



USHJA
COMMITTEE HANDBOOK

2026

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USHJA Policies and Procedures Governing All Committees

Introduction

The USHJA Committee Handbook provides educational information and guidelines for the conduct of committees and committee members. To ensure that the USHJA maintains compliance with all Federal, State, and Local regulations, as well as internal financial policies and procedures, the USHJA has established policies and procedures for the operation of USHJA committees. In cases where the USHJA Bylaws and Policy Manual differ from the information contained herein, the USHJA Bylaws and Policies will supersede the information in this Handbook. Please contact the Executive office if clarification is needed on any of the information contained in this Handbook.

For purposes of this Handbook, all USHJA committees, Working Groups, task forces, and councils are referred to as committees.

Committee members are part of the fabric of both the sport's governance and the USHJA. All committee members should strive to support the sport as a whole while understanding the USHJA's mission, vision, and objectives of the specific committee tasks at hand.

Serving as a committee member is both challenging and rewarding and carries with it a great degree of responsibility. The USHJA provides resources, such as this handbook, to help committee members fulfill their role and meet the goals and objectives of the USHJA. If more information is needed, please contact any Executive office staff member or the committee liaison for assistance.

In governance, all committee members are obligated to represent the viewpoint and interests of the organization. Committee members are expected to bring experience and knowledge to the table without trying to represent a personal point of view, or that of a barn, state, or some other group.

There are times when a committee member may not agree on a point or task, and the disagreement must be resolved in a professional manner focusing on the issue and not on the personalities involved. Clearly understanding the organization's objectives is a valuable tool for reaching consensus. Even if an individual member disagrees with a decision, the committee must agree to speak with one voice once a decision has been reached.

USHJA Mission and Vision

USHJA Mission Statement

The mission of the United States Hunter Jumper Association is to unify and represent the hunter and jumper disciplines of equestrian sport through education, recognition, and sport programs.

USHJA Vision Statement

Our vision is to increase awareness of and participation in programs and services for all involved in hunter/jumper competitive sport. We strive to provide value to our community such that USHJA is the pathway to excellence and education in equestrian sport.

Committee Service

Purpose of the Committee

Every committee has a charter to guide the committee's efforts, goals, and future planning. The staff liaison can provide a copy of the charter, or it can be viewed on the [USHJA Policy Manual webpage \(section 4 – Committees\)](#).

Eligibility to Serve

Unless otherwise specified herein, any individual holding a seat on any committee within the USHJA must be a Senior Active/Competing member of USHJA in good standing.

USHJA will honor all decisions of the USEF Hearing Committee and all other disciplinary actions by USEF including those suspending members. Suspension will be reciprocated by USHJA and any related committee service will also be suspended for the length of the USEF suspension. Reinstatement to committee service following the reciprocated suspension is solely in the discretion of USHJA.

Vacancies

Except as otherwise noted in the Bylaws, a vacancy shall be filled by the President.

Term of Service

Unless otherwise specified, all members of any committees within the structure of USHJA shall be elected and/or appointed to a term of one (1) to four (4) years, except in cases of an individual appointed to fulfill the balance of a term due to a vacancy or an individual appointed during a current committee term. Bylaw Article 401(a) defines "term" as service in an elected or appointed capacity from the time of seating regardless of length of time served.

Committee Role

- Committees create open dialogue on topics within the hunter/jumper industry related to their specific purpose.
- Depending on their mission and purpose (Committee Charter), and in alignment with the USHJA Strategic Plan and Working Group (WG) strategic direction, committees may make **recommendations** on programs for consideration by the Executive Director, Officers, Executive Committee, or Board of Directors, review proposed rule changes, make **recommendations** for rule changes, and perform such other duties as may be specified within the USHJA Bylaws or assigned to the committee by the Executive Director, Officers, Executive Committee, or Board of Directors.
- Committees hold meetings and/or forums as required by the USHJA Bylaws throughout the year and a USHJA staff representative must be and a present.

Committee Chair Responsibilities

- Stay familiar with the Committee Charter, USHJA Strategic Plan, any WG strategic directions, Committee budget (if applicable) and Program Planning process.
- Oversee the logistics of the committee's operations in collaboration with the staff liaison.
- Serve as spokesperson to the Executive Director and President on behalf of the committee.

- Support the objectives and policies of USHJA.
- Conduct and facilitate committee business in a manner that encourages open dialogue and leads to effective decision making.
- Assign work to the committee members, set the agenda, conduct meetings, and work with the staff liaison to ensure timely distribution of meeting materials and minutes.
- May not vote, expect to break ties.
- Does not make or second motions.
- Provide onboarding and training for new committee members, including an overview of recent discussions and past projects of the committee.
- Review the committee's programs and budget (if applicable) annually with staff liaison.
- Review program Standard Operating Procedures (if applicable) with staff liaison.

