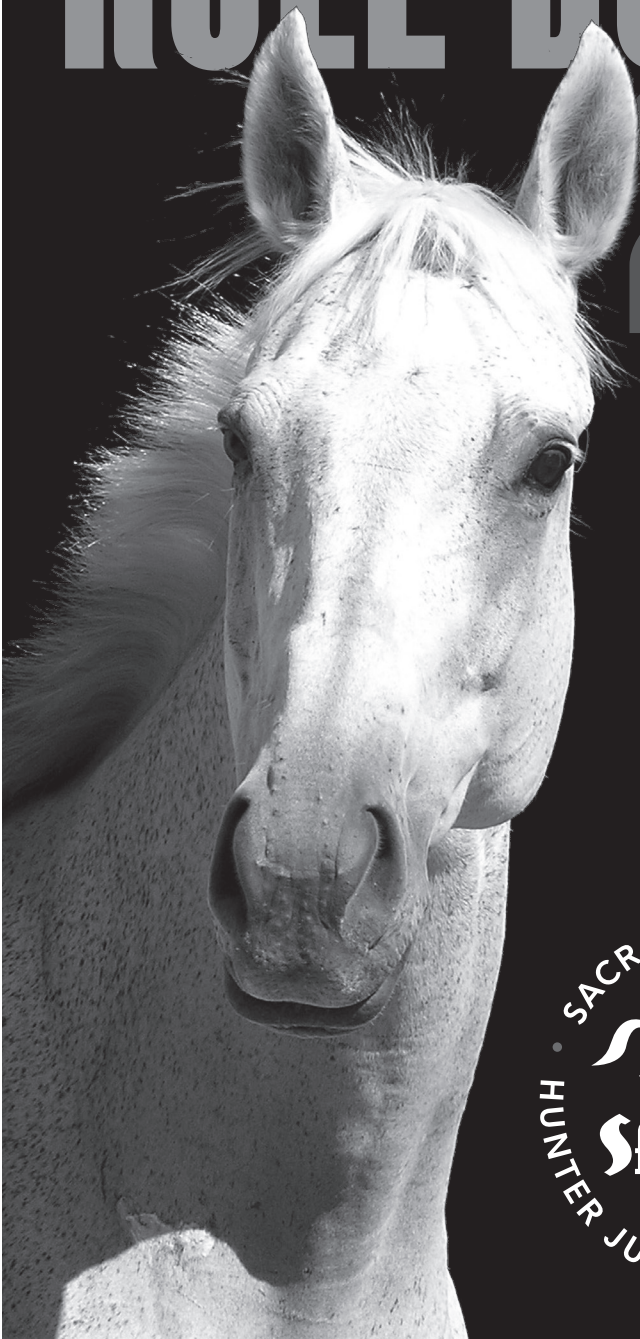


RULE BOOK

2018





**SACRAMENTO AREA
HUNTER JUMPER ASSOCIATION**

Sacramento Area Hunter Jumper Association
is exempt from federal income tax under
Section 501 (c)(3) of the Code.

Accordingly, contributions to
Sacramento Area Hunter Jumper Association
are deductible for United States of America income tax
purposes as is provided for in Section 170 of the Code.

sahja.org

TAX I.D.# 94-3242356

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I. INTRODUCTION

Set forth hereinafter are the Sacramento Area Hunter Jumper Association (“SAHJA”) Rules and Procedures (“Rules”). These Rules govern the conduct of SAHJA (a California Nonprofit Mutual Benefit Corporation). These Rules are subject to change by action of the natural person members of SAHJA in conjunction with action by the Board or Directors of the SAHJA (the “Board of Directors”) and, under special circumstances, by the Board of Directors acting alone.

II. MEMBERSHIP

A. General

1. Persons may join SAHJA and/or register their horse/pony for SAHJA in three ways:
 - a. Mailing an application for membership with the appropriate fee(s). Memberships submitted in this manner are effective and eligible for earning SAHJA points as of the postmark date of such application.
 - b. Completing a membership application and submitting payment of appropriate fee(s) online at www.sahja.org. Memberships submitted in this manner are effective and eligible for earning SAHJA points on the date the application and payment are submitted. If submitted before midnight on the last day of a show, membership will be effective and eligible for earning SAHJA points at that show.
 - c. Submitting an application and the appropriate fee(s) to the show manager at a SAHJA sanctioned horse show. Applications submitted in this manner must bear the horse show manager's signature. Memberships submitted in this manner, before the end of the show, are effective and eligible for earning SAHJA points on the date the application and payment are submitted in person to the horse show manager.
2. Membership points are not retroactive and may not be earned prior to the date the person or horse is an official member per the terms in subdivision 1 above. Exception is during a show weekend. Persons attending a show, must join before the end of the show, either online or submit to the horse show manager, for membership points to go toward year-end totals.
3. Horses must be recorded by their show names, and if a horse's show name or ownership is changed, it is the responsibility of the owner of such horse to notify SAHJA, in writing, of the change(s).
4. The Board of Directors will set membership fees for the ensuing year at the annual December planning meeting of the Board of Directors.
5. The following statement must appear on the membership application:

Each person by becoming a member of SAHJA, and each person by becoming a participant in a horse show sanctioned by SAHJA, agrees and promises for herself/himself and her or his heirs, assigns, children, and minor dependents to indemnify and hold SAHJA harmless from and against any obligation, liability, claim, or

any injury or damage sustained or incurred by her/him or by her or his horse as a direct or indirect result of any participation in or presence at any horse show, meeting, event or any other activity of any kind or nature whatsoever in which SAHJA may or might be involved or associated, same to include all legal costs, expenses, and fees incurred by SAHJA.

The SAHJA Board of Directors reserves the right to update this statement should legal or liability conditions warrant.

B. Classifications

1. Individual. This classification shall be divided into two categories, Junior and Senior. A junior is an individual who has not reached her/his 18th birthday as of December 1 of the previous year. A senior is an individual who is over the age of 18 as of December 1 of the previous year.
2. Horse. The term "Horse" for membership purposes designates horses and ponies. In prize lists and divisions listed by SAHJA, a horse denotes an animal over 14.2 hands. The age of the horse is considered as one year old as of January 1 of the year following its birth. The age of a horse advances one year as of January 1 of each year irrespective of the actual date of birth of such horse.
3. When a horse is registered with SAHJA, at least one owner of such horse must also be a member of SAHJA. Unless otherwise specified, riders at SAHJA approved horse shows do not have to be members of SAHJA except to earn points in equitation divisions.

C. Fees

The membership fee for an individual is \$30 (paper form) or \$28 (online) per competition year and the membership fee for a horse is \$10 per competition year.

III. MEMBER HORSE SHOWS

A. Competition Year

The competition year will run from the third Saturday in January through November 30th of each calendar year. Any horse show starting in November that concludes in December shall be considered part of the current competition year.

B. General

1. Each application for a horse show date(s) must be made on the entry form provided by SAHJA. The form must be signed by the manager or secretary of the horse show requesting the date(s) and

shall contain the following statement: "In applying for the above horse show dates, this horse show agrees to abide by the Sacramento Area Hunter Jumper Association Rules and Procedures (the "Rules") and understands that a failure to do so may constitute a violation of the Rules that may subject this horse show to penalty under the provisions of Article XI thereof."

