Georgia Federation of Saddle Clubs Association

www.georgiafsc.com

Operational Rules and Manual

RUNNING

Version Date
May 1, 2024

Coastal Empire Association
Coastal Plains Association
Deep Dixie Association
East Georgia Association
Flint River Association
Georgia Mountain Association
Heart of Georgia Association
Northwest Association
South Georgia Association
South Ogeechee Association

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Operations Manual

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Chapter I: Operational Rules

Article I
Organization Naming

Section 1: The name of the organization is the Georgia Federation of Saddle Clubs (GFSC).

Section 2: The Federation was formed on January 29, 1967.

Section 3: The GFSC consist of 10 associations from the state of Georgia which are:

1. Coastal Empire
2. Coastal Plains
3. Deep Dixie
4. East Georgia
5. Flint River
6. Georgia Mountain
7. Heart of Georgia
8. Northwest
9. South Georgia
10. South Ogeechee

Article 2
Purpose and Objectives

Section 1: To promote the equine industry and cultivate cooperation and friendly relationships between statewide associations, their clubs, and communities.

Section 2: To hold an annual state show and enforce a uniform set of rules to be used in all events conducted and sponsored by GFSC's.

Section 3: The calendar of date will be Labor Day weekend to be held at the Georgia National Fair grounds in Perry, GA.

Section 4: The GFSC will be governed by their latest published rule revision during the state show event. The GFSC follows GFSC and AQHA rules when a GFSC rule is not available.

Section 5: The Federation shall be limited to 10 Associations. If any Association drops out, it will stand at 9.

Section 6: Each Association must abide by the rules of the Federation and ensure their members and participants familiarize themselves with rules governing the Federation.

Section 7: Each Association must be in good standing with the Federation, which includes financial status and consist of enough members to successfully support the hosting of the state show to be eligible as an Association with the Federation.

Section 8: An Association wanting to join the Federation must be voted upon.

Section 9: No Association will be allowed to change dates with another Association.

Section 10: The Federation shall have the choice of sites to hold the state show, not the Host Association.

Section 11: If any changes are made within two weeks of the state show, the Host Association will call each Association's President to inform them. NO EMAIL!

Section 12: Opening ceremonies will be at 7:30 am on Saturday in Reeves Arena with Timed Events starting immediately after the opening ceremony and/or memorial service but not before 8:00 am in Reaves Arena. The show will begin Sunday morning immediately after Cowboy Church and/or the memorial service but not before 8:00 am with the Timed Events in Reaves Arena.

Section 13: The Host Association has the option to hold a Memorial Service after opening ceremonies on Saturday or after Cowboy Church on Sunday with a maximum 30-minute time limit (will be included in the year 2019).

Article 3
Officers

Section 1: The officers of GFSC shall include Timed Event Co-Chairman, Judged Event Co-Chairman, Federation Secretary, Webmaster, Federation Treasurer, Federation Co-Treasurer, Grounds Keeper, President, Vice President, State Show Secretary, and a Board of Directors.

Section 2: The Officers of GFSC shall include the following, beginning with elected and permanent positions:

A- Timed Event Co-Chairman- Works with the incoming and outgoing Host Presidents along with the Fairground Personnel in managing the state show, assist in interpretation and application according to rule intent, and assists with other events and needs as they occur in the running arena. Also, serves on rules committee to help in assuring all passed proposals are understood and added to rules as needed. Beginning in the year 2019, this will be a 2-year term.

B- Judged/Pleasure Event Co-Chairman- Works with the incoming and outgoing Host Presidents along with the Fairground Personnel in managing the state show, assist in interpretation and application according to rule intent, and assists with other events and needs as they occur in the pleasure arena. Also, serves on rules committee to help in assuring all passed proposals are understood and added to the rules as needed. Beginning in the year 2019, this position will be a 3-year term then fall back to a 2-year term in 2021.

C- Federation Secretary- Creates and handles written correspondence involving Federation business and functions. Works with incoming Host Secretary in maintaining forms for state show, program book sheet, updated rules and regulations, etc. This position is permanent until vacated by current electee.

D- Federation Webmaster – Oversees and manages federation website. This position is permanent until vacated by current electee.

E- Federation Treasurer- Keep financial records of Federation income and expenses, pay bills, and distribute funds as needed, prepares financial statements for meetings, and attends all meetings. This position shall not be a member of the same household of the Federation President and shall not be related in any way. Must be bonded in the amount of $60,000.00. This position is permanent until vacated by current electee.

F- Federation Co-Treasurer- Assists with all duties of the treasurer. This position may not be a member of the same household of the Federation President and shall not be related in any way. Must be able to perform all duties of treasurer in the event of their absence. Must be bonded in the amount of $60,000.00. This position is permanent until vacated by electee.

G- Grounds Keeper- Prepares all event and practice arenas to the satisfaction of GFSC for competition. Performs under the leadership of GFSC. This position is permanent until vacated by electee or terminated by GFSC.

H- President- Chosen annually from the Association hosting the state horse show. They shall have the responsibility of running the state show, which includes all aspects of the show, buying

trophies, and securing a judge for the state horse show. Works closely with Co-Chairmans to manage the state show. Also, they will pass a complete set of current rules onto the incoming host Association along with all other Federation property.

I- Vice Presidents- The President from each association shall serve as Vice Presidents of the Federation. They will assist in all aspects of the show to ensure smooth running of the state show. If the President of the host Association is in service as Federation President, they have the right to appoint another to represent them in the office of Vice President.

