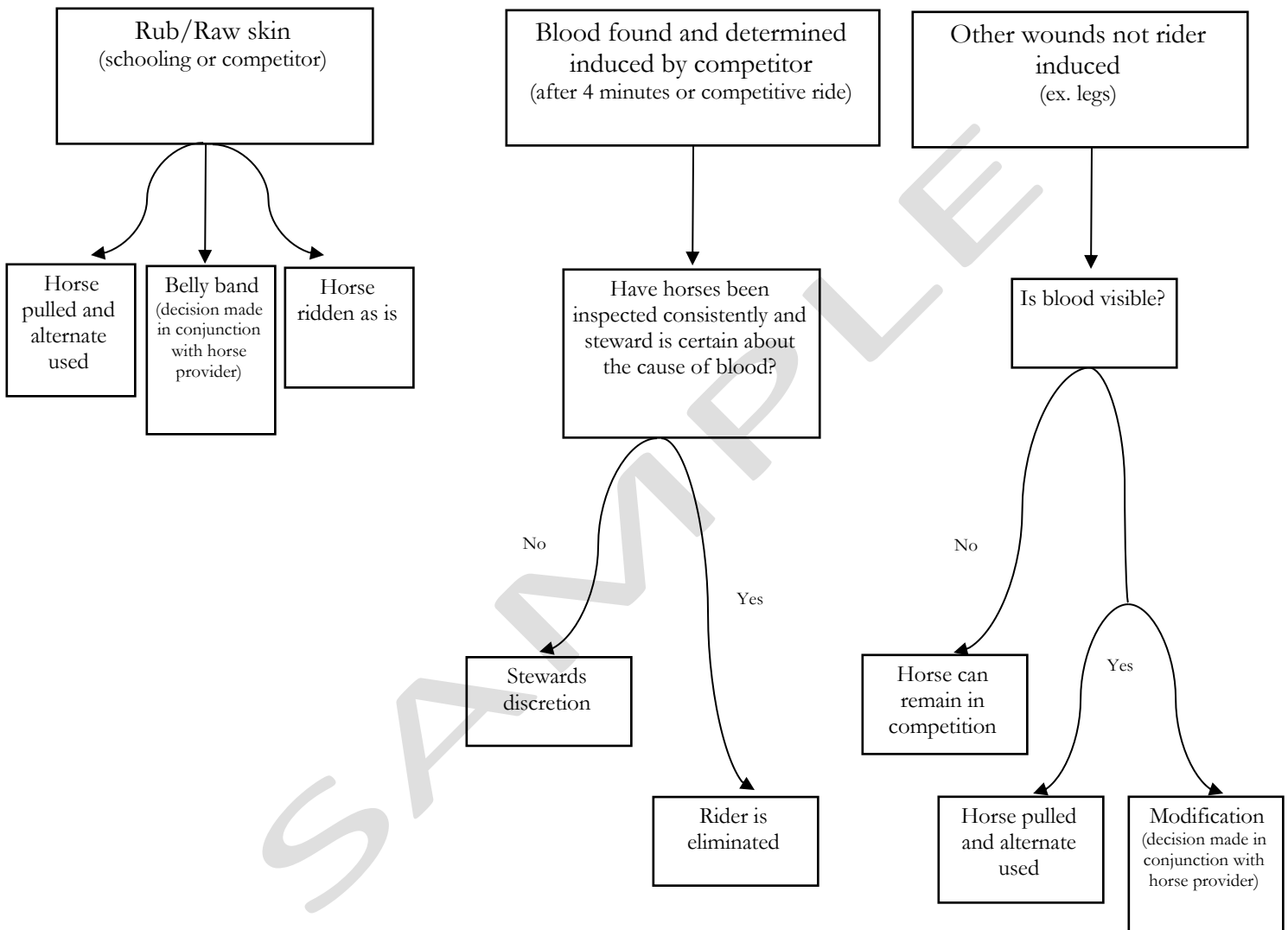


* Note: If this was the first ride, the second rider still has the right to request a re-ride after she competes. In this case, you would ask the same four questions to determine if an alternate horse should be used or not. If this was the second ride, the score stands and no further action is required.