2. The maximum number of horse show dates that will be granted to a single facility and/or manager during a single competition year is eight(8). Multiple day competitions shall be counted as one horse show date.
3. To be a SAHJA sanctioned show, the horse show manager must be a member of SAHJA. No horse show dates will be granted to a horse show manager that has not paid dues, fees, or fines owing to SAHJA.
4. Any horse show rated "B" or "C" by the USEF may be approved as a SAHJA horse show provided that all other application requirements for the horse show are met by the horse show manager. Any horse show rated "A" or above by the USEF is not eligible to be a SAHJA approved horse show. A show that takes place at the same time on the same grounds as a USEF "A" show is eligible to be a SAHJA approved show if all things relating to the SAHJA approved horse show are separate and distinct from the USEF "A" competition and all other application requirements are met by the horse show manager.
5. At least one of the three SAHJA Medal Classes must be offered at every SAHJA approved horse show.

C. Privileges

SAHJA approved horse shows receive the following privileges:

1. Listing on the SAHJA schedule of the horse show dates and events;
2. No other SAHJA approved horse show shall be held on the same day;
3. Assistance of SAHJA regarding these Rules;
4. Ability to request SAHJA-issued sanctions against any SAHJA member who does not pay for entries and/or fees at a SAHJA approved horse show;
5. Horse show manager will receive a current and/or updated membership physical street address list quarterly; and Horse Show Manager will receive the SAHJA Newsletter.
6. SAHJA will provide complementary review of class lists to verify SAHJA classes prior to prize list being published. Incorrect SAHJA class lists may result in fines (see Fees). SAHJA will not be responsible for creating prize lists.

D. Horse Show Dates and Locations

1. Holding a SAHJA approved horse show on a date(s) other than those approved by SAHJA shall constitute a violation of these Rules.
2. Date Changes: A SAHJA show may seek a change of date(s) by sending a written request for the change to the Board of Directors via email at least thirty (30) days prior to the new or proposed horse show date(s), whichever is sooner. No change is approved except by written confirmation from the Board of Directors submitted to the horse show manager via email.
3. No two horse shows will be approved by SAHJA on the same date(s).
4. Holding a horse show, at a location other than that stated on the application for such horse show shall constitute a violation of the Rules.
5. Location Change: A SAHJA show may seek a change of location by sending a written request for the change to the Board of Directors via email at least thirty (30) days prior to the first date of the horse show. No change is approved except by written confirmation from the Board of Directors submitted to the horse show manager via email.
6. An approved horse show will be awarded comparable show dates the following year as long as completed horse show date application, membership form, and fees are received by the SAHJA on or before the annual Meeting of Horse Show Managers held during the September meeting of the Board of Directors.
7. Applications for horse show dates will be sent by SAHJA to all enrolled horse show managers and upon request to third parties no less than thirty (30) days prior to the September meeting of the Board of Directors.
8. If two or more applications for the same horse show date(s) are made by new horse show venues, only the application first received will be approved, provided all other requirements for approval are met. Applications received on the same date will be considered as having been received at the same time, and the Board of Directors will determine by lot drawn at the next general meeting of the Board of Directors the priority thereof.
9. SAHJA may withhold approval of show dates to any horse show that is indebted to the SAHJA. Date approvals may also be withheld if all results have not been submitted and received by SAHJA as required by these Rules.
10. It shall be in order for SAHJA to withhold from approval a date submitted by a horse show that has not provided proof of liability

insurance and/or a copy of the class list/prize list to the SAHJA horse show liaison.

11. The Board of Directors may reassign horse show dates relinquished by any horse show manager within any competition year to any other interested horse show manager as long as the relinquishing horse show is refunded date fees.. No reimbursement will be given to a canceling horse show manager if no other horse show manager claims the relinquished date(s). The corresponding date(s) the following year will still belong to the canceling horse show manager so long as the appropriate application has been made and the required fees have been paid in full to SAHJA by the annual Meeting of Horse Show Managers.
12. Show managers canceling dates for reasons other than weather or extreme conditions must relinquish those dates to SAHJA.

If a date is leased or sold to another competition management without being relinquished, manager will lose their right to "first right of refusal" the following year, the date will be open for all applications, and no refund will be given.

Cancellations for lack of entries the day of the competition are exempt.

E. Member Horse Show Fees

1. Dues for each approved horse show date are Thirty Dollars(\$30) per show day.
2. A fee of Twenty Dollars (\$20) may be charged to any horse show that applies for a change of date.
3. A fee of Twenty Dollars (\$20) may be charged to any horse show that applies for a change of location.
4. Each SAHJA approved horse show must submit to SAHJA a Two Dollar (\$2) per horse fee for each horse showing at the horse show. The SAHJA horse show must be clearly indicated on the entry blank for the horse show.
5. SAHJA may levy additional fees should the printed list of SAHJA classes be deemed incorrect.

F. Mileage

1. The horse show approval area of SAHJA is defined as that area within a circle drawn with a forty (40) mile radius centered on the State Capital building located in Sacramento, California.
2. The Board of Directors will consider applications for approved horse shows outside the defined radius, but within an area contiguous to the defined radius.

G. Drug Fees

1. Individual horse show managers are responsible for registering their event with the State of California Department of Food and Agriculture, Animal Health Branch (the "Department") and for collecting drug fees pursuant to the rules of the Department pursuant to the Food and Agriculture Code of the State of California, Chapter 8, Division II, Section 24015(a).
2. Any failure by a horse show manager to register her/his horse show or to pay drug fees is reported to SAHJA by the Department. SAHJA in turn advises the horse show manager of the failure by such horse show manager to meet the rules of the Department and lists any future horse shows produced by that manager as pending until the discrepancy with the Department has been cleared to the satisfaction of the Department.

H. Insurance

1. At least thirty (30) days prior to any SAHJA approved horse show, the horse show manager shall provide to SAHJA proof of a fully paid comprehensive liability insurance policy with limits of liability for combined single limit bodily injury and personal injury and death and property damage of at least One Million Dollars (\$1,000,000). SAHJA must be named as an additional insured on said policies and the horse show manager must provide SAHJA with a valid endorsement showing additional insured status to the benefit of SAHJA.

I. Cancellation of Horse Shows

1. Cancellation of a horse show on SAHJA approved horse show dates does not automatically call for a refund by SAHJA of the approval fee paid by the horse show manager for that date.
2. Refunds by SAHJA for a previously approved horse show cancelled by the horse show manager will be decided on an individual basis by the Board of Directors.
3. Cancellation of an approved horse show for two consecutive years for reasons other than force majeure (acts of God) will constitute a relinquishment by the horse show manager of the comparable dates of the canceled horse shows.