J- State show Secretary- Annual position chosen from the host Association. Duties include keeping of minutes, corresponding with member associations, and coordinating state horse show details. The Federation Secretary will serve as a contact and assistant to this position.

K- Board of Directors- shall be made up of one representative from each association as appointed by the President of that Association. They have the authority to set policy regarding the administration of GFSC pertaining to its finances and conducts. They will compile an operations manual to help the host Association with operations of the state show.

L- Public and Vendor Relations: Will be voted into office every three years. The duties of this position will be to promote the Federation through social media and other media outlets throughout the year. Duties for the state show will include organizing special events and obtaining vendors. This position will handle all vendor contracts for the state show. A budget item for PR and the extra events held at the state show will be included in the annual Federation budget presented by the host association.

Article 4
Meetings

Section 1: GFSC shall conduct a minimum of 3 annual meetings, the first to be scheduled in the fall, no later than November 30, the second scheduled late winter to early spring, and the third scheduled early August. The host President can schedule additional meetings as needed.

Section 2: No changes can be made at the fall meeting of the Federation. This meeting will be for discussion of proposed rule changes.

Section 3: Rule changes for the next year's state show, not the current year's show, will be voted on at the late winter-early spring meeting. The purpose of this meeting is to have new rules decided upon and in effect prior to the new Federation show year so that associations may be showing in their qualifying shows under the same rules that apply to their classes at the next state show.

Section 4: The early August meeting will be held to confirm upcoming show season classes and finalize any issues that need to be addressed for the current state show.

Section 5: The host Association for the next year must notify each Association President two weeks prior to the fall meeting by e-mail with receipt of confirmation required. The financial report will be provided at this meeting. Rule change proposals must be brought to this meeting. The Associations making proposals shall provide ample copies so that each Association and Federation representative receives a copy during discussion. The proposals will be voted on at the late winter/early spring meeting after the first of the year.

Section 6: The State Show Secretary shall provide a copy of the previous meeting's minutes at the next Federation meeting. Also, within 30 days of the first meeting the State Show Secretary will provide a list of all Association representatives, including names, emails, and phone numbers.

Section 7: Each Running Association shall have one vote. There must be 51% of the membership present before a business meeting is official and any ruling can be approved.

Section 8: A meeting will be held on late afternoon the Friday prior to state show. Officers of the Host Association must be present and introduced.

Section 9: At the state show, there will be a Federation Board meeting of Presidents or their representative after the last practice session Friday evening in Reaves Arena. The tractor drivers will work the arena and all Associations will agree on the arena conditions and footing as being in a state of readiness to run on.

Article 5
Dues and Debts

Section 1: Each Association shall pay dues in the amount of $1,000.00 for the purpose of buying trophies, expenses of the judge, and cost of Queen and Princess contests.

Section 2: Dues are to be paid by June 30th each year and are payable to the Georgia Federation of Saddle Clubs Association (GFSC).

Section 3: All debts of the Federation shall be settled by September 30.

Section 4: Any debt owed the Federation by any Association shall be settled by September 30.

Article 6
Website

Section 1: The Federation will fund the cost of the website.

Section 2: The responsibility for providing updated information on the website will rotate with each Association in the same order as state show host. Information will be forwarded to the Webmaster who will make appropriate changes.

Article 7
Rules for Entering State Show

Section 1: Each Association shall deliver a list of their eligible riders and all qualified alternates, along with the names of the horses to be ridden or shown for each event to the State Show Secretary by June 30th. Information received after this date may not appear in the program book.

Section 2: The President and Secretary of each Association must sign a statement verifying that their riders have shown in at least 50% of their Association's qualifying shows before the rider can ride or show at the State Show. This includes all alternates.

Section 3: A rider can only ride one horse per class.

Section 4: A rider can only ride in one Association for qualifying points for the state horse show. If their name appears on more than one Associations list, they will be disqualified from participating with either Association.

Section 5: A horse may be exhibited in only one age group for each event, with the exception of immediate family members or people living in the same household who may exhibit the same horse in different age groups in the same event.

A-Grandparents, living in or outside the household, are considered immediate family.

Section 6: There will be no lead in classes.

A- Individuals with special needs who participate and qualify at local shows can be assisted as needed with pre-approval of the Federation Board through a scheduled meeting prior to the state show.

Section 7: If a rider scratches from a class or event, that rider will not be allowed to change their mind and ride in that event for that show. This covers all classes and events.

Section 8: Each Association can send up to six participants in each class.

Section 9: The age of the rider as of January 1st of the current show season dictates the appropriate class they may ride in and is retained throughout the year. The Georgia Federation show season runs with the State Show. All Associations/Clubs are at liberty to begin their season immediately after the state show ends, however, the class a rider should participate in would be determined by their age as of January 1st following the end of the state show.

Section 10: Active-duty personnel who cannot show in 50% of their association shows will be allowed to show at the Federation show if they have enough points to qualify in the top 6 of their respective classes.

Section 11: Military competitors that received mandatory orders for deployment will be allowed to compete at the Federation show provided they;

A- Competed in local shows
B- Accumulated enough points to qualify for end of the year state show
C- Must provide proof they have mandatory, not voluntary orders, to deploy
D- Will be added to the end of each class they qualify in.