Horse Welfare Flow Chart

A steward's guide to humane treatment in NCEA competition



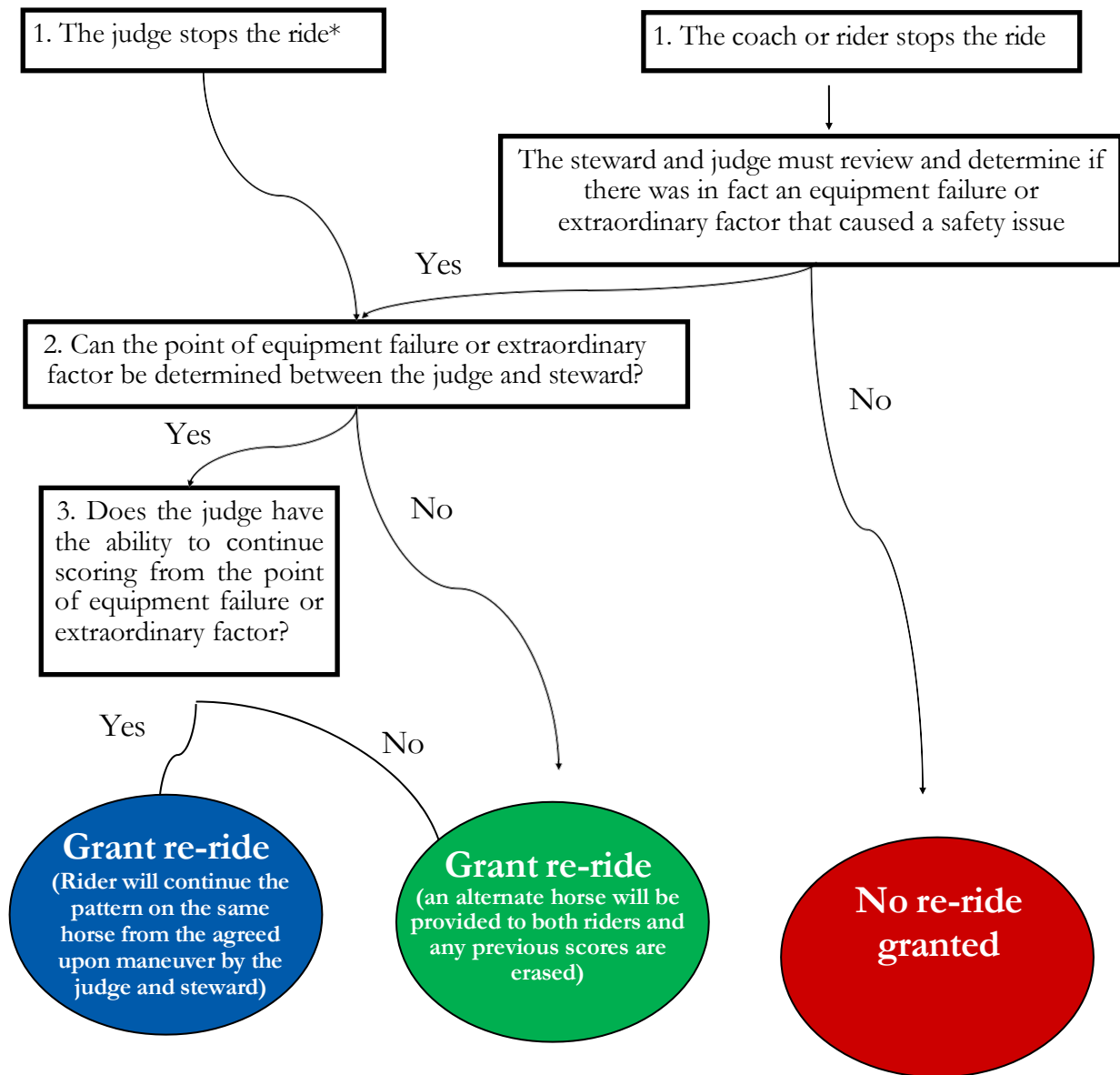
* Reference 5.1.1.1.3f Horses



Equipment Failure or Extraordinary Factor Flow-Chart

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

There is a safety concern due to either equipment failure or an extraordinary factor while the student athlete is competing...



*Should a steward stop the ride it will follow the same pathway as the judge. However, it is the judge's final decision.

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. They are:
 - To establish and enforce fair play, sportsmanship, good ethics and adherence to rules
 - Act as unbiased liaison between coaches, scribes and judge for the duration of the meet; are comfortable answering and referring to rules, issuing warnings, presenting re-ride requests to judges, being present during video reviews, and eliminating when necessary.
 - Empowered to resolve areas of conflict (whether between coaches, competitors, or other entities)
 - A steward should inspect each competing horse before and after the schooling by non-competing riders and after each competitive ride.
 - 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, and any time a horse's welfare is in question. 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.
 - Stewards are permitted to remove any horse from competition and/or disqualify a rider if they believe that the horse's welfare is in question. (reference horse welfare flow chart)
- At least one copy each of US Equestrian Jumping 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 in fences, flat, and horsemanship; 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 and stewards on what they witnessed anytime outside of the competition
- 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 the whether a re-ride is granted.
- If there is a safety concern due to either equipment failure or an extraordinary factor while in competition, please refer to the Equipment failure flow chart.