IV. CONDUCT

A. Horse Show Conduct

1. SAHJA Rules govern all SAHJA shows unless the show is also sanctioned by the USEF, in which case, USEF rules govern and SAHJA Rules apply to the extent they do not contradict or limit USEF rules.
2. SAHJA shows shall also follow other rules instituted and published by SAHJA in its Newsletter after the date these Rules are implemented.
3. SAHJA does not manage or control any horse show and is not responsible for the conduct thereof. SAHJA Rules are enforced by penalties and sanctions imposed by SAHJA after proof of a violation.
4. Cruelty to or abuse of a horse at a SAHJA approved horse show is forbidden. Offenders may be disqualified from the horse show and/or animal control authorities may be contacted at the discretion of judges and/or horse show management. (See Article XI).
5. Facilities and Equipment Requirements
 - A separate, safe, and adequate warm-up area not less than eighty feet (80') by one hundred fifty feet (150') shall be provided for each show ring at any horse show approved by SAHJA.
 - Arenas with jumping classes shall provide a vertical and an oxer in the corresponding warm-up area. A third set of standards and extra poles is strongly suggested but not required.
 - The Federation Rules and specifications for warm-up jumps will be used.
 - Show arenas shall be of adequate size to safely conduct the classes offered.
 - Wing standards must be used in the show arena, and solid colored poles are encouraged for hunter classes.
 - Food and Drink. Shows must sell food and drink every day of the show until at least noon. Shows must provide at least a one-hour notice of concession closing. Drinking water must be available for patrons all day for the duration of the show.
 - Bathroom facilities shall be provided that are adequate to serve the number of competitors, trainers, grooms, and spectators expected for each show.
6. Scheduling and Classes.
 - a. Any changes to the schedule must be announced and made available in written form unless the schedule change is a class

split or class combination. Show schedule changes must be posted at the show office.

- b. If, after publication of the horse show schedule, a class is accidentally omitted, exhibitors must be notified or the class shall not be pointed. Shows that repeatedly publish incorrect classes may be subject to fines.
- c. Non-competition rounds may not be performed before judged rounds. Non-competition rounds are not allowed in SAHJA medal classes.
- d. Attire. Riders must wear an ASTM-approved helmet per USEF requirements, boots with heels, a collared shirt, and jodhpurs or breeches. Shows may implement a stricter attire rules. Chaps are not permitted in judged classes. Shows may allow half-chaps in judged classes.
- e. Placing. Judges must place each class first through sixth, and those results must be announced.

B. Reporting Results

1. Shows must submit results and fees to SAHJA within fourteen (14) days of the completion of the horse show.
2. Results for each class must, at a minimum, include places first through sixth, the name of the horse, rider, and owner, and, for SAHJA medal classes, also the complete address of each rider.
3. Results must be typewritten and submitted via email, preferably in the provided import template. Shows may also submit electronic results using the USEF format (.dat), if available.
4. Upon violation of the reporting and fee requirements by a show, SAHJA shall provide the show manager with written notice of the violation. The show manager will then have seven (7) days from receipt of the notice to remedy the violation. Continued failure to comply with reporting and fee requirements may result in SAHJA pulling approval of other shows run by a violating horse show manager.
5. SAHJA must provide each horse show manager with a current list of SAHJA members, membership forms, and a horse show results template for reporting results. The member list will only contain name and physical address. No other information may be provided in order to protect member privacy. The list may only be used to provide horse show information and may not be used to promote any other business.

C. Judges

SAHJA shows may only be judged by eligible judges per section VI (B) of these rules.

D. Insurance

In accordance with Article II, Section G, Part 5, the horse show manager must provide to SAHJA proof of liability insurance at least thirty (30) days prior to the date of the horse show, indicating that the horse show manager is in possession of a fully paid policy of comprehensive general liability insurance with limits of liability for combined single limit bodily and personal injury and death and property damage of at least One Million Dollars (\$1,000,000). SAHJA must be named as an additional insured on the show's policy and proof of additional insured coverage must be provided in an additional insured endorsement.

E. Emergency Medical Technician (EMT)

Each SAHJA approved horse show must provide a properly certified and equipped EMT to be on the grounds for the duration of the horse show. The EMT must not have any other duties, must be easily recognizable, and must be in a readily accessible location.

F. Course Designing

SAHJA shows may utilize as course designers: (1) USEF judges; (2) USEF approved course designers; and (3) persons who have completed a SAHJA course-designing clinic. SAHJA recommends using USEF judges as course designers or course design consultants.

G. Stallion Rule

Stallions may be shown by junior exhibitors in compliance with USEF Rules. Despite this, horse show management has the right to not allow stallions to be shown by juniors and must state restriction, if any, in published prize list.

1. USEF Stallion Rules as of 2018 (subject to change):
HU101 Eligibility to Compete – Horse & Pony
 - Stallions are prohibited from all Pony Hunter classes except breeding classes.
 - Stallions are prohibited from all Junior and Children's Hunter classes.
2. JP113 Eligibility
 - Stallions. Junior riders may show stallions. (Exception: Stallions are prohibited in Pony Jumper Sections. See JP118.4)

H. Class Lists/Prize Lists

1. The statement "SAHJA Approved Horse Show" must be prominently printed on the cover or front page of the class list/prize list. SAHJA requests that horse show managers do not refer to her/his SAHJA approved horse show as a "schooling" show.

2. A copy of the class list/prize list must be submitted to SAHJA's show liaison, either electronically or by US Mail, by the horse show manager and approved by the liaison prior to its distribution to the public. If a class list/prize list is printed only once during the year it need only be submitted once, but any time the class list/prize list is changed, it must be submitted to SAHJA before final approval is granted.
3. SAHJA may make suggestions and offer corrections to any class lists/prize lists when a draft is submitted prior to printing. SAHJA is not responsible for creating class lists or schedules.
4. The class list/prize list must contain the following information:
 - a. A list of the judges, the horse show manager, and the course designer;
 - b. A list of the classes and a tentative time schedule;
 - c. The amount of the entry fee and post entry fee, if any;
 - d. The amount and distribution of any prize money offered;
 - e. Availability and cost of stabling;
 - f. The dates and location of the horse show with directions to the show grounds;
 - g. A notice that the horse show is "SAHJA Approved;" and
 - h. Clear notice of the mandatory \$2 per horse SAHJA fee on the entry blank.
5. Combination and Splitting of Classes.
 - a. Any class with six (6) or more entries may not be combined.
 - b. Two classes with less than six (6) entries may be combined at the discretion of the class judge(s). Junior/Amateur classes may not be combined with Open/Professional classes.
6. Unruly equines. A judge must order from the ring any unruly horse/pony or any person whose actions threaten to endanger other exhibitors or their horses. Either the show ring judge or horse show management may make the decision regarding an unruly horse or person.

V. SPECIAL HORSE SHOWS/EVENTS

A. Championship Show/Tie-Breaker Show

1. Once a year between the first full weekend in May and the last full weekend in September, there will be a Championship Show/Tie-Breaker Show. The purposes of this horse show is to showcase and promote the organization, act as a fund-raiser for SAHJA, and to act as the 11th or tie-breaker horse show. Points earned by any

SAHJA member at this horse show will count in addition to her/his best ten horse shows.