Committee Liaison Responsibilities

The USHJA staff liaison functions as a resource and is the USHJA representative during all committee meetings. The liaisons may not be able to answer every question immediately, but they have an excellent understanding of the USHJA and can obtain necessary information or put members in touch with the appropriate party for assistance.

- Serve as the link between the committee and the Executive Director, Officers, Executive Committee, or Board of Directors.
- Collaborate with the Committee Chair and members to ensure compliance with the USHJA Bylaws and Policies.
- Collaborate with the Committee Chair and members to provide program or service updates and recommendations.
- Collaborate with the Committee Chair to prepare presentations of new programs or projects for consideration by the Executive Director, Officers, Executive Committee, or Board of Directors.
- Collaborate with the Committee Chair to prepare and monitor the committee budget (if applicable).
- Schedules and sends notices for committee meetings.
- Provides the committee members with meeting materials, minutes, and any data necessary to conduct business.

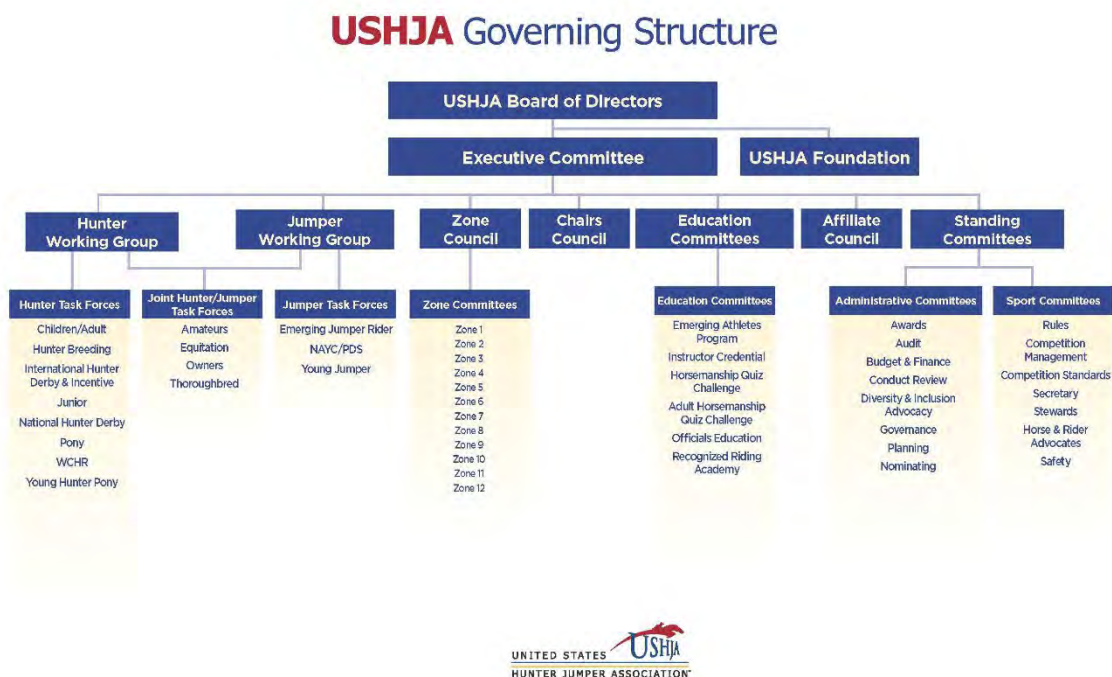
Committee Member Responsibilities

- Discharge duties in good faith and in accordance with the applicable fiduciary duties, the USHJA Bylaws and Policies, the Conflict of Interest Statement, and the Code of Conduct and Ethics Policy. Failure to comply with these standards may result in removal from committee seat(s) pursuant to the policies approved by the Board of Directors,
- Complete annual SafeSport training.
- Attend **a minimum of seventy-five percent (75%)** of the meetings of that committee each year. A committee member who fails to attend the required number of meetings may be removed from the committee by the USHJA President and replaced with another individual, in accordance with Board of Directors approved policies and procedures.
- Consider matters from the broader perspective, putting the needs of the sport and organizations ahead of personal interests and/or interests of specific groups, individuals, constituencies of the membership, or stakeholders.

- Understand and respect that the opinions of others are valuable and encourage dialogue from alternative perspectives without recrimination.
- Refrain from lobbying other committee members which may create factions and prevent open discussion by intimidating other members.
- Defend and support decisions once approved by a majority vote, even if personal viewpoints differ. This includes not disclosing different opinions discussed within the committee to others outside the committee.
- Provide the Committee Chair and liaison with status updates on any assigned tasks.
- Speak for the committee or organization only when authorized by the USHJA.

