



Northern Trails Ride Club (NTRC) Show Rules and Rules of Conduct

Revised: January 07, 2020

Shows will be run under NTRC's show rules. If a situation arises which is not covered under these rules, then we will fall back on Equine Canada (EC)/Alberta Equestrian Federation (AEF) rules.

The goals of NTRC are to:

- Provide a venue for recreational riders to show their horsemanship skills.
- Promote the appreciation of riding and showing horses of various ages and experience levels.

Definitions:

Member in Good Standing: Any member that has no debt to the club; has paid their membership fee(s), paid their volunteer fee OR performed their volunteer hours, has found a year-end class sponsor OR has chosen to sponsor a class (sponsorship must be paid in full), and has attended at least one club meeting. If they choose not to be a member, and therefore forego qualifying for any year-end awards, they can pay the \$25 drop-in fee at each show.

1. Family membership includes all children up to and including 17 years of age. Membership fees are \$50.00 per family and \$25.00 per single. Early bird fees are applicable until April 1 of the show year and are \$45 per family and \$20 per single.
2. The membership and fiscal year are from February 1 to January 31 of the following year.
3. Any member in good standing for the current year is entitled to:
 - a. Attend any general meeting
 - b. Vote on any issue
 - c. Volunteer for any position/committee

Executive Positions

President: Chairs meetings to ensure all club functions are discussed and voted on in an orderly fashion, and hands out awards at the annual banquet. The President cannot vote at meetings unless there is a tie.

Vice-president: Takes over function of President when he/she is not available. Responsible for public relations, such as; newspaper articles, advertising, posters, etc. Also acts as the volunteer coordinator and tracks volunteer hours.

Treasurer: Responsible for any monetary transactions, maintains proper financial records (books, receipts, etc.), handles the NTRC bank account, keeps insurance up to date, and maintains the Society status.

Secretary: Keeps accurate minutes of meetings, and updates show rules and membership lists as needed.

Sponsorship Coordinator(s): Responsible for retaining sponsors, obtaining new sponsors, ongoing communication with sponsors, inviting sponsors to the year-end banquet, and obtaining and displaying any sponsorship banners or similar advertising at the shows. They are also responsible for working with a photographer or obtaining pictures of the winners to send to sponsors, along with thank you cards, at the end of the season.

Executive Member(s) at Large: To assist the Executive with projects and fill in any necessary gaps.

PAID (Non-Voting) Positions

Show Coordinator: Responsible for all show registrations, which includes tracking registration for early registration for members and non-members, accepting payments, collecting deposit cheques, and ensuring all show fees are paid in full. They ensure that riders/horses are entered into the appropriate classes and provide up-to-date and accurate rider/handler lists for the Ring Steward and Gate Keeper. They are responsible for judge's cards, tracking points and maintaining member and non-member contact list, and making sure that all documents are completed no later than 1 week after the show. They are responsible for posting class patterns and providing patterns to competitors that have registered and paid a week prior to the show date. They are responsible for communicating with the board executives regarding volunteering or any information requested. They are responsible for verifying and keeping track that ALL riders have an AEF memberships and have signed a waiver. This position is a full-year position and is always done by the same person(s) for the whole season. They will be paid \$400 for each show.

Ring Steward: May be the same person for all shows or different at every show. Assistant to the judge and keeps track of the riders/horses entering into each class and the total number of riders/horses in the class. They announce the winners of each class and deliver the judge's cards to the Show Coordinator. They will be paid \$150 for each show day.

Gate Keeper: May be the same person for all shows or different at every show. They ensure that the correct riders/horses enter the ring for the class. They ensure all riders/horses have appropriate tack and attire. They organize the upcoming riders/horses for the next class and operate the in-gate for the entire show (including gymkhana classes). They will be paid \$150 for each show day.

General Rules on the Executive

- i. Executives will be elected at the Annual General Meeting (AGM). At the elections, nominees must be in attendance or have a written letter from the person who is standing for the position. The letter should include a name, position, and phone number. Positions are held for one year.