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
- Each institution will have one challenge per discipline which may be used to request a video review of a ride for any reason or reason(s). Coaches may challenge multiple parts of the same ride while still only utilizing one challenge. Coaches will request the challenge through the steward who will follow the standard video review procedures outlined within.
- 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 Jumping 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 industry standard, however the scoring system for NCEA uses the range of +1½ to -1½ and penalties for Minor faults deduct 1 point, Major faults deduct 3 points and Severe faults deduct 5 points (reference educational chart in packet).
 - 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
 - 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 correcting 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
 - (6) Bottom of boot not touching pad of stirrup at all gaits including backup
 - (7) Obviously looking down to check leads
 - 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 demonstrates 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)
 - Rider starts the pattern prior to visible signal

Reining

- AQHA scoring system for all patterns
- 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 precedence over speed and maneuver difficulty
- Scorecards designate 1 or 2 hands and whether a horse has a simple or flying lead change
- If the horse is designated as 2 handed, there is no regulation on how the rider holds or adjusts the reins during the pattern.
- Use of visible signal, disqualify if rider starts prior to 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 where a lead change is called for.
 - A 2-point penalty will be assessed for any flying change on a horse designated to complete a simple lead change.
 - 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.
 - The ideal change of lead is through the jog (within 3 strides). Any deviation from the ideal change that takes place in the lead change area as described by the Handbook would not incur a penalty but deserves less credit. In order of decreasing difficulty would be jogging, walking rather than jogging, stopping during the change, and finally more than one attempt to execute the change.

Fences

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

Flat

- Standard of scoring (0 to 10) using whole score as described on the flat tests
- 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, B or E’
- 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?
- Scorecards designate whether a horse may only do a simple lead change

- Two Collective Marks: a) Effectiveness - correct connection while remaining fluid, positive and forward and b) Position of rider
- Errors of Movement result from rider's poor or incorrect execution of a movement in the test. These are described on the flat tests and are encouraged to score 4 or below.
- Errors of test result when a rider does not perform a required movement. These are also described on the flat tests and should result in a composite score of zero (see also 5.4.11)
- Utilize the Flat Pattern Clarifications found in section 7.3.3



Date:
Location:
Vs:

Steward:
Steward:
Jumping Seat Judge:
Western Judge:

Fences

	Score	Point	Horse	Point	Score	
1						6
7						2
3						8
9						4
5						10
Total:		0.0	0	Total:		0 0.0

Flat

	Score	Point	Horse	Point	Score	
1						6
7						2
3						8
9						4
5						10
Total:		0.0	0	Total:		0 0.0

Jumping Seat Totals: **0.0 0** **0 0.0**

Horsemanship

	Score	Point	Horse	Point	Score	
6						1
2						7
8						3
4						9
1						5
0						
Total:		0.0	0	Total:		0 0.0

Reining

	Score	Point	Horse	Point	Score	
6						1
2						7
8						3
4						9
1						5
0						
Total:		0.0	0	Total:		0 0.0

Western Totals: **0.0 0** **0 0.0**
Western Equivalency: -1000.0 -1000.00

Competition totals:	0.0 0	0 0.0
Tiebreaker Score:	-1000.00	-1000.00

Visiting Coach - School

Steward

Hosting Coach - School



NCEA Meet Steward Report

Date of Meet: _____ Start Time: _____ End Time: _____

Meet Site (host school): _____

Schools Competing: _____

Host School Representative: _____ Away School Representative: _____

Jumping Seat 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

*Form must be uploaded to NCEA Dropbox within 2 business days



Date of Meet: _____ Start Time: _____ End Time: _____

Meet Site (host school): _____ Flat Test #: _____
Schools Competing: _____ HMS Pattern #: _____ Reining Pattern #: _____

Of Countable Rides per Event: Fences _____ Flat _____ Horsemanship _____ Reining _____
Of Exhibition Rides per Event: Fences _____ Flat _____ Horsemanship _____ Reining _____

Feedback from the meet. If a problem occurred, was the opposing coach notified? How was it resolved? (attach additional documents if needed):

Were pre-meet and day of documents loaded onto Dropbox on time? yes ___ no ___ If no, detail below:

Rule Infractions – include specific rule number: _____ Any Warnings Issued? _____

Any Video Reviews Requested? (How many, for what, score changed?)