USHJA Governing Structure

The USHJA Governing Structure chart below outlines where committees fit within the framework of USHJA and to whom each committee reports.



Committee Meetings

General Guidelines

- Become familiar with *Robert's Rules of Order*, which are used as a guide for meeting conduct and process.
- Collaborate with the staff liaison to develop a committee meeting calendar for the entire competition year and distribute it to the committee at the beginning of the year.

- The Committee Chair or USHJA President shall have the power to call a meeting of the committee at any time and the staff liaison shall provide notice of such meeting to the committee a minimum of seven (7) days prior to the meeting.
- A USHJA staff liaison must be present at all committee meetings.
- The President and Executive Director as ex-officio members of all committees, expect where specified in the Bylaws.
- Keep committee meetings to one hour or less if possible. This may require setting agendas with fewer topics and scheduling a separate meeting with additional topics for a later date.
- All committee members are expected to review the meeting's agenda, materials, and prior minutes before attending the meeting. The Chair should discuss the topics, goals, and any potential issues with the liaison prior to the meeting.
- **Unless otherwise provided in the Bylaws or Policies, the greater of three (3) members or one-third (1/3) of a committee constitutes a quorum.**
- All committee members are expected to attend the entire meeting. A member that must miss a meeting or depart early should reach out in advance to the liaison and Chair to request an excused absence.
- Committee members should identify themselves before speaking since others may not recognize their voice on a teleconference call. This is also extremely helpful to the liaison when writing the meeting minutes.
- Discussions must remain civil and on topic. The Chair is responsible for enforcing this requirement in a firm but polite manner, ensuring that cross talk is kept to a minimum and that no one member dominates the conversation or weighs in on every point.
- Committees are required to conduct a minimum of three (3) meetings annually including the one (1) in-person meeting held during the USHJA Annual Meeting, unless otherwise specified within the USHJA Bylaws. The President may waive the requirement to hold a committee meeting at the Annual Meeting. Due to the restructured format of the Annual Meeting, only a select number of committees currently hold in-person meetings as part of the USHJA Annual Meeting. Working Group task forces meet at the discretion of the Working Group Chair.
- Meeting by teleconference or videoconference is permitted for all meetings except the in-person meeting held during the USHJA Annual Meeting.
- All committee meetings by teleconference or videoconference are recorded and records are maintained in accordance with USHJA retention policies; however, these recordings are only to be used internally, and are not to be shared or disseminated even between/among fellow committee members.
- When participating in committee meetings, members agree not to use any artificial intelligence (AI) tools, such as AI-powered transcription, recording, summarization, or note-taking applications. The information discussed and shared during meetings is not to be shared with or processed by any third-party AI services. Any AI tools used during the meeting will be disabled and removed by the staff liaison.

Meeting Minutes

Unless specified in the Bylaws, meeting minutes only include what was done at a meeting, not what was said. Therefore, the minutes are not a record of every word spoken. Minutes must contain the following:

- Organization name
- Committee name
- Date and time
- Roll Call – list names of committee members present, committee members absent, guests or staff present, and staff liaison present
- Determination of a quorum
- Any motions made, discussion points related to the agenda items, the final wording of a motion, and the final action (vote) by the committee as it relates to the motion

Committee Actions/Voting

- In matters related to committee actions, any duly appointed or elected members of a USHJA committee may vote on matters in connection with committee actions provided the person does not have a conflict of interest regarding the agenda item.
- Any committee member present during a meeting, or the Executive Director or the President, may request the use of a secret ballot during a committee vote. The staff liaison will notify the committee of any such request.
- Balloting shall be conducted in accordance with the Board of Directors established policies and may utilize E-mail or secure telephonic ballots, provided that the matter or matters to be voted upon have been discussed at a scheduled committee meeting and the minutes reflect which method stated above shall be utilized.
- If a committee decides to hold an email vote, the item under consideration for email vote must have appeared on a prior meeting agenda or have been discussed during a previous meeting of the committee. Only those present in the initial meeting where the topic was discussed can participate in the email vote. Unless there is 100% consensus on the matter at hand, the action is not valid. If a member who was present for the original discussion abstains (other than the Chair who would not participate in an email vote, as the Chair only votes to break ties), the decision cannot be considered unanimous. If the decision is not unanimous, the committee must call a special meeting to conduct a vote.
- Members who are not present at a scheduled committee are not permitted to vote on the matter(s) being considered by the committee.
- A majority vote is the majority of the votes actually cast. If the vote is tied, the motion fails. Abstentions are not votes and are not counted in determining a majority vote. An abstention is a refusal or declination to vote.
- A Committee Chair may not vote expect to break ties. If the Chair abstains from casting the tiebreaking vote, the motion does not pass.
- Ex-officio and non-voting member attendees do not make motions or cast votes.
- If an agenda item requires an action, a committee member (other than the Chair) must make a motion for the committee to take that specific action. Another committee member (other than the Chair) must second the motion. Any discussion must take place after the motion is seconded. Following discussion, the committee shall vote to approve or disapprove the motion. Motions are typically made in the positive, but this is not a requirement.
- It is important that for every motion made and seconded, the Chair calls for all three opportunities for response: “all those in favor,” “all those opposed,” and “are there any abstentions?”