- ii. Any executive may resign by giving one-month notice in writing. If there is a vacancy on the board, in keeping with the registered by-laws, the position must be filled by the voting membership.
- iii. If an executive is not fulfilling their position, a decision will be made by the remaining executive; in which case, they can deem the position vacant and fill it in keeping with Rule # ii.
- iv. Each voting member has one vote per item. A show of hands decides every vote at a meeting. A ballot is used if at least two voting members request it.
- v. If NTRC folds, all funds go to STARS. If STARS cease to exist, then funds go to the Airdrie Bethany Care Centre.
- vi. There must be a minimum of one General Meeting per year.
- vii. Members present at meetings must have their names recorded in the minutes and will be sent a copy of the meeting minutes.
- viii. To vote on issues, there must be a minimum of five members at a meeting, three of which must be part of the executive.
- ix. Within one month of elections, past executive(s) must hand over all NTRC documents, binders, etc., of the position they held, to the new elected executive for that position.
- x. All cheques must be signed by two of the three designated signing officers. The show coordinator cannot sign any cheques payable to them.

General Rules on Non-Sufficient Funds (NSF) Cheques

- i. NSF cheques and/or non-payment must be covered in cash before the person responsible will be allowed to participate in any club function. This must be paid within two weeks of notification to be able to collect that day's points. After the second NSF cheque, the club must deal with that person on a cash only basis.
- ii. Person is to pay \$20 NSF charges in addition to outstanding payments one month prior to Awards Banquet, or all awards shall be forfeited.
- iii. Any outstanding amounts owing to the club will be carried forward to the following year(s).

Members may advertise for free on the NTRC Facebook page so long as the post is not offensive. Members may not advertise through the club mailing list unless it is for an NTRC sponsored function.

The NTRC executive reserves the right to decide any point not covered by the rules, and to correct any error, or make any necessary alterations in the rules, prize list, or program.

Any two executives may evict any person(s) being disruptive and/or showing unsafe behavior at any club function. People under the age of 18 are not allowed to drink alcoholic beverages at any club function.

NTRC Show Rules

- 1. The show will start at 8:30 am.
- 2. NTRC Shows will run regardless of weather conditions except for lightning, no refunds will be given to a competitor that has registered and paid but does not show up to compete or a competitor that decides to leave early. A competitor can request a refund for medical reasons

- however will be required to submit a refund request in writing and include a medical or veterinary note.
3. Lunch Break will be ½ hour minimum to a maximum of 1 hour at the discretion of the judge and executive.
 4. Horse/Rider Combinations
 - i. Points accumulated by a Member in good standing, in all NTRC shows, will go towards year end awards. Points cannot be combined and will follow the horse/rider combination.
 - ii. If a horse gets sold, injured or sick, points CANNOT be transferred, but the competitor can take on a new horse and start over for new points.
 - iii. No horse/rider combination can move back into a lower level class once they have showed in a higher level class; however, a competitor can go back to the lower level class as long as they have a different horse (i.e. new horse/rider combination). Example: a rider can show a new horse in walk/trot even if they have previously pointed out on a different horse in novice. A competitor cannot start a new horse in Senior, compete and then move to novice or walk/trot for points however, the competitor may ride in the novice or walk/trot class for no points.
 4. Exhibitors must wear the numbers assigned to them at all times, especially in the warm-up ring. The number must be worn on the back of the rider, or on each side of the saddle pad. If the number is not worn, no points will be collected for that class. Numbers are included in membership fees. A refundable \$10 numbers fee will be paid by all drop-in riders. The \$10 will be returned to the rider once the number is returned to the show coordinator. Members are responsible for their number(s) throughout the year, which includes, remembering to bring it to shows and keeping it in good condition. Members who forget, loose, or wreck their numbers will have to pay a \$5 replacement fee for a new set.
 5. Show Fees:
 - \$10 administration fee
 - \$10/class, or \$45 day rate for unlimited classes (per rider, multiple horses if applicable)
 - \$75 family day rate (only applies to families with family memberships)
 - \$20 drop-in fee for non-members
 - \$10 refundable numbers fee per horse/rider combination for drop-ins (non-members)
 - Late entries are considered any entry received after 10pm on the Wednesday of the week prior to the show and will be charged a late entry fee of \$15. Late entries from non-members will be charged both the late fee as well as the drop-in fees.
 6. Hitching Ring Rules: All horses will remain behind the coned off area and will only be allowed in the hitching area if room allows, and only 1 class prior to them entering their class. The Gate Keeper and/or members of the executive reserve the right to ask any member to leave this area if you are not entering a class or if your horse is deemed unsafe.
 - i. Horses must not be left unattended.
 - ii. Exhibitors & show personnel only area must be adhered to.
 - iii. Keep alley way clear.
 - iv. Clean up after yourself and your horse(s).
 - v. All visiting dogs must be kept on a leash and under the handler's control, **at all times.**
 - vi. No feeding horses in the hitching ring.
 - vii. No sitting on chairs, stools, etc., while holding your horse in the hitching ring.