2. If two members still remain tied at the end of the year, then the member who attended the tie-breaker horse show will be the winner. If both attended the tie-breaker horse show, then the member earning the most points at the tie-breaker horse show will be the winner. If neither member involved in a tie attended the tie-breaker horse show, then the tie will stand and duplicate awards will be presented.

B. Medal Finals Show

1. Once a year between the first full weekend in April and the last full weekend in June, the Medal Finals show will be held. This Medal Finals Show is open to any rider who has earned a minimum of five (5) points in one of the SAHJA medal classes: Pony Medal, Mini Medal, or, Child/Adult Amateur Medal. Riders must qualify for each final of the SAHJA medal classes in which they wish to participate. A rider must be a SAHJA member to participate in the finals of the SAHJA medal classes.
2. A minimum of two USEF "R" or "r" judges must be used for each final.

C. The Grebitus Challenge Cup

Once a year between the first full weekend in September and the last full weekend in November, the Grebitus Challenge Cup Tournament will be held. The Grebitus Challenge Cup Tournament is a jumper competition held in a team format and open to any junior or amateur SAHJA member in good standing.

D. Site Selection for Special Horse Shows/Events

1. SAHJA will solicit proposals from all interested SAHJA horse show managers to produce the Championship Show/Tie-Breaker Show, the Medal Finals Show, and the Grebitus Challenge Cup Event. Dates proposed for these horse shows must be part of the eight (8) show maximum a manager has been allotted for the competition year.
2. A request for proposals (RFP) will be available to the SAHJA horse show managers in late September or early October each year for the following year.
3. Any proposal from a SAHJA horse show manager to conduct a special horse show/event must be submitted to the Board of Directors by the published date on the RFP, in compliance with any documented instructions and deadlines.

4. Proposals will be reviewed by the Board of Directors after submission for completeness and accuracy. All complete and accurate proposals for special horse shows will be published to current SAHJA members for date and venue selection by anonymous vote.

VI. JUDGES

A. Judges Committee

1. The Judges Committee of SAHJA is composed of up to three (3) USEF or SAHJA judges (any or all of whom may be a member of the Board of Directors), each of whom is invited to be a member of the Judges Committee by the Board of Directors. Each of the judges who is a member of the Judges Committee is a volunteer who serves at her/his convenience. There is no set term of service.
2. The Judges Committee: (a) reviews applications from persons desiring to be listed on the SAHJA Approved Judges List; and (b) determines the suitability of each applicant to be listed on the SAHJA Approved Judges List. The review conducted by the Judges Committee is highly confidential with the outcome only given to the Board of Directors and individual applicants.
3. The Board of Directors appoints one of its elected members or a member of the Judges Committee to act as liaison and secretary to the Judges Committee. This person handles all correspondence for the Judges Committee at the direction of the chairperson of the Judges Committee. Correspondence includes but is not limited to: Sending upon request to an interested person an official form application; Sending the submitted application to the members of the Judges Committee; Performing follow-up correspondence; Maintaining a current Approved Judges List and making such list available to the SAHJA horse show managers; Monitoring assignments given to prospective Approved Judges List applicants; and Advising the Judges Committee when the foregoing assignments have been completed. All records and copies of correspondence are kept in a confidential file with the SAHJA archives.

B. Eligibility of Judges

1. Any USEF recognized or recorded "R" or "r" rated hunter/jumper or hunt seat equitation judge is automatically eligible to judge SAHJA shows.
2. Any non-USEF recorded judge who wants to be an SAHJA approved judge must submit an application to the SAHJA on the official SAHJA form.
3. After application is received, the Judges Committee may approve applicant to become a "learner" judge. The applicants must go

through the set requirements of learner judging with approved “mentor” judges at SAHJA shows. Mentor judges are asked to review the learner judge and provide feedback to the Judges Committee. At the discretion of the Judges Committee learner judges are then approved to judge SAHJA shows.

4. Judges are not required to be SAHJA members.

VII. POINTS AND AWARDS

A. Year-end Awards

1. Year-end awards are offered in the following divisions:

Junior Pleasure, Senior Pleasure, Hunter Breeding, Pony Hunter Breeding, Pony Hunter, Children’s Hunter, Adult Amateur Hunter, Low Open Hunter, Low Child/Adult Hunter, Junior Equitation, Amateur Equitation, Mini Stirrup, Short Stirrup, Long Stirrup, Modified Hunter, Future Jumpers, Training Jumper, Kindergarten Jumper, Child/Adult Jumper, Walk-Trot 8&Under

2. Purpose

- a. The purpose of SAHJA’s year-end award program is to encourage participants in SAHJA approved horse shows in support of SAHJA’s mission to educate and introduce beginning and intermediate riders and horses to the horse show environment.
- b. Award winners have met the membership criteria, are in good standings, and have earned the most points in the division for that competition year.

B. Points

1. No horse or person may earn points towards SAHJA year-end awards until membership criteria are met (See Section II). In the case of equitation divisions, the rider must be a member of SAHJA. Points are not retroactive.
2. Horses must be recorded by their show names; and, if a horse’s show name is changed, it is the responsibility of the owner to notify SAHJA of such change.

C. Points Structure

1. Points will be offered for placing in classes from first through sixth as follows:
 - 6 or more in a class 7-5-4-3-2-1
 - 5 in a class 6-4-3-2-1
 - 4 in a class 5-3-2-1
 - 3 in a class 4-2-1

- 2 in a class 3-1
 - 1 in a class 1
2. "Best Ten" Horse Shows. Points earned for year-end awards will be based on a "Best Ten" system whereby the top ten points totals for a member in each division will be used for computing year-end awards. Exception: Walk-Trot 8 & Under (See Section J)
 3. No points will be awarded for classes that are not judged or held in accordance with SAHJA Rules and, when applicable, USEF Rules.
 4. For year-end awards, the number of exhibitors in a class is determined by those entering a class, not those completing a class.

D. Points are not awarded in the following classes

1. Classes restricted as to area (id est, local) unless a rated horse show holds local classes specifically for SAHJA area riders; or
2. Classes which restrict the number of ribbons won by a rider (Maiden, Novice, Limit); or
3. Classes restricted to type or color of horse, unless complimentary classes are offered; or
4. Classes restricted to horse or rider (age/sex), unless complimentary classes are offered; or
5. Any class which is not judged according to these Rules or the Federation Rules.

E. SAHJA Pointed Class Restrictions

For the purpose of equalizing competitions for SAHJA year-end awards, one-day and multiple-days horse shows are restricted as to the number of classes per division that they may offer, according to the format of the horse show.

Please refer to the table below:

Division	One-Day Horse Show	Multiple Day Horse Show
Equitation	3	4*
Hunter	2 fences, 1 under saddle	3 fences, 1 under saddle
Jumper	3	4*
Pleasure	4	5
Mini, Short & Long Stirrup	4	5
Walk-Trot 8 & Under	2	4

At multiple-day horse shows, shows offering more than the maximum number of classes allowed in a division must designate which classes count for SAHJA points in the prize list, and they may be no more than the maximum number allowed. If classes are not designated by management in the prize list, the classes to count for SAHJA points will be the first four classes deemed eligible on the schedule by meeting the requirements of height, eligibility of rider, and any other descriptions listed in division rules.