- Topics that require multiple votes may be put on the floor for discussion as one block with a motion and second. This removes the need for individual motions and allows a vote (approve/disapprove) on each underlying item.
- A Motion to Postpone is utilized when a committee member wishes to discuss a matter later in the meeting or put it off until the next meeting. A motion to Postpone must be seconded and approved or disapproved by majority vote. The motion would then be to postpone consideration of the matter until a certain or definitive time. If an ad hoc or task force is created to work on the matter in more detail and bring back a recommendation to the committee, the motion would be to refer the matter to the ad hoc or task force. This motion would be seconded and then approved or disapproved by majority vote.
- When debate on a pending motion has been ongoing, a committee member may make a motion to “call the question” on the pending motion. This motion must be seconded and approved by two-thirds (2/3) vote of the committee members present. If approved, a vote on the pending motion must be taken with no further debate.
- Difficult or contentious topics should be discussed in the following manner:
 - State the issue.
 - Explain the rules for addressing the issues.
 - State how the vote will be conducted. For a highly contentious issue, the vote should be conducted by secret ballot.
 - Once the procedure is explained, the Chair will call on each person to comment. If there are some members of the committee who tend to dominate a conversation, implement a time limit. One strategy is to call on the dominant individual(s) last.
 - One to two minutes is usually adequate time to make a point and encourages people to organize their thoughts. Once everyone has spoken the Chair calls on everyone once again. This is an opportunity to state what points members agree with and/or don’t agree with, and to state something new. The majority of the time the Chair can accurately determine the status of the issue and either call for a vote or determine that the issue needs more work before being voted on.
- Committees below the Executive Committee level are not permitted to rescind a vote.
- Committee actions resulting in a recommendation for program changes are subject to additional review in accordance with Board of Directors approved policy.
- Committees must direct any recommendations regarding organization policy to the Board of Directors for final consideration. However, no committee recommendation may be presented to the Board of Directors without proceeding through the appropriate levels of review by other higher levels of authority.
- Committees make recommendations and their actions are not binding on the organization.
- Once a vote is taken it is the duty of each committee member to support the decision of the committee.

Confidentiality and Conflict of Interest

Confidentiality (Policy COM100)

- The members of the USHJA Board and Committees are required to maintain the confidentiality of USHJA business. Confidentiality will be maintained until it is stated in writing by USHJA that such confidentiality is no longer required, unless otherwise required by law.

- In the course of Committee work, members may be involved in discussions and receive material that may or may not be marked confidential. These discussions, and all working documents, must be kept confidential and should be treated as internal documents restricted for Committee use. Disclosure or distribution of USHJA business or documents to any individual outside of the Committee, in written or oral form, is strictly prohibited.
- Strict observance of confidentiality is required, and any breach may result in appropriate disciplinary action including the removal of the individual from his/her committee seat.

Conflict of Interest

- All committee members shall be bound by the USHJA Bylaws and policies regarding conflicts of interest and shall follow all disclosure and reporting procedures as adopted by the organization.
- A conflict of interest is any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA. For the purposes of this policy, a family member is defined as an individual's spouse, parent, child, brother, sister, spouse of a brother or sister, a cohabiting companion, or any other individuals with a significant familial or familial-like relationship.
- Conflicted individuals may not be present at or participate in committee deliberations, discussions, or votes on any matters giving rise to the conflict, and they are prohibited from attempting to influence such deliberations or vote. Members must state the conflict of interest at the beginning of the meeting and recuse themselves from the meeting when the conflicting agenda item is addressed.
- Committee members are required to complete and sign an annual Conflict of Interest Statement and Code of Conduct and Ethics Policy Acknowledgement. Members must sign in to their USHJA account and click the Conflict of Interest banner displayed at the top of the page to complete this requirement.

Discharge of Duties

Each member, by accepting a seat on a USHJA committee, shall be bound by and discharge his duties in good faith and in accordance with the applicable fiduciary duties, the USHJA Bylaws, policies, Conflict of Interest Statement, and Code of Conduct and Ethics Policy. Failure to comply with these standards may result in removal from committee seat(s) that the individual holds pursuant to the policies approved by the Board of Directors.