Article 8
Entry Fees

Section 1: An entry fee per class will be charged based on charges imposed by the Fairgrounds. The fee will be announced upon contract completion between Federation and Fairgrounds to include any additional fees to cover the cost of the Ambulance/EMT on site during the entire state show.

Section 2: When a new class is added it will remain on the show schedule for a probationary period of two years with the cost of the entry fee doubled for this two-year period. Each new class must have at least fifty percent participation during the probationary period to remain on the Federation show schedule.

Article 9
Stalls and Rotation

Section 1: Each Association must provide the Federation with a list, by stall number, of the stalls assigned to individual members. All members are to know where their stalls are located.

Section 2: Do not take another Association's stalls

Section 3: Rotations; The Host Association will occupy the stalls closest to the Reaves Arena at the west side of the horse barn for running events.

Section 4: Each Association is responsible for providing the Host Association with the names of the rider's stalls and ground fees. Every rider will need one or the other. It is not the responsibility of the Host Association to be concerned with ground fees at the State Show.

Article 10
Vendors

Section1: No vendors will be allowed inside the arena areas or on the grounds outside of the arena areas that would obstruct the moving of horses in and out of gates.

Section 2: Vendors will be administered by Public and Vendor Relations. Georgia National Fairgrounds will bill the Federation for all vendors secured by the host association. The vendor's fees are charged per vendor not per booth and includes one table, two chairs, and a drape.

Article 11
Announcer

Section 1: The Host Association is responsible for obtaining a qualified announcer who shall follow all Federation rules pertaining to announcing.

Section 2: The announcer will not cheer, advise of a qualified run, or show any bias toward any rider or event while announcing from the Secretary's table.

Section 3: The announcer shall not tell a rider if the clock fails unless the rider has completed a qualified run.

Section 4: At the beginning of each class, the announcer may announce for riders not to leave the premises until their class is completed. This will help in the event of a tie or class re-run.

Section 5: A second public address system must be set up so that the speakers are on during the entire show. Adjustments will be made as needed to ensure all running arenas and all barns have clear access to needed announcements.

Section 6: The Host Association can elect to let the announcer play music during timed events at the state show.

Article 12
In Case of Injury

Section 1: Medical assistance will be provided by on-site EMT's and/or Ambulance service during the entire show. In the event they are tied up with an emergency, 911 must be called for assistance.

Section 2: All available Association Presidents must try to keep people away from the scene of an accident until professional help arrives.

Section 3: Have a veterinarian on site or on call during the state show.

Article 13

Arena Safety

Section 1: The Fairgrounds will provide fourteen inches of dirt in the Reaves Arena for the safety of horses and riders (this supersedes the Federation's requirement of 8-12 inches).

Section 2: Auxiliary ring personnel should be alert at all times on the safety of the crowd around the immediate area, i.e., those leaning or sitting directly on the arena fence or any barriers or attachments.

Section 3: Horses must be kept away from the rail on the outside of the arena.

Section 4: When setting the arena for Timed Events, if the alley is set up with 90-degree corners, pads must be added or the alley shall be curved to prevent the 90-degree corners.

Section 5: Padding shall be placed on gates at the back of running chute that are in front of roll up door.

Article 14
Ground Rules

Section 1: There will be no bicycles, 3 or 4 wheelers, Scooters, skates, skateboards, hover boards or any motorized vehicles, etc. allowed in the barns or any area within the perimeters of the arenas. All Association Officers along with Fairground Staff will be responsible for enforcing this rule. This will apply from Friday throughout the duration of the show. In other areas of the fairgrounds, such as parking lots, campgrounds, etc., the use of these types of vehicles will be under the authority of the Fairgrounds.

Section 2: Any dogs at the Federation State Show must be on a leash or stalled at all times. No dog is to be tied up or left unattended. No dogs are allowed in Southerland Arena. No dogs are to be left unattended in stalls in any of the barns.

Section 3: All members with horses in stalls must have an emergency contact number, preferably two, left on the stall door. It is the responsibility of each Association, not the Federation.

Article 15
Work and Grounds Crew

Section 1: Name badges will identify Presidents, Vice Presidents, Secretaries, Stewards, and Co-Chairman. If not furnished by the trophy vendor, they will need to be purchased.

Section 2: Workers on the work schedule shall be at least 17 years old or older and know the rules.

Section 3: Anyone working the arenas and back gates must have on closed toe shoes, no flip-flops or sandals.

Section 4: The worker in the holding area will keep a record of riders.

Section 5: Each Association will be given a different colored work vest in order to help workers know who they are relieving.

Section 6: The work schedule will be set in equal time increments from beginning to end.

Section 7: Each Association will be assigned a specific place in the arena to work and will be responsible for the location through the entire show. These assigned areas will rotate in the same order as hosting (see work schedule provided with state show packet each year).

Section 8: Each Association shall provide the secretary table with one contact person along with a working phone number.

Section 9: The secretary desk is not responsible for the actual individual; it is the responsibility of the Association.

Section 10: A list of member's names from each Association will be posted in central locations, in both Running and Pleasure barns, stating their specific location and time that they are scheduled to work.

Section 11: The Associations who do not show up to their assigned work times will be responsible for paying an amount set by the Federation and then forwarded to the Association who covered for them. As of now the fine is $100.

Section 12: For running events, there shall be three secretaries at the desk, one from the Host Association and two from other Associations, along with five gate workers.

Section 13: It is the Association President's responsibility to make sure their members know the responsibilities of the position they are working.