Any Re-ride requests (How many, for what, granted?)

Steward (Jumping Seat): _____

(poor) 1__2__3__4__5__ (excellent) Rehire? _____

Jumping Seat Judge*: _____

(poor) 1__2__3__4__5__ (excellent) Rehire? _____

Was this judge accommodating (travel, day of, etc.)? _____

Was this judge professional? _____ Were they prepared? _____

Was NCEA required info sent prior? _____

Steward (Western): _____

(poor) 1__2__3__4__5__ (excellent) Rehire? _____

Western Judge*: _____

(poor) 1__2__3__4__5__ (excellent) Rehire? _____

Was this judge accommodating (travel, day of, etc.)? _____

Was this judge professional? _____ Were they prepared? _____

Was NCEA required info sent prior? _____

NCEA Championship Horse Nominations

*Please send additional comments about the judges to the chair of the official's committee.

Flat: _____

Fences: _____

Horsemanship: _____

Reining: _____

School: _____ Date: _____

Coach's Signature: _____

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.

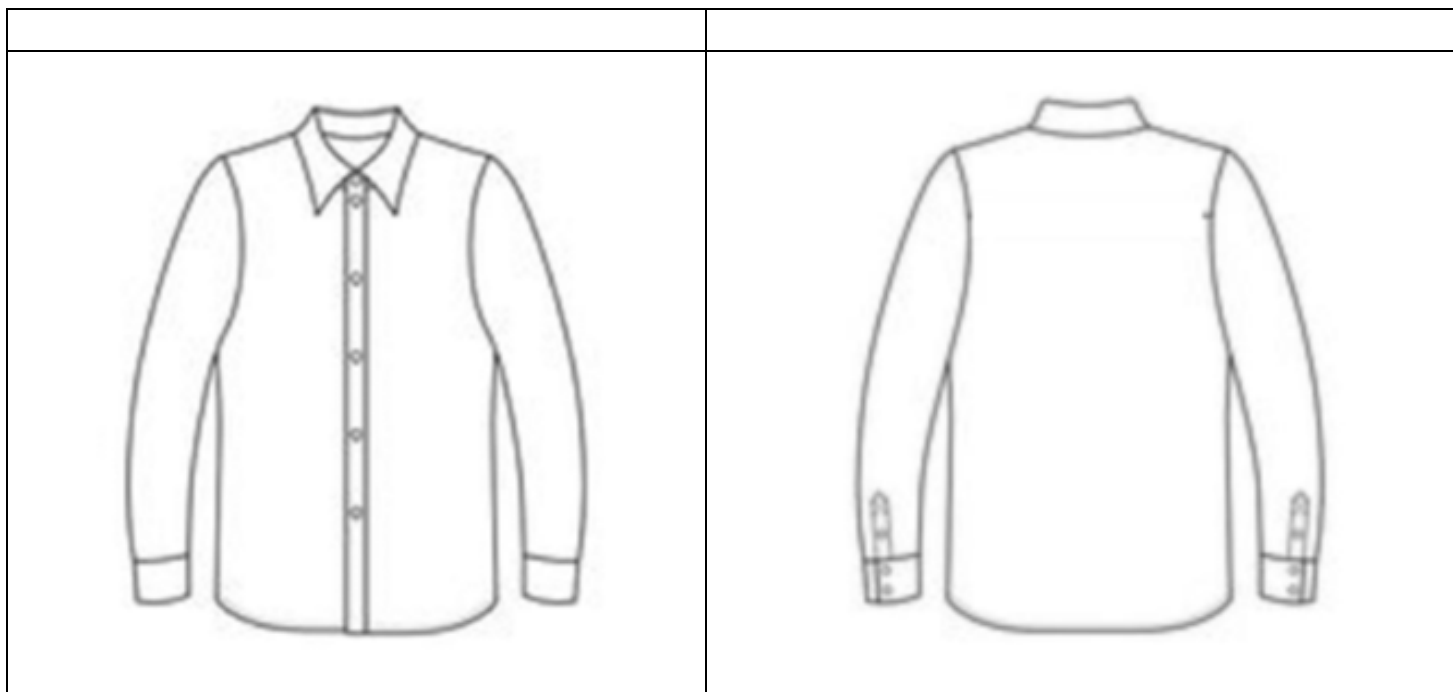
Institution: _____ Coach: _____

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 1: _____ Color 2: _____ Color of thread (Seams): _____