Reputational Damage

USHJA reserves the right, and Committee Member acknowledges that reservation, to immediately remove Committee Member from his/her committee seat if, in USHJA's sole discretion, that individual engages in any activity, conduct, speech, public disclosure, behavior or omission that may harm, threaten to harm, or otherwise adversely affect the reputation, integrity, or public image of USHJA or the sport of equestrian. Such conduct, acts or omissions referred to may include, but are not limited to, conduct involving moral turpitude, criminal activity, discrimination, harassment, abuse, fraud, disparaging speech, or any behavior deemed inconsistent with the values and standards of USHJA and the equestrian community. Committee Member agrees to promptly notify USHJA of any actual, threatened, or alleged conduct falling

within the scope of this clause of which he/she has notice or of which he/she reasonably should have had notice.

Committee Planning Cycle

As a committee, you have the primary role of working closely with the USHJA staff liaison in the development of the committee plan (2-Year Plan) as it relates to any programs under the committee's responsibility. The Committee Planning Cycle should be such that when a committee is meeting in the current competition year, it is focusing on current program issues within the current year's budget and conducting committee/program planning for the current competition year and one additional competition year beyond. This Planning Cycle is imperative to the budget development cycle which is outlined below.

Program Planning Process

The USHJA staff liaison will take the lead as the project manager and assist the committee with the steps required for planning, developing, and implementing a new or amended program.

Budget and Budget Cycle

The USHJA fiscal year is December 1 to November 30. Budget planning and development for the following year begins in August and is finalized with the approval of the budget at the October meeting of the USHJA Board. All new program proposals and existing program modifications must receive Board approval prior to September 1, in correlation to the 2-Year planning cycle of the committees.

The Committee Chair and Committee have the responsibility to understand any budget (program budget or other) associated with the Committee's responsibilities, and a fiduciary responsibility to work with the Committee's USHJA liaison in the management and oversight of the budget. It is the Committee's responsibility to maintain the financial soundness and budget neutral impact of Programs and Services in the Committee's care. It is the Fiscal Policy of USHJA that any net revenues generated from the activities of the USHJA programs are returned to General Funds to support the overall financial success and health of USHJA.

Process and Approval within USHJA

The Committee Chair and members must understand when discussion topics need to be approved and how they are approved through the USHJA governance structure. The committee must work with the liaison to ensure all deadlines are acknowledged by the committee and necessary committee work is completed before established meeting deadlines. An approval chart has been developed to aid the USHJA staff, which clarifies the order in which items are originated, presented and previewed, and considered for final approval (Appendix E; Policy GA117).

Rule Change Process

Committees often assume a significant role in the rule change process, which is multi-leveled and involves several steps at each level. Although formalized review and action on rule change proposals is not undertaken by committees until fall of each year, the timeline for their creation and submission occurs much earlier in the year.

Any committee, or individual member, may draft and submit a proposal for a change, or clarification to a rule within the USEF Rule Book. Due to the multiple steps involved and the timeline necessary to facilitate the review process, an internal deadline of June 30 for all General Rule Change Proposals and September 1 for Working Groups and standing committees/task forces has been established for submission of all USHJA Standard Rule Change Proposals for all discipline rules. A brief description of the process is outlined below:

Prior to USHJA Annual Meeting

- Leading up to the USHJA Annual Meeting internal rule change proposal submission deadline of June 30/September 1 (whichever is applicable for the Proposed Rule Change), USHJA liaisons will coordinate directly with task force, Zone committee, standing committee, and/or Working Group leadership to facilitate the process of writing and submitting draft rule change proposals. Volunteer leadership and USHJA staff may obtain assistance from relevant USEF staff as needed.
- Please note that each Proposed Rule Change must have been considered by the originating committee/task force with a documented motion, second, and approval by majority vote recorded in meeting minutes before it can be sent forward to the next step in the process.
- By October, these RCPs will be sent to the USHJA Rules Committee for the purpose of reviewing them for readability, as well as compiling them for comment and feedback to the respective official proponent (i.e. Hunter Working Group, Jumper Working Group, or standing committee) requesting revision or rework, if necessary. In addition to the RCPs originating from USHJA, these referred rule change proposals might also include additional RCPs originating from USEF Committees not previously seen or considered by USHJA.
- Throughout the month of October and in early November, USHJA committees/task forces meet to consider proposals referred to them and provide official committee actions. At this time, all active rule change proposals will be posted on the USHJA website where members can offer comments.
- Approximately late November/early December, USHJA will post on the USHJA website the “yellow book” of currently active rule change proposals to be considered at USHJA’s Annual Meeting.