Section 14: Workers assigned to work timed events inside Reaves Arena shall be prohibited from cell phone usage while on duty.

Article 16
Practice

Section 1: The practice schedule will be provided to each Association with the show packets mailed out in May. Arena drag times will be announced as needed during practice times.

Section 2: There will be a separate practice time designated for ponies and small fry, ages 1-12 only, in the arenas.

Section 5: There will be no horses on lunge lines in Reaves Arena or either of their respective practice arenas. Horses can only be lunged in round pens and uncovered arenas.

Section 6: All pleasure/judged events and practice will be at Southerland Arena and the outside covered arena adjacent to Southerland Arena. No running horses allowed in this area.

Section 7: All running events and practice will be at Reaves Arena and the outside covered adjacent to Reaves Arena. No judged/pleasure horses are allowed in either of these arenas.

Article 17
Conduct

Section 1: No alcohol will be allowed within 50 feet of Reaves Arena. Each Association President is responsible for their member's compliance.

Section 2: Any participant or spectator who uses profanity in a verbal attack on an official officer or worker at the State Show will be removed from the grounds for the remainder of the State Show.

Section 3: Penalties for not following the Federation rules:

A- Individuals will be given a verbal warning by an officer of the Federation or an Association officer informing them of the rule violation.
B- If warning is ignored, they will be asked to leave the premises.
C- If they do not leave peacefully, a Security Officer will escort them off the grounds.

Article 18
Points

Section 1: Points in both running and judged/pleasure events will be given to each Association represented by each of the six riders who place in each class. Points will be awarded as follows; 1st place=6 points, 2nd place=5 points, 3rd place=4 points, 4th place=3 points, 5th place=2 points, and 6th place=1 point.

Section 2: This points system will be used uniformly regardless of the number of riders in the class.

Section 3: Points will be posted for everyone to see.

Article 19
Awards

Section 1: All awards for each discipline will be alike. Awards should complement each discipline but do not need to be same. A championship award may include but not limited to trophies, buckles, or custom tack appropriate to the event.

Section 2: Trophy size will be standardized with first place being 25 ½ inches in height and each subsequent place decreasing by 1 inch in height from 2nd through 6th place.

Section 3: The host association is responsible for award distribution.

Section 4: Any class with less than six entries at the participant list deadline will only have awards purchased for the number of entries. Any exhibitor adding to a class with less than six entries does so with the understanding that their award will be received by their association at the November federation meeting.

Article 20
General Show Rules

Section 1: The show will not be stopped to look for lost jewelry, wallets, phones, etc. in the arena.

Section 2: There will be no weddings or similar events held during the state show.

Section 3: Communication devices such as Bluetooth, wireless earpieces, etc., shall not be worn by any participant in any class or event.

Section 4: Each Association President, whether they are a running or pleasure President, must make sure they have a counterpart at the state show. Example: If the President is a pleasure person the counterpart will be at the running arena to assist with issues that have to be taken care of during the state show.

Section 5: New rules that pertain to the production of the state show will go into effect at the first state show after the rule is approved. This rule will not affect the rule changes that pertain to qualifying for the state show.

Section 6: Youth participants under the age of twenty are prohibited from showing or riding a stallion.

Section 7: Rules cannot be changed or added at the state show.

Section 8: Selling items from the secretary desk are prohibited.

Section 9: The Fairgrounds require a copy of the current negative coggins, which should be taped to the door of the stalls. If a grounds fee is paid the current coggins copy must be placed somewhere visible where the horse is being tied. It must accompany every horse brought onto the Fairgrounds whether you paid for a stall or grounds fee.

Section 10: Specific rules pertaining to running are in Chapter II.

Section 11: All voting rights and budgets will be split between each discipline (judged and running). Federation treasurer will maintain records of how all monies are to be split between each discipline to allow for future budgeting planning.

Article 21
Pony Rules and Measuring

Section 1: Pony class is defined to include twelve and under riders only in all classes and events.

Section 2: Ponies are required to be fifty inches or less at the wither.

Section 3: There will be a minimum of two pony-measuring times at the state show. The host club can elect to have more scheduled times.

Section 4: It is recommended that there should be one representative from each Association present with a minimum of three representatives from three different Associations when measuring occurs.

Section 5: A current negative coggins test must be provided at the time of measuring.

Section 6: A measuring device of square channel design that is fifty and one quarter inches in height will be provided by the Federation and used to measure at the State Show.

A- 50 ¼ inch device is used because a 50-inch pony cannot fit under a 50-inch device.
B- The pony will pass the measuring process only if both legs of the measuring device sits solidly on the flat surface which must be either a ¾ inch ply wood sheet, a solid wood floor, or a concrete surface.
C- The surface must be checked with a level to assure its flatness.
D- There will be no more pre-measuring or pony cards issued at local shows.

Section 7: All that do not currently have a permanent pony card will be measured and photographed.

A- Ponies will be measured at the withers, standing as a horse is considered “squared up”.
B- Ponies cannot be stretched out in any manner.
C- The handler of the pony will only present the pony, by holding the halter or lead line.
D- The handler can pet and calm the pony down.

Section 8: Ponies that currently have a “permanent card” will be required to bring the card and the pony along with other required information to a scheduled measuring time at the state show.

A- Ponies 8 years and older are eligible for a permanent card.

B- Young ponies will have to be re-measured each year until they meet the age requirement for a permanent card.