- viii. You must either be mounted on your horse, or standing holding your horse, and that horse must be wearing a bridle with reins or halter with a lead rope that is properly secured.
7. Any person wishing to speak to the judge regarding an exhibitor must first receive permission from the Ring Steward.
 8. Lead Line riders must be led by someone over 18 years of age, and the horse must be led with a halter and lead rope. This rule applies to gymkhana classes as well.
 9. Any unsportsmanlike conduct by an exhibitor (excessive whipping or spurring, use of foul language, unsafe behavior, etc.) during the show or anywhere on the show grounds shall jeopardize the contestant's right to further exhibiting at the show. The judge or NTRC executive may issue a warning to any exhibitor at any time. Upon failure to comply with the warning, the contestant shall be disqualified from all further classes in the show without refund of fees.
 10. Permission must be obtained by the judge to leave the show ring during a class. No refunds will be given.
 11. Stallions are to be shown by "Pro" exhibitors/riders only, and must not be left unattended at any time.
 12. If any horse is unruly, they will be excused from the class with no refund of entry fees. If the offence is repeated, they will be asked to leave the show with no refund.
 13. An exhibitor must be correctly attired for the class, and the horses should be properly presented. NTRC executive may bar any entry from entering the ring if not suitable. This also includes Gymkhana.
 - i. All riders under the age of 18 years old MUST wear an ASTM or SEI approved helmet, with an appropriate strap that is always done-up when mounted. All riders, regardless of age, who participate in the Hunter Hack Class must similarly wear an approved helmet.
 - ii. In Western classes, clothing must be neat, clean, and workmanlike. Riders must wear a hat or helmet (approved helmets are mandatory for any rider under the age of 18 years old), cowboy boots, belt, belt buckle, and long-sleeved western shirt and/or jacket with cuffs covering the wrists. Jeans may be worn but must be in good repair. Spurs, gloves, and chaps are optional.
 - iii. In English classes, attire consists of a hunt cap or helmet (approved helmets are mandatory for any rider under the age of 18 years old, AND any rider, regardless of age, competing in the Hunter Hack Class), either a jacket or sweater, and either jodhpurs or breeches. Spurs of the unrowelled type and crops (not to exceed 30" in length) are optional. Web, leather, or string girths are acceptable. The bridle shall be light show type, with snaffle. Saddle shall be of the English type.
 - iv. During Gymkhana, if a rider is using Western tack, they must be in full Western attire, if they are using English tack, they must be in full English attire. Hats are optional.
 - v. Riders at NTRC are permitted to show in Halter, Showmanship, and Trail in either Western or English attire. For Halter and Showmanship, horses must be shown in an English bridle in hand if the exhibitor is wearing English attire. If the exhibitor is wearing Western attire, then the horse must be shown in a halter with a lead shank. Similarly, in Trail, if the rider is showing the horse in English tack, he/she must be wearing English attire and vice versa for Western.
 13. A Junior horse is 5 years old and younger as of January 1st of the current year. Junior horses may be shown with 2 hands in a hackamore or snaffle bit. Example: if the year is 2005 and

the horse was foaled in 2000, the horse is considered to be 5 years old and is considered a Junior horse for the 2005 season.