During the USHJA Annual Meeting in December

- Following the rule change presentations at the Annual Meeting, rule change proposals may be revised further. Working Group task forces and ad hocs may provide suggestions and input, but final determination with respect to making amendments to any USHJA rule change proposals rests with the Working Groups or proponent standing committees.
- Approved, disapproved, and voting calendars will be created from the Working Group and standing committee actions to be voted on by the Board of Directors during the final meeting of the Board at the Annual Meeting.

During the Final Meeting of the USHJA Board of Directors at the Annual Meeting

- The Board of Directors will vote to forward the approved and disapproved consent calendars to the USEF recommending their approval or disapproval accordingly.

- The Board of Directors will discuss and take action on the voting calendar proposals and approve their addition to the appropriate consent calendars following actions.
- Occasionally, the Board may choose to refer a proposal rather than take action on it during Annual Meeting. All referred proposals are considered at a meeting held after USHJA's Annual Meeting but prior to February 15.
- USHJA actions are posted on the USHJA website via consent calendars.
- All approved RCPs are entered into the USEF PRC system by February 15.
- Following the USHJA Annual Meeting, the RCPs are considered by various USEF committees and councils who provide comment and take committee action before all RCPs are eventually forwarded to the USEF in similar format – approved, disapproved, and voting calendars – for final vote by the Federation Board of Directors.

USHJA Staff Organizational Chart

To understand USHJA services and the respective staff members associated with them, please refer to the USHJA Organizational Chart (Appendix D). The first point of reference, however, should always be the committee liaison.

USHJA Logo, Brand Name, and Fundraising

- To use the USHJA name, logo, or brand to promote or support an event, program, activity, or idea, you must obtain written permission from the USHJA and use a USHJA approved vendor if applicable.
- The process of obtaining this permission is very simple, easily accomplished, and the USHJA staff will provide assistance. If there are any questions regarding the use of the logo, or to obtain permission for use of the logo, contact the liaison who will coordinate the request with the USHJA Marketing and Communications Department.
- Providing the USHJA logo to printers and embroiderers or using the USHJA brand name without USHJA's knowledge and permission is not permitted and exposes the organization to an array of problems, challenges, and potential legalities.
- Improper use of the USHJA logo or brand name may jeopardize the USHJA's nonprofit status and trademark.
- Logo files must never be recreated, redrawn, or modified in any way, including altering proportions, colors, or fonts. Only official artwork provided by USHJA may be used.

Public Relations

- Committee members are ambassadors for the USHJA and are encouraged to promote the work of the USHJA, while remembering that actions and words impact the organization whether intentional or not.
- USHJA will help facilitate media opportunities, and if a committee member is approached by a member of the media about a USHJA-related topic, follow these steps:
 - Ask the reporter about the topic they want to discuss.
 - Ask for their deadline and when they expect the story to run.
 - Ask if there is anyone else with whom they are speaking for the story.
 - Let the reporter know that either you or an Association representative will call them back as soon as possible.
 - Note the answers to these questions and contact the USHJA liaison who will coordinate with the USHJA Marketing and Communications Department. USHJA

can help provide guidance on the best ways to address the topic and even provide recommendations on other possible interviewees that may be helpful.

- If a committee member is contacted by a media outlet to provide content (such as an article) for the outlet on a topic related to the work of the USHJA, they should notify the liaison who will communicate the request to the USHJA Marketing and Communications Department. USHJA requests the opportunity to review any editorial materials developed by volunteers about the Association.
- If there are any questions concerning information released to a media source, please contact the USHJA for immediate clarification.
- All promotional materials for committee programs (such as banners, signs, etc.) must be created through USHJA. This ensures the quality and consistency of the materials being distributed. Please work with the USHJA liaison to fulfill these needs.
- If contacted by the media regarding a crisis, complaint, or sensitive matter (for example, a welfare issue, disciplinary action, or governance question), please do not comment and refer the inquiry immediately to the liaison so they can contact the USHJA Marketing and Communications Department.
- Volunteers and committee members may share official USHJA news, announcements, and program materials on personal or professional social media accounts. However, personal opinions presented as official USHJA statements are not permitted. When in doubt, contact the liaison for guidance.

Sponsorship and Fundraising Activities

- All sponsorship and fundraising efforts must be conducted in accordance with Board of Directors approved policies (GA119) and following the lead of the applicable USHJA Sponsorship and Development Department staff.
- Committees are prohibited from maintaining or operating bank accounts.