Section 9: During the measuring of ponies, only the official representatives from each Association, up to two handlers for the pony and the two Host Association measurers will be allowed at the measuring site. All others shall remain away from the measuring area.

A- Ag Center Security will remove any person, who is asked to leave the area by one of the official representatives and refuses to do so.

Section 10: At measuring times, the pony can have two handlers. The pony will be given time to settle down and the pony handler will tell the measuring person when they are ready. If the pony does not measure successfully the first time, the pony can be re-measured but cannot leave the measuring area.

A- There will be an appointed person to watch these ponies while they settle down and are re-measured.
B- The pony must be re-measured in the same condition as it was originally presented (Example: no shoes can be removed, feet trimmed, or medicines given to calm the pony).
C- Only one re-measure will be allowed.

Section 11: Fluorescent paint will be used to mark the measured ponies at the State Show. Ponies need to be painted up higher on the leg, at least to the knee, so that the paint is visible to the individual checking them for the show entry.

Section 12: Permanent cards for qualified ponies will be issued at the state show. Each pony owner will receive a laminated copy of the pony's card stating the pony's name, description, age, owner Association, and photograph.

A- The photograph taken will be from both sides with the pony's face showing in at least one of the photos.
B- The Association and current Federation Presidents will be required to sign the pony measuring card and the form from the Federation stating that the pony was measured of 50 inches or less.
C- All Presidents or those appointed must agree to the eligibility of the pony at the measurement time.
D- The Federation will provide all pony cards and forms.

Section 13: Ponies that are carded and have a copy of their cards can be protested at the state show under protest rules. If re-measured too high, the pony can run at the current state show but not any following state shows without being re-measured. The pony's card will be pulled.

Section 14: A list of ponies and their riders are to be given to the Federation Secretary by each Association Secretary and then furnished to the person overseeing the pony measuring. This will be in alphabetical order by the rider's names. After all ponies are measured, this list will be given to the Host Association President.

Section 15: A rider cannot qualify to ride in both pony and 1-12 classes in the same event. However, they can switch back and forth between classes in different events. The rider must declare by event and horse verses pony where points will count for the running year.

Section 16: Ponies competing in timed events can be used in other age groups but not with the same rider as the pony timed events.

Article 22
Enforcing, Dress Code, and Pattern

Section 1: Ring personnel are to determine the accuracy of each pattern run.

Section 2: The holding pen personnel are to determine that the riders conform to dress code and that all tack and accessories comply with Federation rules.

Section 3: All riders must wear boots with defined heels, unless certain conditions prohibit. No tennis shoes allowed except those specifically designed for riding.

Section 4: See additional dress code rules for timed events in Chapter II.

Article 23
Rule Protest

Section 1: Association representatives must be individuals who are made to understand that it is their role to enforce rules. They shall only support their member's protest when there are no clear rules governing the protest or a clear violation of rules has occurred. All rules must be strictly enforced.

Section 2: Protest will be accepted up until the lapse of one hour beyond the last ride in the timed events.

Section 3: Every effort will be made to resolve protest during the course of the state show.

A- Efforts will be made to continue the show during the protest.
B- Any protest cannot delay the show for more than 30 minutes

Section 4: Any protest not resolved during the course of the State Show must be accompanied by a written full description of the protest including all parties involved and signed by the protesters Association President. The protest will be addressed at the next formal Federation meeting.

Section 5: If a protest is made at the State Show, the person making the protest must go through their Association President first. There will be a $100.00 protest fee payable to the Federation Treasury. If the protest is upheld the $100.00 fee is refunded to the individual and/or association making the protest.

Section 6: Any meeting with the President and delegates to resolve issues will be done in private closed quarters. Entry to the meeting room will only be open to those involved in the issue at hand.

Article 24
Photography

Section 1: The hiring of an official state show photographer no longer exists. Host association is encouraged to advertise for a photographer to pay vendor fee and sell said pictures. However, a backdrop will be furnished by the Host Association, which relates to the current state show for those who want a photo to take their own photograph.

Section 2: No protest or re-run will be allowed due to any flash photography.

Article 25
Audit

Section 1: The audit committee shall consist of the current Federation President, a representative of the incoming Host Association, and a representative of at least two other Associations.

A- This committee shall have full access to all books and information.

Section 2: Prior to submitting the financial statement to the Federation at the fall meeting, the outgoing Host Association must have performed an audit of the treasury.

Article 26
Champions

Section 1: Each year, the previous year's champions of each class will be listed in the State Show Program, along with the holder of the state record in timed events.

Chapter II: Rules Specific For Timed Events

Article I
General Rules

Section 1: An Association can send up to six riders to state in all timed events. A special needs person may be added to any association's qualifiers as an additional rider for the arena race only. The participant will be required to wear a helmet and they can be led in by anyone over the age of 21 years old. The association's president is responsible for confirming the validity of this request. Awards will be given to participants, and they will be determined by the host association.

Section 2: Events are as follows – Pole-bending, Cones, Texas Barrels Weave, Arena Race, and Cloverleaf.

Section 3: Age groups are as follows – Ponies (Riders must be 12 years old or younger), 1-12, 13-19, Ladies 20-42, Men 20-42, Ladies 43 and over, Men 43 and over.

Article 2
Order of Run

Section 1: The timed events will run in host order by association beginning with the Host Association and rotating with each age group so that each association has a chance to run first or last.