In order for the multiple-day horse show specifications to be considered, each day of the horse show must offer classes in the appropriate sections (i.e., to be considered for a multiple-day horse show for Hunter points there must be Hunter classes offered on each day of the horse show).

F. Perpetual Awards

1. The following Perpetual Awards are offered by SAHJA:
 - a. Hunter Breeding – Horse/Native Wendell Perpetual Trophy donated by Anne Polli, Cavaletto Farms;
 - b. Short Stirrup/Short Stirrup Perpetual Trophy in honor of Carole Atkinson;
 - c. Long Stirrup/The Look At Me Perpetual Trophy donated by Sue Mir-Afzali;
 - d. Mini Stirrup/Stardust Pony Dreams Perpetual Trophy donated by Hali Durand
 - e. Jr. Equitation/Hunter Haven Trophy donated by Mr. & Mrs. Chapman;
 - f. Amateur Equitation/Marnye Langer Amateur Equitation Perpetual Trophy donated by Marnye Langer;
 - g. Pony Hunter Breeding/Farmore Farms Perpetual Trophy donated by Tammy Burgin Reitzell;
 - h. Pony Hunters/Lisa DaValle Memorial Trophy donated by LDV Hunter Ponies;
 - i. Low Open Hunters/Equestrian Sports, Inc. Perpetual Trophy donated by Larry Langer, ESI;
 - j. Low Hunters – Child/Adult/ Gallant Farms Perpetual Trophy donated by Mary Morrow-Lavra;
 - k. Children’s Hunters/The Setzer Family Perpetual Trophy donated by Jeff Setzer;
 - l. Adult Amateur Hunter/The Only When I Laugh Memorial Perpetual Trophy donated by The Friends of Bill;

- m. Senior English Pleasure/The Diamond Lil's/Dynamite Specialty Products Trophy donated by Kimberly Mercer;
 - n. Junior English Pleasure/The Wise Brat Perpetual Trophy donated by Peggy Fackrell;
 - o. Kindergarten Jumpers/The Moondancer Perpetual Trophy donated by the Randolph Family;
 - p. Child/Adult Jumpers/The Starlifter Perpetual Trophy donated by Jennifer MacGregor;
 - q. Training Jumpers/Barbara Worth Memorial Perpetual Trophy donated by Bill and Barbara Oakford;
 - r. Modified Hunters/GW Farm/Twinkle Gorman Perpetual trophy donated by Twinkle Gorman;
 - s. SAHJA Mini Medal/Cameron Saunders Perpetual Trophy donated by the Saunders Family;
 - t. SAHJA Pony Medal/Rocking Horse Ranch Perpetual Trophy donated by Pricilla Hobday and Hope Hobday Glynn;
 - u. SAHJA Child/Adult Medal/Leone Equestrians Perpetual Trophy donated by Leone Equestrians, Inc.;
 - v. SAHJA Medal Challenge/Ingrid Harry Perpetual Trophy donated by the Harry Family;
 - w. The Magic Elixir Trophy for the High Scoring 40/over rider donated by Sue Mir-Afzali; and
 - x. The Grebitus Challenge Cup awarded to the winning team in the Grebitus Challenge Cup Tournament donated by Robert "Bo" Grebitus/Grebitus & Sons Jewelers.
 - y. SAHJA Future Jumpers Perpetual Trophy donated by Trudy Perrien
2. Perpetual Awards shall be presented to the division winners at the annual awards banquet.
 3. Perpetual Awards shall be returned by the winner thereof prior to the annual banquet at a time designated by the Board of Directors.
 4. Each recipient of a Perpetual Award is responsible for the return, care, and condition of the trophy, and, as a condition for taking away such trophy, shall sign a contract upon receipt of the trophy acknowledging those responsibilities.
 5. Should a division be discontinued, then the Board of Directors may elect to designate the trophy for another division with the permission of the original donor; and if the award is discontinued, SAHJA shall offer to return the trophy to the original donor. Perpetual Awards cannot be retired.

G. Awards Policy:

MEDAL FINALS

1. SAHJA will provide ribbons through tenth and awards at least through third for the Medal Finals classes (Pony Medal, Mini Medal, and Child/Adult Medal). Each winner will receive an embroidered director's chair. Other prizes are at the discretion of the Board of Directors.
2. There are three perpetual trophies for medal classes, one of which will be presented to the respective winner of the Medal Finals classes;
 - a. The Rocking Horse Ranch Trophy, donated by Pricilla Hobday and Hope Hobday Glynn, to the winner of the Pony Medal Final;
 - b. The Cameron Saunders Trophy, donated by the Saunders Family, to the winner of the Mini Medal Finals; and
 - c. The Leone Equestrians Trophy, donated by Leone Equestrians, Inc., to the winner of the Child/Adult Medal Finals.
3. Each trophy must be returned to SAHJA prior to the Medal Finals, at a time designated by the Board of Directors. The recipient is responsible for the care and condition of the trophy.
4. Should the Medal Finals be discontinued, then SAHJA will offer to return the relevant trophy to its original donor.

H. Awards Policy:

SAHJA MEDAL CHALLENGE

1. The SAHJA Medal Challenge shall be held annually during the SAHJA Championship Show/Tie-Breaker Show. The winner shall have possession of the Ingrid Harry Perpetual Trophy engraved with her/his name thereon until one (1) week prior to the ensuing SAHJA Medal Challenge. The recipient of the Ingrid Harry Perpetual Trophy is responsible for the care, custody, and condition of the Ingrid Harry Perpetual Trophy while it is in her/his possession; and as a condition of taking away the Ingrid Harry Perpetual Trophy, the recipient shall sign a contract upon receipt of the trophy acknowledging those responsibilities. The recipient of the Ingrid Harry Perpetual Trophy shall return the Ingrid Harry Perpetual Trophy to SAHJA at least one (1) week prior to the following SAHJA Medal Challenge competition. After a person wins the SAHJA Medal Challenge, she/he becomes ineligible to compete again in the SAHJA Medal Challenge competition.
2. To compete in the SAHJA Medal Challenge, riders must:
 - a. Be a member in good standing of SAHJA.
 - b. Have not previously won the SAHJA Medal Challenge.

- c. Never have shown at 3'6" or higher at any SAHJA or USEF sanctioned show.

In the event that any one or more of the foregoing questions is answered "No," then the rider is not eligible to compete in the SAHJA Medal Challenge.

I. Awards Policy:

YEAR-END AWARDS – DIVISION

1. SAHJA shall present year-end championship ribbons from first through tenth in all divisions except Walk-Trot 8 & Under, Pony Hunter Breeding, and Hunter Breeding.
2. Each champion shall receive an embroidered cooler reading "SAHJA Champion" with the competition year in which won.
3. Unless the Pony Hunter Breeding and Hunter Breeding Divisions are sponsored, only the champions will receive a prize.