USHJA Trademarks



Committee members should be aware that the USHJA logo (flying horse), the acronym “USHJA,” the name “United States Hunter Jumper Association,” the “United States Hunter Jumper Association Foundation,” and other properties of the USHJA are all trademarks of the USHJA. Committee members have a duty to protect these marks. Use and reproduction of these marks for any purpose must first be approved by the USHJA. Further, any production of materials (such as banners, signs, etc.) must be created through the USHJA. This ensures quality and consistency of the materials being distributed. Please work with the liaison for assistance.

Additional USHJA Policies & Procedures Specific to Zone Committees

**The following information is in addition to the general committee information provided above.*

Website

The USHJA provides a place for each Zone to publish any information the zone committee wishes to make available to the membership on the website at www.ushja.org. USHJA Zones are not permitted to create or maintain their own websites. If there are any questions, please contact the Marketing and Communications Department at zonenews@ushja.org.

Social Media Guidelines (Facebook, X, Instagram, etc.)

Zones are not permitted to create independent social media accounts. USHJA has created individual Zone Facebook pages to promote local, relevant information. USHJA staff will manage these accounts, and administrative rights may be granted to individuals as deemed appropriate by both USHJA staff and Zone Committees. Zones may request additional social media channels, but USHJA will manage and create all accounts tied to the Association. Please see USHJA Policy GA118.

Zone Allocation and Funding Protocol

Zone Committees will complete a Zone Funding Request Form to organize their funds towards programs, events, and/or other opportunities that support their members. The form will be reviewed by the Zone Chair, then submitted to the Zone liaison for final leadership approval/disapproval.

Zone Committees are encouraged to direct their efforts to create events/programs that are accessible to many members, focusing on opportunities rooted in education such as clinics, forums, webinars, etc. Once funding requests are approved, expenses pertaining to the funding request will be reimbursed according to the previously established process and must be accompanied by the proper documentation.

Zone Committees will decide upon programs, events, and opportunities to host or support through their Zone allocation that will benefit their members. Multiple concepts can be pursued based on the funding required per program, event, or opportunity.

A Zone Funding Request Form will be completed and submitted to the Zone Chair and Zone liaison. After receiving a signature from the Zone Chair, the Zone liaison and USHJA leadership will approve, disapprove, or request more information regarding the request. Final request(s), expense allocations for the request(s), and record keeping will be the responsibility of the Zone liaison. Zone Committees can inquire regarding the status of funding available throughout the year.

Invoices are to be sent to the Zone liaison for direct payments to the vendor. To receive reimbursement, a legible receipt is required for items that are purchased with personal funds. Receipts and invoices must be submitted to zones@ushja.org no later than 4 weeks after the event.

Zone Chef d'Equipe

Individuals interested in serving as a Zone Chef d'Equipe must complete and submit an application for review by the Zone Committee. Listed below are some of the duties of the Chef d'Equipe for the USHJA Zone Jumper Team Championships, USHJA Platinum Jumper Championships, and the 1.0m/1.05m Junior/Amateur Zone Jumper Championships.

Chef d'Equipe Responsibilities

- Selects Team (assistant) Chefs d'Equipe with approval of the USHJA Zone Committee
- Creates awareness of the Championships with trainers, riders, and parents
- Coordinates with the USHJA Zone Technical Delegate and walks all courses with the team(s)
- Remains on-site and ringside throughout the entire championship
- Attends all horse inspections and re-inspections, all competitor and Chef d'Equipe meetings, and all orders-of-go draws
- Coordinates all related competition deadlines and schedules as printed and posted including substitutions, declarations, meetings, horse inspections, and re-inspections
- Organizes and coordinates team attire and turnout
- Has knowledge of and familiarity with the athletes, their horses, and the riders' trainers
- Establishes, declares, and manages team order-of-go
- Responsible for checking the accuracy of posted scores and standings and bringing any errors to the attention of the Technical Delegate
- Manages team spirit
- Participates in award ceremonies
- Holds team meetings
- Establishes who is the "Person Responsible" (FEI GRs Art 118) for each horse. The "Person Responsible," along with the Chef d'Equipe, is responsible for the condition, fitness, and management, and for the declaring and scratching of all horses in their care
- Assists athletes and develops their understanding of the importance of a good presentation at the horse inspection and practicing the jog before the first official horse inspection

Ribbons and Awards for Zone HOTY Championships & Zone Special Programs

Ribbons and awards for Zone Horse of the Year Championships and Zone Special Programs are the financial responsibility of the contracted hosting management.