14. A Senior horse is 6 years old and older as of January 1st of the current year. With the exception of Walk/Trot and Novice divisions; Senior horses in Western tack must be ridden with one hand in a shanked bit. One finger between the reins is permitted and the reins are to be carried on the side of the reining hand. If romal reins are used, one hand must be around the reins (finger between the reins is not permitted), and the other hand must hold the romal at least 16" from the reining hand.
15. The show divisions for exhibitors are:
 - Walk/Trot: Suggested 4-H Level 1 UNLESS has pointed out in a previous season, then they are ineligible for this division regardless of their 4-H Level For all riders of any age who cannot yet canter/lope; allowed to ride Senior horses Western with two hands in a shanked bit Riders will be disqualified if their horse canters/lopes at any time during a class; even if unintentionally.
 - Youth Novice: Suggested 4-H Levels 2 & 3 UNLESS has pointed out in a previous season, then they are ineligible for this division regardless of their 4-H Level. For riders aged 17 & under with limited experience; allowed to ride Senior horses Western with two hands in a shanked bit.
 - Senior Novice: For riders aged 18 & over with limited experience; allowed to ride Senior horses Western with two hands in a shanked bit.
 - Youth: Suggested 4-H Level 4 & Up OR pointed out of Youth Novice Division in a previous season. For riders aged 17 & under, with experience. Senior horses in Western tack must be ridden with one hand in a shanked bit, and Junior horses in Western tack may be shown with two hands in a hackamore or snaffle bit. Riders aged 17 & under must only enter the youth division and cannot enter any Senior division until the age of 18.
 - Senior: Non-Pro/Amateur riders, with experience, aged 18 & over. Senior horses in Western tack must be ridden with one hand in a shanked bit, and Junior horses in Western tack may be shown with two hands in a hackamore or snaffle bit. Riders aged 40 & over may choose to ride in either "Senior" or "Senior 40+", but not both.
 - Senior 40+: Non-Pro/Amateur riders, with experience, aged 40 & over. Senior horses in Western tack must be ridden with one hand in a shanked bit, and Junior horses in Western tack may be shown with two hands in a hackamore or snaffle bit. Riders aged 40 & over may choose to ride in either "Senior" or "Senior 40+", but not both.
 - Open: Open to any horse and rider, including all professionals. Senior horses in Western tack must be ridden with one hand in a shanked bit, and junior horses in Western tack may be shown with two hands in a hackamore or snaffle bit. There are NO club points or awards for riders in this division.
16. The gymkhana divisions for exhibitors are:
 - Lead Line
 - Walk/Trot
 - Youth Novice
 - Senior Novice
 - Youth
 - Senior
 - Senior 40+
17. NTRC Executive reserves the right to split or combine classes if entries are too small or too large at any show. NTRC Executive also reserves the right to formally split or combine any

classes that are consistently (for 3 shows or more) too small or too large. This will effectively change the class list formally mid-season and combine a division for year-end awards or add a division for year-end awards.

- i. If there are 2 or less riders in a class at a show, classes WILL be combined. Example: Walk/Trot may be combined into Novice, however; the riders will not canter/lope. The Judge would judge the 2 divisions as its own class and would place them as such. Placing and points would only be based on the number of entries within each division.
 - ii. If a class consistently has 2 or less riders at 3 or more shows throughout the season, then classes WILL be formally combined for the rest of the season. Year to date points will be carried forward in the new combined classes and the Judge will judge them based on their division. The exception to this rule will be the Open Classes, which can run with a minimum of one rider in a class.
 - iii. If there are 10 or more riders in a class (excluding Halter and Showmanship), then a class may be split in half. Half of the riders will ride, and then be excused and the other half of the class will ride. The Judge will ask the top 3 riders from both groups to return to the arena to ride for the final judging round and then these riders will be placed. Points will be awarded based on the total number of riders registered in the class. Example: If there are 14 riders in a class, the class will be split as described above and the winner of the class will be awarded 14 points.
 - iv. If classes consistently (3 or more shows) have 10 or more riders (excluding Halter and Showmanship), then classes may be formally split for the remainder of the season. Example: Senior will be split into ages 18-28 and 29-39, or in some other fashion that splits the class in a reasonable way to divide numbers of riders.
18. Ages are based on the rider's age as of January 1st of that season.
 19. There is no cross-entry between divisions. Example: A rider may not enter both Senior and Senior 40+ classes. Riders are welcome to enter other classes to school, if they pay for those classes (either through the day fee or per individual class), but they must flip their number and will not be placed and will not receive any points of any kind.
 20. Riders will "point out" of Walk/Trot into Novice and Novice to Youth, Senior, or Senior 40+ if they have accumulated 120 points or more showing in both English and Western classes (English Pleasure, English Equitation, Trail, Western Pleasure, and Western Horsemanship) or 100 points in just Western classes (Trail, Western Pleasure, Western Horsemanship, and Trail), or just English classes (English Pleasure, English Equitation, or Trail). These point totals do not include in-hand classes.
 21. All riders/handlers (drop-ins and members, including riders competing in the Open division) are welcome to collect Breed Association Open Show (Example: Paint Alternative Competition or PAC, Pinto Open ROM Program, Open Horse Show Association, etc.) points at NTRC Shows. It is the responsibility of the rider/handler to have the form completely and accurately filled out, and present any supporting documentation such as registration forms, etc., to the show coordinator to sign before he/she leaves the show. **FORMS WILL NOT BE SIGNED AFTER THE DATE OF THE SHOW.**
 22. Points accumulated in all NTRC shows will go towards year-end award(s) if the year end qualifications have been met.
 23. Points are accumulated based on the number of competitors in a class. Example: If there are 9 competitors in a class, then 1st place gets 9 points, 2nd gets 8 points, etc., down to 6th place getting 4 points. Points will not be awarded past 6th place.
 24. To qualify for year-end award(s), a competitor MUST:
 - i. Be a member in good standing.