Please use the shirt forms below to note placement of logos/artworks



Please print, complete, add any notes/sketches, 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 Vice Chair of the Competition Committee

Please allow 5 business days for processing

For official committee use only:

Date received: _____

Notification Date: _____

Close up photo included:	yes _____	no _____
Style Approved:	yes _____	no _____
Embellishments:	yes _____	no _____
Fabric:	Approved _____	Denied _____
Logo/Artwork:	Approved _____	Denied _____
Style:	Approved _____	Denied _____

Distance photo included:	yes _____	no _____
Matching Fabric & Thread color:	yes _____	no _____
Logo/Artwork:	yes _____	no _____

Western Uniform Approval Protocol and Procedures

For Requesting Team –

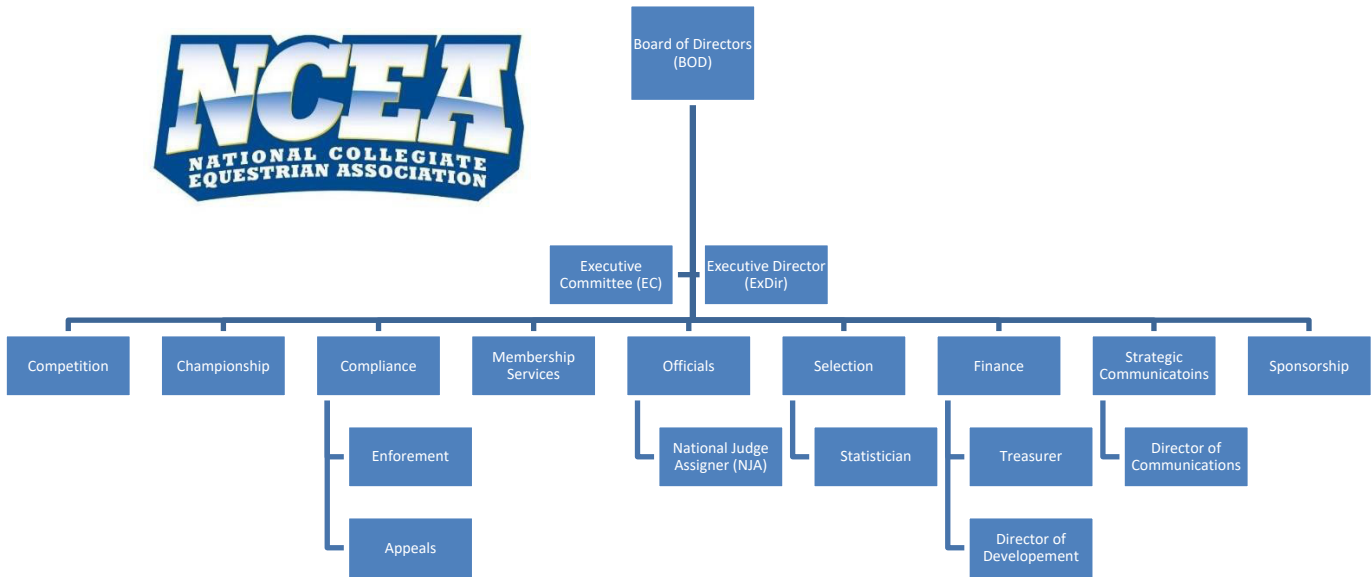
1. Submit approval form with all appropriate designs and pictures to the Vice-Chair of the Competition Committee. The approval form will not be sent to the committee without correct and accurate paperwork. **Please label your files appropriately, i.e. South Carolina Black Horsemanship Shirt.** This helps 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 and National Advisory Board Organizational Chart



NCEA Structure Composition:

Board of Directors: Composed of a representative from each participating member instution. Charged with staffing and overseeing the standing committtees, electing the Executive committee, and adopting and amending all bylaws, rules, policies, task forces, etc.

Executive committee: Composed of seven voting members and two non-voting members. Charged with hiring, evaluating and terminating employees and independent contractors, ensuring compliance of nonprofit status, facilitating financial soundness of the Association, expensing funds, and aiding legislation to the NCAA.

Executive Director: Ex- officio member of the Executive Committee

Standing Committees: Comprised of the general NCEA participating membership. Reports monthly to Board of Directors.



NCEA Rule Infraction Report

Date of Meet: _____

Meet Site (hosting school): _____

Schools Competing: _____

Jumping Seat Judge: _____ Western Judge: _____

Steward: _____

Specific Rule #: _____

Describe in detail all infractions:

Reported by:

Coaches Signature: _____ Date: _____

Coaches Name: _____

School: _____

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