Section 2: Participants are not to leave the show grounds until their class has been completed.

Section 3: Alternates will ride in the position of the rider they are replacing.

Section 4: Contestants will not use their official entry for practice or training. The place for practice is at home not during state competition.

Article 3
Patterns for Timed Events

Section 1: A diagram of each pattern must be provided in program book showing exact measurements and how each pattern is to be measured.

Section 2: Pattern measurements shall all be standard except the cloverleaf pattern, which has been amended to be shortened to the same standards as the NBHA pattern.

Section 3: If any problems arise with the measurement of the pattern during an event refer to Article 14, sections 7 & 8.

Article 4
Disqualifications

Section 1: Disqualifications include cone-jumping, failure to run course, or knocking over a pole, cone, or barrel. If a rider corrects the course before working the next prop, then it is a qualified run (i.e. misses a weave of 2nd cone and before weaving another cone, corrects the missed weave). The rider may not go back to the beginning of the course and start over.

Section 2: If the rider breaks the pattern, they must leave the arena immediately.

Article 5
Equipment

Section 1: All horses are to be ridden in normal, humane equipment.

Section 2: If broken tack occurs within the holding pen, a three-minute call time will be allowed for adjustment or repairs.

Section 3: Once the horse leaves the running pen, there will be no re-ride for broken tack.

Article 6
Horse Decoration

Section 1: A Horses tail cannot be tied in any way.

Section 2: Contestants can decorate their horse or pony with ribbons in the mane, forelock, or tail. Paint and glitter are also allowed.

Section 3: A red ribbon is allowed to be tied in a horses tail to warn that the horse is a kicker.

Section 4: Rubber bands are allowed with no restrictions on the size, number of bands, or how many times they can be wrapped.

Article 7
Dress Code

Section 1: During timed events, no rider will be allowed to wear any headgear other than approved safety helmets.

A- A rider shall not be allowed to enter into the running pen by the designated gate worker without removal of hat or cap.
B- If a rider enters the arena wearing a hat or cap, they will receive a no time.

Section 2: All riders must be neatly dressed in shirts with sewn-in sleeves of at least two inches with no midriffs shirts allowed.

Section 3: No shorts allowed in any events. All riders must be in long pants appropriate for either Western or English riding requirements.

Section 4: All riders can wear approved safety helmets for any and all classes if desired.

Article 8
Time Clock

Section 1: A clock must be used that records time to one-thousandth of a second.

Section 2: The clock must have an automatic reset and must be one that uses a large digital display for all to view.

A- The digital display may not always be exactly the same as the time clock therefore the rider's official time will be the time on the timer at the secretary's table.

B- The clock timer display will be placed on the Secretaries table where Association Secretaries can read it. This will be enforced at all times.

Section 3: There must be two backup clocks on the grounds that meet the same requirements as the primary clock in case of difficulties.

Section 4: The Host Association must ensure that the clock is reset after the tractors drag the arena.

Section 5: The timer eye will be set up to accommodate the 10-foot set back from the end wall for the Texas event to be safely run as well as the extension of the running chute while maintaining the same distance ran in the past on all events from timer line forward.

Article 9
Arena Crew

Section 1: The number of workers required for each event of the running are as follows;

A- Poles- There shall be five members on the ring crew. One member will place themselves at a reasonable distance from the end, in line with the poles, to determine the riders' completion of the pattern.

B- Cones- There shall be five members on the ring crew. Two members will place themselves at a reasonable distance from the end, in line with the cones, to determine the riders' completion of the pattern. These members must be experienced, competent and from different Associations.

C- Texas- There shall be three members on the ring crew.

D- Arena- There shall be three members on the ring crew.

E- Cloverleaf- There shall be three members on the ring crew.

Section 2: During barrel events, ring crewmembers will not stand directly behind any barrel during a run.

Section 3: Two workers of the timed events will position themselves a reasonable distance from the clock to determine if dirt or any projectile breaks the timer.

Article 10
Props

Section 1: One representative from each association will be present when patterns are measured, and ropes put in the ground. Different color weed eater string can be substituted for ropes.

Section 2: The arena will be prepared with ropes set for props between 12:00-2:00pm on Friday.

Section 3: Only pasteboard barrels with the metal rims cut off or plastic barrels with top cut off and the edges rounded or padded can be used for the barrel events. No steel drums may be used.

A- In all barrel events, a pole base will be bolted to the inside center of the barrel for uniform added weight.

B- Top of barrels need to be covered, no openings.

C- Must use visible colored barrels that are different colors from arena walls and arena dirt.
D- Barrel covers are optional but must be contrasting colors from arena walls and arena dirt.

Section 4: Poles must be six feet in total height, including base, and white in color. All bases must be uniform.

Section 5: All cones must be uniform in size, diameter, and height.
A- Rubber base will be 15 ¼ inches square without weights.
B- Cone base will be 10 ½ inches in diameter and 21 inches in height measured inside the center to the top.
C- Cones must be white in color. (A suggested place to purchase is Road Tech Manufacturing 1-800-880-3073).

Article 11
Dragging Arena

Section 1: With ten associations, the drag in the running arena will occur after three associations run and then after two associations run and follow this sequence.

Section 2: If an association drops out, we will revert back to dragging the arena after every three associations run.

Section 3: If it is determined that each association will be in the same position in regard to the drag in each event, the drag will be adjusted so that the same association is not first, and the same association is not last.