J. Awards Policy:

YEAR-END AWARDS – WALK-TROT 8 & UNDER

1. Walk-Trot 8 & Under awards are based on merit, and four (4) different categories are presented: Gold, Silver, Bronze, and Participant. The criteria for each is determined by the Board of Directors and defined in the Division specifications.
2. Each category shall receive appropriate ribbons: gold, silver, bronze; and burgundy and gray for the participant ribbon.
 - a. Gold, Silver, and Bronze winners shall receive a trophy as their prize.
3. Winners and participants may also receive small token prizes, such as a gift bag with stickers, candy, pencils, or small grooming items, and they may receive balloons. However, no other larger prizes will be given to Walk-Trot 8 & Under riders.
4. No Walk-Trot 8 & Under rider shall ever be singled out for a "Best" or "Highest Score" award.

K. Award Policy:

MEDAL CLASSES

1. Each eligible rider who wins a SAHJA Medal class shall receive a SAHJA medallion to commemorate her/his win, limited, however, to one medallion per year per class.
2. Awards Policy – SAHJA Championship Show/Tie-Breaker Show.
3. SAHJA shall provide champion and reserve champion ribbons for each SAHJA division at the Championship Show/Tie-Breaker Show, except Walk-Trot 8 & Under.

4. Champions for each division shall receive a perpetual plaque.
5. Perpetual plaques shall be returned prior to the next Championship Show/Tie-Breaker Show at a time designated by the Board of Directors; the recipient is responsible for the return, care, and condition of the award and, as a condition of taking away such trophy, shall sign a contract upon receipt of the trophy acknowledging those responsibilities.

L. Awards Policy

THE GREBITUS CHALLENGE CUP TOURNAMENT

1. SAHJA will provide team rider sashes to all competitors in the Grebitus Challenge Cup Tournament.
2. The winning team will have the names of the riders and the *chef d'equipe* engraved on the Grebitus Challenge Cup. The Grebitus Challenge Cup will be maintained by Grebitus & Sons Jewelers.
3. Small replica cups will be awarded to each rider and the *chef d'equipe* of the winning team and presented to the winning team at the annual SAHJA Awards Banquet. The small replica cups may be kept by award recipients.

VIII. DIVISION SPECIFICATIONS

A. General

1. The specifications and criteria for each class are described below. Classes in a given division must be run in accordance with the specifications stated in these Division Rules.
2. Any class with at least six (6) entries may not be combined.
3. A judge must order from the ring any unruly horse/pony or any person whose actions threaten to endanger other exhibitors or their horses. Either the show ring judge or horse show management may make the decision regarding an unruly horse or person.

B. Adult Amateur Hunters

Open to horses and ponies ridden by an amateur. To show over a course of hunter type fences 2'9" to 3'0" in height. At the discretion of the horse show management, an Adult Amateur Hunter class may be combined with a Children's Hunter class if there are fewer than six (6) adult entries.

C. Children's Hunters

Open to horses and ponies ridden by a junior. To show over a course of hunter type fences 2'9" to 3'0" in height. At the discretion of the horse show management, a Children's Hunter class may be combined

with an Adult Amateur Hunter class if there are fewer than six (6) adult entries.

D. Equitation:

Jr. Equitation 17 & Under / Amateur Equitation 18 & Over

Equitation classes are open only to junior and amateur riders. Flat and Over fences classes are included. Fence heights are 2'9" to 3'0". If a horse show offers 12 & under equitation over fences, then the fence height is 2'6". Horse shows are encouraged to offer equitation classes by age group. Amateur (18 & over) equitation classes must be listed as "amateur" or "adult amateur" in order to qualify as point classes for SAHJA.

E. Hunter Breeding/Pony Hunter Breeding

Open to horses and ponies (yearlings, two year olds, and three year olds) shown in hand. Judged on confirmation, way of going, and suitability to become a hunter. A minimum of three (3) entries are necessary to hold a separate age group. If age groups are combined to make one class, a Best Young Horse/Pony class shall not be held. If age groups are divided and a Best Young Horse/Pony class is held, Best Young horse/pony will receive 2 points in addition to class placing. Reserve Best will receive 1 point.

F. Low Hunter – Child/Adult

Open to horses and ponies ridden by a junior or adult amateur rider, over a course of hunter type fences 2'6" in height.

G. Low Open Hunters

Open to horses or ponies. To be shown over a course of hunter type fences 2'6" in height.

H. Modified/Performance Hunters

This is an open division with horse or ponies to show over a course of hunter type fences 3'0" to 3'3" in height. Horse and rider may cross enter into any other division for which they are eligible.

I. Pleasure – Junior Pleasure/Senior Pleasure

Open to horses and ponies. Classes to count may include: Junior; Senior (rider age); Color; Non-Color; Bridle Path Hack; Open; Horse; and Pony.

J. Pony Hunter

Open to ponies (14.2 hands and under) ridden by a junior, over a course of hunter type fences 2'0"-2'6" in height. Ponies may be ridden by adults in other classes. Horse shows sanctioned by the

Federation may run the SAHJA Pony Hunter division according to the specifications' of the Child's Pony Hunter Division. Horse shows not sanctioned by the Federation shall have the option to set the course height with oxers at 2'0" for small/medium ponies and 2'3"- 2'6" for large ponies. Should the show opt to not adjust for larges, course height will remain at 2'0" for all size ponies.

K. Short Stirrup – 11 & Under

1. Open to riders 11 and under who have never shown over fences 3'0" or higher. To be shown over a course of fences 2'0" in height. Points accrue to a horse or pony/rider team. If an exhibitor shows over fences 3'0" or higher at the same horse show she/he enters in the Short Stirrup division, then only the ribbons won in the class with the higher fences will count for points. Year-end awards go to the rider of the horse/pony.
2. If any Short Stirrup 11 & under flat class has more than twelve (12) entries, it must be split into two sections and the new split sections must be maintained throughout the flat classes at the horse show. Any Short Stirrup over fences class with more than twelve (12) entries must be double pinned and need not be split. Two sets of awards and ribbons must be given, and SAHJA points will be given in each section.

L. Long Stirrup – 12 & Over

1. Open to amateur riders 12 & over who have never shown over fences 3'0" or higher. To be shown over a course of fences 2'0" in height. Points accrue to a horse or pony/rider team. If an exhibitor shows over fences 3'0" or higher at the same horse show she/he enters in the Long Stirrup division, then only the ribbons won in the class with the higher fences will count for points. Year-end awards go to the rider of the horse/pony.
2. Once a horse or pony/rider team has won champion in the year-end SAHJA Long Stirrup division they are no longer eligible for year-end awards.

M. Mini Stirrup - Child/Adult

1. Open to children and adult amateur riders who have never shown over fences 2'0" or higher. To be shown over a cross rail course of fences 18" in height. Trotting is allowed. Points accrue to a horse or pony/rider team. Year-end awards go to the rider of the horse/pony.
2. Once a horse or pony/rider team competes for two years in the Mini Stirrup division, they are no longer eligible for year-end awards.