- ii. Have earned at least one point at a show throughout the season and must have attended a minimum of 3 shows in the season.
 - iii. Have paid his/her \$40 volunteer fee at the beginning of the season with their membership or have agreed to work (or have someone work on their behalf) the 4 hours of volunteering. If the volunteer hours are not complete, the member does not qualify for year-end awards, regardless of how many shows he/she attends or any other circumstances he/she may present.
 - iv. Attend one club meeting in the year.
 - v. Have paid their \$125 sponsorship fee (one per individual membership or one per family membership); this must be paid BEFORE any points can be accumulated.
25. For a class to be eligible for year-end awards, it must have existed in its own entity for a minimum of three shows. If a class ceases to exist during the course of the show season, then points accumulated in that class will be transferred to an equivalent class. Lead Line classes do not have year-end awards.
26. Year-End Awards:
- i. A first-place award will be awarded to a member for each eligible class per season. Every class will have a class high point, except for Lead Line.
 - ii. A second-place award for each eligible class will be given if budget dollars are available.
 - iii. Other year-end awards include: Overall Club High Point and Divisional High Points for the divisions in that season. Reserve Overall Club High Point and Reserve Divisional High Points for the divisions in that season will be given out if budget dollars are available.
 - iv. To qualify for the Overall Club High Point or Reserve Overall Club High Point, the member must compete in at least one show event AND at least one gymkhana event at least 3 shows in the season.
 - v. Classes that count towards the Show Divisional (Youth and Senior Walk/Trot, Youth and Senior Novice, Youth, Senior, and Senior 40+) High Point and Reserve Divisional High Point awards include:
 - Showmanship
 - English Pleasure
 - English Equitation
 - Trail
 - Western Pleasure
 - Western Horsemanship
 - Barrels
 - Poles
 - Keyhole
 - vi. Classes that count towards the Gymkhana Divisional (Youth and Senior Walk/Trot, Youth and Senior Novice, Youth, Senior, and Senior 40+) High Point and Reserve High Point awards include: Barrels, Poles, and Keyhole.
 - vii. Any awards not picked up by December 31st of the current year will automatically be donated back to the club.
27. If any illegal tack has been missed in the bylaws, NTRC will fall back on the EC rules. Illegal tack includes the following:
- hackamores
 - bosals with any metal attachments

- gag bits
- any bits with twisted or wire mouthpieces
- curb bits used without a curb strap or curb chain
- curb chains/straps thinner than ½” and/or do not lie flat against the jaw of the horse
- Kimberwick or similar English leverage bit not used in conjunction with a curb chain
- drop, flash, figure 8, crank, and any nosebands made from metal, rope, or rawhide
- draw reins
- Pelham or bridoon bits are not permitted in English Pleasure classes
- English breastplates are not permitted in English Equitation or Hunter Hack classes
- Western bits shall not exceed 5” in shank length and/or ports greater than 2” in height
- English spurs shall not be rowelled or exceed 2” in length
- Western spurs may not exceed 3” in length and rowels may not exceed 1” in diameter
- martingales, leg wraps/bandages, and tie-downs are only permitted for gymkhana