Section 4: The arena will not be dragged before a re-run at the end of class.

Section 5: The tractor being used to drag the arena will not be changed during a class unless mechanical failure occurs.

Section 6: If using ropes to mark patterns, the barrels will be removed during the drag for cloverleaf. Tractor drivers can request for barrels to be moved in Arena race and Texas barrels as needed for dragging.

Section 7: Two tractors will be used together during the dragging.

Article 12
Running Chute Assistance

Section 1: If a rider is assisted into the alleyway, the person assisting may not strike or hit the horse while in the alleyway.

Section 2: A rider can lead their horse into the alleyway and then mount.

Section 3: Lighting in the alleyway must be adequate.

Section 4: Only one person can assist an adult rider in the alleyway.

Section 5: Youth riders 19 and under can be assisted in the alleyway by two people.

Article 13
Holding and Running Pens

Section 1: The holding pen, running pen, and alleyway must be set up the night before the show or earlier. The holding pen will be set up inside the covered arena next to Reaves. The running pen will be set up inside Reaves arena. The chute will be set up as a straightaway without the ninety-degree turn.

Section 2: The PA system in the holding area will be operable during timed events so that riders can hear when they are called to run.

A- If the Ag Center cannot provide a working PA system in the area, the Host Association will arrange for working speakers to be set up in the holding area.

Section 3: The running pen must have a view of the arena.

Section 4: The running and holding pens must be large enough to accommodate the needs of the riders.

Section 5: Once an association has moved into the running pen and the gate is closed, a rider cannot cross over into the running pen. All riders must check in through the holding pen.

Section 6: The holding pen gate can be opened anytime for horses to enter the holding pen only.

Article 14
Re-runs

Section 1: The announcer shall not tell a rider if the clock fails unless they have completed a qualified run.

Section 2: Re-runs of riders will be held at the end of the class.

Section 3: If the rider had a qualified run when the clock fails, and disqualifies on their re-run, they will be given a second re-run.

A- In the event of timer failure, the re-runs are given at the end of that age group.
B- If the rider is the last rider in that age group, they will ride at the end of the next age group.
C- If the rider is the last rider in the Men 43 and over age group, they will be given a 10-minute rest before running again.

Section 4: In the case of a re-run, the rider must ride the same horse as the original run.

Section 5: A re-run for 1st through 6th place ties will be at the end of the next class.

A- Men 43 and over re-runs for ties will receive a 10-minute rest prior to the re-run.

Section 6: In the event of a runoff, the riders have the option to flip a coin for places if all riders involved are in agreement. However, if any rider involved chooses to run, then a coin toss cannot be given.

Section 7: In the event a class has to be re-rode, the same horse must be rode the second time.

Section 8: In the event of an issue in a class, do not stop the class midway and announce it will have to be Re-Run.

A- Allow the class to finish and then make an announcement.

B- You can announce that all riders from that class need to stay close.
C- If needed a CLOSED President's meeting can be called to determine if the class will re-run as if it never happened, if so, then alternates and horse changes can be allowed.

Georgia Federation of Saddle Clubs Association
www.gafsc.com

Operations Manual
Version
May 1, 2024

The purpose of the Operations Manual is to provide a timeline and checklist to assist the Host Club in the duties of hosting the state show. Refer to the Operations Rules for detailed information.

Fall Meeting

- will be held no later than November 30th
- Notice shall include an updated financial report *(furnished by Treasurer)*
- Roll Call by Association shall be completed
- Outgoing Host Association will call the meeting to order and handle Old Business
- Incoming Host Association will take charge after Old Business settled
- Incoming Host Association Secretary will serve as State Show Secretary for the current year
- Associations making proposals will provide enough copies for each Association (Judged and Running)
- Proposals will be read and assure everyone understands proposal

After the Fall meeting – the incoming Host Association will

- Complete minutes and include proposals on excel spreadsheet
- Copy will be mailed to all Associations

Recommend Host Association begin forming their internal committees with the following thoughts:

- Preparing Budget Proposal
- Obtaining a show sponsor *(this is a Federation income)*
- Selling Ads
- Designing your Program Book Cover
- Printing of Program Books
- T'shirt and Trophy Vendors

- EMT vendor
- Judges. Judges are booked months in advance. Will need to get Judged patterns from confirmed Judge. Patterns will be published in Program Book and NOT shared until state show.
- Queen and Princess – Sash and Roses
- Pleasure Numbers and assignments
- Tractors
- Announcers
- Time Clocks *(see Operations Manual Chapter II, Article 8)*
- Pony Cards, Pony Measuring Stick, Paint
- 2 Laptops and Printers for use at State
- Obtain a local Vet and contact info. – this will be listed in the program book and posted at the show

Spring Meeting

- Will be held no later than March 30
- Host Association will present Budget Proposal / discuss and vote
- Host Association can present upcoming state show schedule and order of events
- Vote on proposals
- Start working with the Ag Center on contract *(may not be completed and signed at this time)*
- Be sure to send Contract # to Treasurer so the deposit can be submitted

After Spring meeting – the incoming Host Association will

- Begin preparing forms for state show packet which will include:
  - Show Schedule
  - State Show Fees
  - Rider Verification
  - Participant List
  - Alternate Riders List
  - Early Arrival List
  - Stalls and Grounds Fee
  - Pony Measuring and Practice Schedule
  - Memorial Service
  - Medical Waiver Form
  - State Show Work Schedules for Pleasure and Running
  - Class Sponsor
  - Ad Form
  - List of pleasure participants from each association – to allow for easier numbering
  - Pre-Paid Program Book Order Form
- Blank forms or samples for the prior year will be furnished by the Federation Secretary if requested
- Begin updating the "blank program book forms" by rotating the Associations order in each event or whatever changes need to be made from proposals (ex: add or remove classes) This is normally handled by Federation Secretary but can be by Host Association if needed

Recommend that as Ads are received for the Program Book that Host Association be making a rough draft of the book. Experience has found it helpful to begin laying the Ads and needed forms in the book as it goes. If you have a printing company that will do that for you, it may not be a big deal, but if you are doing yourself it can be overwhelming if you wait till you have everything.