N. Walk-Trot 8 & Under

1. Open to riders 8 & under who have never shown in a class requiring the canter, prior to the current horse show year. Only class designated "8 & under" will count for points. Riders ride for Gold, Silver, Bronze, and Participant year-end awards.
2. If any Walk-Trot 8 & Under class has 12 or more entries, it must be split into two sections. Two sets of awards and ribbons must be given, and SAHJA points will be given to each section.
3. In order to receive a Gold, Silver, or Bronze award, riders must have competed in five (5) or more horse shows in a competition year.
4. Criteria for awards in Walk-Trot 8 & Under are based on points earned versus points available and are as follows:

Gold 50% or higher | **Silver** 35-49% | **Bronze** 25-34%

5. An example would be: A rider attends 7 horse shows with one Walk-Trot 8 & Under class offered at each horse show. This means the total points available would be 7 points x 7 shows = 49; The rider scores 30 points total at the 7 horse shows; thus the rider's percentage is 30 divided by 49 or 61%, and the rider would receive a Gold award.

O. Kindergarten Jumper .85m/.90m/1.00m

This is a division to introduce horse/ponies and riders to the jumper arena. The Kindergarten Jumper division is tracked and awarded at year end as a horse or pony and rider pair. Teams eligible for points will be a seasoned rider and a horse/pony that has never shown over 3'3" before the current year, or a seasoned horse/pony with a rider that has never shown over 3'3" before the current year. Also eligible are a horse/rider team, neither of which has shown over 3'3" before the current year. The Kindergarten division will show over a jumper type course with fences ranging from 2'9" to 3'3" in height. To be eligible for year-end awards in this division, horse, rider and owner must all be SAHJA members in good standing.

P. Low Child/Adult Jumper .90m/1.00m

Open to horses and ponies ridden by a junior or adult amateur over a course of fences 3'-3'3". At least one class must be judged Table II, Sec 2a, 2b, or 2c, as defined by USEF Rules

Q. Training Jumpers 1.00m/1.10m/1.15m

Horses and ponies are to show over a jumper type course with fences ranging from 3'3" to 3'9" with widths not to exceed 3'6". At least one class must be judged Table II 2a, b or c, as defined by USEF Rules.

R. Future Jumpers 2'-2'3" .65-.70m

The Future Jumper division is tracked and awarded year-end as a team. The Future Jumper division will show over a jumper type course with fences ranging from 2'-2'3" or .65-.70 meter in height. This division is to introduce green horse/ ponies and riders to the jumper arena. Teams eligible for points will be a rider on a horse/pony that has never shown over 2'6" before the current year, or a horse/ pony with a rider that has never shown over 2'6" before the current year. Also eligible are a horse/rider team, neither of which has shown over 2'6" before the current year. To be eligible for year-end awards in this division horse, rider and owner must all be a SAHJA member in good standing. Class must be judged Table II.

IX. MEDAL CLASSES

A. General

SAHJA offers three medal classes open to both SAHJA members and non-members. Any rider earning at least five (5) points qualifies to ride in the Medal Finals. To compete in the Finals, held each spring between the first full weekend in April and the last full weekend in June, a rider must be a member of SAHJA.

First place winners of a SAHJA Medal class receive a SAHJA Medal.

When there are four (4) or more riders in the qualifying SAHJA Medal class, points will be 7-5-4-3-2-1. When there are three (3) riders in the qualifying SAHJA Medal class, points will be 4-2-1. When there are two (2) riders in the qualifying SAHJA Medal class, points will be 3-1. When there is only one rider in the qualifying SAHJA Medal Class, points will be 2. Riders receiving points must place in the SAHJA Medal class. When fewer than four (4) entries are in the SAHJA Medal class, then riders will receive points only, and no medal will be awarded. Riders may continue to ride in the SAHJA Medal classes after winning a first place.

B. SAHJA Pony Medal

A Hunt Seat medal open to junior riders showing ponies (14.2 hands and under). The SAHJA Pony Medal shall be judged over a course of fences 2'3" in height, with two USEF tests (1-9) incorporated into the course. Jumper type equipment is not allowed. Any additional work-off shall be at the judge's discretion.

C. SAHJA Mini Medal

A Hunt Seat medal open to any junior or adult amateur rider who has not won a 3'6" USEF-rated medal class or any medal finals, except the SAHJA Pony Medal. Riders will be judged over a course of fences 2'6" in height, with at least two USEF tests (1-9) incorporated into the course. Jumper type equipment is not allowed. No work-offs are allowed.

D. SAHJA Child/Adult Medal

A Hunt Seat medal open to any junior or adult amateur rider who has not won a 3'6" USEF-rated medal finals. Riders to be judged over a course of fences 3'0" in height. Jumper type equipment is not allowed. At least the top four riders will return for a flat work-off.

E. Medal Finals

1. Medal Finals will take place during a specified spring SAHJA horse show, between the first full weekend in April and the last full weekend in June, and will be conducted under a multiple judge system with open scoring. Finalists will be judged over two complete courses, and at least the top four riders will return to perform additional work. The SAHJA Pony Medal shall be judged over a course of fences 2'3" in height. The SAHJA Mini Medal shall be judged over a course of fences 2'6" in height. The SAHJA Child/Adult Medal shall be judged over a course of fences 3' in height.
2. Riders competing in the Finals must be members of SAHJA.
3. In the Mini Medal Finals and the Pony Medal Finals, at least the top fifteen (15) riders after the first round must come back for the second round. Management may elect to have more than fifteen (15) riders return for the second round; however, these specifications must be clearly stated in the prize list.
4. Scoring will be open numeric scoring, with scores announced after each round. First round scores from each judge will be averaged for a single score, second round scores will also be averaged for a single score. These two scores will be added together and averaged for one score to be carried into the work-off. Any work-off will be given its own score by each judge and this score shall be added to the subtotal and averaged again for the final score. Work-off scores will not be announced. Highest total score is the winner. Ribbons are presented 1st through 10th.

F. SAHJA Medal Challenge.

1. The SAHJA Medal Challenge shall be conducted annually during the SAHJA Championship Show/Tie-Breaker Show. The SAHJA Medal Challenge is open to any Junior or Adult member of SAHJA who meets the membership requirements.

2. Riders in the SAHJA Medal Challenge shall compete in four phases to determine the winner.
 - a. A written test on horsemanship representing a maximum of 50 points.
 - b. A flat equitation phase with each rider receiving a numerical score.
 - c. Two over fences rounds at 2'6" in height with each rider receiving a numerical score in each round with the order of go to be determined by total score in each round going from lowest to highest score.
 - d. A work-off of the top four riders in total score to be conducted over fences or a combination of over fences and flat work at the discretion of the judge. The winner will be determined by adding the work-off score to her/his existing points with the rider having the highest score being declared the winner.
3. The winner of the SAHJA Medal Challenge shall have possession of the Ingrid Harry Perpetual Trophy until one week prior to the ensuing SAHJA Medal Challenge. Ribbons shall be awarded to the top eight riders.

X. THE GREBITUS CHALLENGE CUP

Partial approval of proposed changes

1. The Grebitus Challenge Cup Tournament will take place during a specified fall SAHJA horse show between the first full weekend in March and the last full weekend in November, and will be conducted under a team format. A maximum of 10 jumper teams of four will ride two rounds each and be judged for time and penalties over an identical course for both rounds.
2. The jumper teams compete at three levels: 2'3", 2'6", 2'9"- 3'. Teams must have one rider at each level and the final rider of the team may choose the level at which they compete. Substitution of horse or rider on a team may only be done with the permission of the show committee. A rider sash (provided by SAHJA) is to be worn, and coordinating Hunt coats, saddle pads, horse leg wear, etc. is encouraged for each team. Teams must also declare a chef d'equipe.
3. Riders competing in the tournament must be junior or amateur members of SAHJA in good standing.
4. Only the best (lowest) three scores of each team from each round will count toward the team's score. Teams of four will have a discard score in each round, teams of three will have no discard

score. The winning team will be the team with the lowest combined scores from the two rounds.

5. Tournament will be conducted over two rounds using the same jumper course of not more than 10 fences. There will be no jump-off. All riders at a particular level will jump their rounds, fences will be raised to the next height, and all riders at that height will jump their rounds, etc. When all riders have jumped once, first round scores will be tabulated and the second round may begin.
6. At the conclusion of the second round, scores will be tabulated and the winning team declared. Ribbons are presented through 10th.
7. The winning team shall have their team name, the name of their chef d'équipe, and their names engraved on the Grebitus Challenge Cup, and each of the 4 members and the chef d'équipe will receive a small engraved commemorative cup for them to keep which will be presented at the annual awards banquet.

XI. VIOLATIONS, PENALTIES, AND HEARINGS

A. Provisions

1. The provisions of these Rules in connection with any SAHJA horse show apply to the following persons: owners; exhibitors; trainers; riders; handlers; horse show staff and management; officials; and family members of those listed above. Any act in connection with a SAHJA horse show in violation of these Rules by any of the parties listed above may subject them to penalties.
2. Penalties are assessed by the Board of Directors.

B. Violations

A violation is any act prejudicial to the best interests of SAHJA. The violations for which penalties may be assessed shall include, but are not limited to:

1. Violations of these Rules;
2. A violation of the just and proper rules of a horse show;
3. A violation of the just and proper rules of other horse show associations;
4. Committing any crime, including assault, or any threat of a crime, upon any person or in connection with any activity having to do with a horse show, horse activity, or SAHJA;
5. Any act, conduct, or remark that is obscene, dishonest, unsportsmanlike or otherwise prejudicial and disruptive of the ordinary

conduct of a horse show or of the performance by officials or judges of their duties at a horse show;

6. Any act constituting cruelty to horses;
7. Failure to pay obligations due to SAHJA;
8. Failure to pay any obligation owed to any horse show approved by SAHJA, including a failure to make good a bad check.

C. Penalties

Upon finding that any covered person has committed any of the violations listed above, the following penalties may be assessed:

1. Suspension of the horse show and/or the horse show manager for an appropriate period of time from conducting a horse show approved by SAHJA; and/or
2. Suspension of any member, horse/pony, trainer, owner, rider or official for an appropriate period of time from participating in or officiating in any manner at a horse show approved by SAHJA; and/or
3. Withholding or forfeiture of championship points for any class and/or horse show for the year with respect to a named horse/pony or horses/ponies; or for all the horses/ponies of the affected member; and/or
4. Expulsion from membership in SAHJA; and/or
5. Reprimand by way of censure; and/or any combination up to all of the above penalties.

D. Charge of Rule Violation

1. A charge of violation of these Rules must be made in writing and may be made by a member, horse show manager, horse show official, or SAHJA Board of Directors. A charge of violation of these Rules shall state the full name and address of the charging person and the accused and contain a complete and definite statement of the acts which constitute the alleged violation of these Rules. The charge shall also specify the date, time, place, all circumstances surrounding the charge, the persons involved, names of witnesses, and any other corroborating information. The maker must be prepared to substantiate the charge by personal testimony at a hearing or by sworn statements, witnesses, or other evidence. The charge must be signed by the person making the charge.
2. Any report charging a violation of these Rules must be received by SAHJA no more than ten (10) days after the alleged violation occurred. Violations of Rules that are directly related to SAHJA specific interactions, such as late or improper filing of information, shall be acted upon by SAHJA without the necessity of a formal

charge. All reports of charges of violations shall be acted upon at the next meeting of the Board of Directors, but may be postponed to the following meeting of the Board of Directors for good cause or if the charge of violation is received close to the date of the meeting of the Board of Directors .

E. Notice of Alleged Violation

The Board of Directors shall review all charges of violation of these Rules. If the charge of violation of these Rules contains all the elements necessary to constitute a violation of these Rules and it appears that a penalty should be imposed by the Board of Directors in respect thereof, then a copy of the charge of violation of these Rules shall be transmitted to the person or persons involved, indicating that SAHJA is contemplating the assessment of a penalty for said violations, and requesting a response in writing from such person(s) within a reasonable, specified time.

F. Request for Hearing

Upon receiving notice of a possible violation of these Rules, each accused person may:

1. Request in writing a hearing, to be conducted by the Board of Directors or a hearing committee appointed by the Board of Directors; or
2. Submit in writing to the Board of Directors, or a hearing committee appointed by the Board of Directors, a defense, explanation(s), information, or mitigating circumstances in relation to the charged violation of these Rules; or
3. Admit in writing the violation of these Rules and explain in writing the circumstances and the measures that will be taken to prevent such violations in the future.

G. Conduct of Penalty Hearings

1. In the event an accused person requests a hearing on the issue of an alleged violation of these Rules, a date will be chosen by the Board of Directors that is not less than fifteen (15) days after the request for a hearing. The hearing will normally be held at the next scheduled meeting of the Board of Directors unless fifteen (15) days' notice of the hearing cannot be given before the next scheduled meeting of the Board of Directors.
2. The person reporting the alleged violation of these Rules of SAHJA may present evidence in support of the alleged violation of these Rules, and the accused person may also present evidence in support of her/his case, each side being allowed to question the other's witnesses and to comment on the other's evidence. Hearsay testimony in the form of an affidavit, declaration under

penalty of perjury, or letter, may be accepted as evidence at the discretion of the Board of Directors (or, if appointed, the hearing committee), and, if allowed, only such weight will be given to such hearsay evidence as the Board of Directors (or, if appointed, the hearing committee) deems appropriate under all the circumstances.

3. SAHJA may appoint a member of the Board of Directors or another person to present the violation case. The person appointed by the Board of Directors to present the violation case shall not participate in the deliberations of the Board of Directors or, if appointed, the hearing committee; and if a hearing committee has been appointed by the Board of Directors, such person shall not be a member thereof. SAHJA and/or the complaining person shall have the burden of proving the violation of these Rules.
4. Normally, the testimony given at the hearing will not be recorded by a mechanical device or by a reporter. If an accused party desires to have the proceedings recorded, such recording must be arranged by that party at her/his expense. The hearing committee shall not be required to render any findings or explanation of its decision unless request is made thereof in writing prior to the commencement of the hearing.
5. After conducting the hearing and/or reviewing all of the information submitted, in lieu of a hearing, all persons (including the person appointed to present the violation case) other than the Board of Directors must be asked to leave the room so that the Board of Directors, or the appointed committee, shall render its decision and assess whatever penalty, if any, deemed appropriate under the circumstances, as provided for in these Rules.



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