May

- Mail show packets for all Associations with a deadline of June 30th of current year for packet return
- Once all Associations are received and you know the # of stalls needed – this needs to be submitted back to the Federation so stall #'s can be received.
- Once stall #'s are received – the Host Association shall provide each Association with their number assignments. See Operational Rules, Chapter I, Article 9 for detailed instructions
- Once all Associations are received, Pleasure #'s will be assigned. Each pleasure rider will be assigned one # that shall be used for that rider in all events they participate

As packets are received, the Host Association will begin inputting Rider's and Horse's name in the Program Books sheets. Clarifying any questions with Associations as you go. *(Federation Secretary is available to help if needed)*

- Once all Associations have been entered into the Program Book sheets a copy will be emailed to the Federation Secretary for all Posting Sheets to be updated. Posting sheets will be provided to the Running and Judged Secretarial desk for State Show use.

First of July

- Awards will be confirmed and ordered, be sure to let Treasurer know if any deposits are needed
- T'Shirts will be confirmed
- Fidelity Bond due with Blanton and Griffin Insurance Agency, Catherine Gillis contact person. This covers the Treasurer and Co-Treasurer for $60,000 each. *(this is handled by Federation Secretary)*

June 30th

All required paperwork from the Associations will be emailed by June 30th. If not received in a timely manner, the names of the participants from that Association will not be listed in the program. The tardy Association will be fined $50.00 per day until receipt of the needed documents. Fine is payable to the Federation.

First of August

- Programs will be ready to go to the printer. Approximately 600 to 800 programs will be needed. *(the last couple of years around 650 – 700 were sold)*
  - Program book will include, at no charge, a list of all champions of each class and the holder of the state record in timed events *(these will be provided by Federation Secretary)*
  - If sponsorship is obtained thru the Perry Area Convention and the GA Equine Commission as a result of Grant submission, a copy of their logo and/or advertisement will be included at no charge
- Make sure all Associations have received stall locations, meeting time for Friday, pony measuring times, practice schedule and time of Friday for representatives to be present for measuring props.

August Meeting

This meeting is held to confirm upcoming show season classes and finalize any issues that need to be addressed for the current state show.

Week before State Show

- Pick up programs and trophies or whatever agreement you made with vendor
- Laminate all needed postings *(see below to see what and where to post laminated documents)*
- Rope colors and assignments for props

- Check on Judges
- Follow up on EMT vendor and call Perry Hospital and make them aware of the show
- Follow up with Vet on Call

Friday before show starts on Saturday

- Post the prop rope colors at the Secretary's desk and around the arena walls. This will keep the Ring Crew from placing props at the wrong ropes during an event.
- Each event's prop (poles, cones, TB, AR, CL) will have a different color, size, texture, etc of rope for making locations
- A laminated copy of the holding pen / running pen rules must be posted at the back gate
- A laminated copy of the timed events dress code will be posted at the back gate.
- A laminated copy of the rider assistance/handler rule for time events will be posted at the back gate.
- A copy of the work schedule will be provided to both secretary desk and posted in both arenas visible for all. The Secretary desk is not responsible nor do they have each Association's individual workers by name, they are only looking for the Association responsible to work. Associations should assure their workers know their time slots.
- An entire set of the Federation rules will be available at the back gate for both the Judged and Timed Events.
- Provide the on call VET contact information to both Secretary Desk and post information in both arenas, barns and various places.

Friday night meeting before the show starts on Saturday

- Pleasure numbers will be given
- Any unpaid fees will be satisfied (ex: Early Arrivals, Added Stalls, etc)
- Update any rider changes and/or scratches
- Any additional updates or concerns will be addressed

After Show

All fines and penalties must be paid by September 30 or that Association's members will not be eligible to participate in the State show the following year.

Expenses and Responsibilities

<u>Federation</u>

1. Office supplies, postage, copies, telephone expense
2. Fidelity Bond
3. Secretary of State Dues
4. Checking account charges
5. Trophies
6. Queen and Princess costs
7. Judges fees, lodging, travel and meals
8. Ag Center Expense
9. Sponsorship money (The host association will be responsible for $2,000)
10. Tractors and Drivers
11. Website, Federation Secretary and Treasurer Cost

<u>Host Association</u>

1. Program Book
2. Announcers

3. Ring Steward – Judged Events
4. Tee Shirts
5. Meals
6. Travel Expenses
7. Diesel for Tractors
8. Obtaining and cost of music for Running Arena

Participants

1. Stalls – will include 2 bags of shavings
2. Extra shavings must be purchased from the Fairgrounds.
3. Entry Fees
4. Early Arrival Fees

Updated May 1, 2024
Reference Georgia Federation Operational Rules