- A host is not required to order the ribbons and awards through USHJA. If the host purchases their own ribbons and awards they must notify USHJA in advance and USHJA will provide the chosen vendor with the required language and logos for use on the ribbons and awards.
- A host may order the ribbons and awards through USHJA. The cost of the ribbons and awards will be the responsibility of the host unless approved in the Zone's allocation. If the total cost of the ribbons and awards exceeds the budgeted amount, the host competition is responsible for paying the balance due to USHJA within 30 days of the date the order is placed. If a host is interested in ordering the ribbons and awards through USHJA, the order must be completed on the Zone HOTY Championship Ribbon and Award Form or the Zone Special Program Ribbon and Award Form and returned by the

deadline. If the host does not return the completed form by the posted deadline, USHJA is not responsible for placing a rush order or for the cost of the ribbons and awards.

- There is a due date for award and ribbon requests. Requests that are not submitted by this deadline cannot be guaranteed for delivery. Ribbons are non-refundable and cannot be returned for credit. In the event a competition has unused ribbons at the completion of the show, USHJA recommends donating the ribbons to an equine charity.
- For USHJA year-end Zone HOTY Awards, USHJA will select coordinated awards for all Zones. Individual Zones will not have the option to select these awards,
- If awards/items are purchased through USHJA, without prior approval, USHJA may refuse payment.

Zone HOTY Championship Event and Special Equitation Classes

- USHJA Zone HOTY Championships or Special Equitation Class host competitions are determined on a three-year basis by evaluating applications, geographical balance, variance of dates, and host history. All applications are reviewed by the applicable Zone Committee, with the USHJA Executive Committee making the final determination of host competitions. The purpose of conducting an application process for host site selection is to provide the USHJA Zone Committee with potential venues from which to choose a site that offers facilities and amenities worthy of hosting a USHJA Championship competition. All applications must be presented and voted upon by the Zone Committee before any action may be taken to plan the event.
- ***It is the responsibility of a host of any Zone event to contact the Zone Chair and staff liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event and the requirements for the payment of invoices.***
- ***It is the responsibility of the host to notify any potential vendor/service provider of the requirements regarding invoices.***

In considering applications, the Zone Committee must be very aware of any perception of a conflict of interest and remember that these properties are not intended to promote or assist a competition that is struggling or to reward a particular organizer, sponsor, or member of the Zone Committee for service to the Zone.

Criteria to be considered in selecting a site shall include, but not be limited to, the following:

- Any application that is not complete will not be considered. Application information must be addressed in detail.
- Each site will be considered on its own merits,
- All infrastructure required to host this event must be in existence at the facility at the time the application is submitted. If the facility does not meet all the criteria set forth in this packet, the facility will not be considered to host this event.
- Consideration will be given to the accessibility and affordability for potential participants.
- Consideration will be given to the knowledge and experience of potential host site organizers and management.
- Completed applications and any supporting materials must be received by USHJA by the posted deadlines.

The USHJA Zone Committee may request the committee liaison to obtain additional information from other parties regarding applications.

If USHJA, in its sole discretion, determines that no applications have been submitted that meet the criteria for selection, the USHJA may select and approve a facility that has not met the criteria or has not submitted an application for consideration.

Zone Banquets

Each Zone may host a Zone Banquet to recognize the award winners of the Zone Horse of the Year Awards Program.

Zone Educational Programs, Clinics, and Forums

- Zones must provide the USHJA office a complete list of Zone programs, scholarships, fundraisers, and forums they plan to offer. The USHJA shall promote Zone events through the USHJA website, USHJA eNews, and other media outlets as appropriate.
- Zones must provide the staff with the necessary information to respond to member inquiries within the established deadlines.
- **It is the responsibility of the host of any Zone event to contact the Zone Chair and staff liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event and the requirements for payment of invoices.**

General Guidelines and Criteria for Zone Scholarship and Grant Programs

USHJA Zone Committees may raise funds for or allocate an amount of their Zone allocation to establish a scholarship program to benefit deserving Zone members.

- Only education grants and scholarships used for college, university, or other education/advanced training may be awarded
- Scholarship funds will be approved annually through the Zone Committee's allocation.

As a 501(c)3 organization, USHJA is required to maintain and file criteria and documentation with the IRS regarding all scholarship programs. To protect our tax-exempt status, there are general guidelines and criteria for Zone Committees to use when developing programs.

- All Zone Grant or Scholarship programs must receive written approval from the Executive Director and/or Executive Committee prior to implementation.
- To request approval, all documentation including criteria, selection process, scholarship amount, methods for solicitation, and the like must accompany the written request.
- Additional information may be requested by the Executive Director and/or Executive Committee before granting approval of the program.

Criteria for Scholarship and Grant Programs

- Each Zone may award one or more scholarships.
- The total amount of funds distributed by each Zone may not exceed \$50,000 in any one USHJA fiscal year.
- Each Zone Committee may create their own criteria to determine those individuals who will be recommended as scholarship recipient(s) which shall be approved by the

Executive Director. However, recipient(s) cannot be relatives of Zone committee members, USHJA Executive Committee members, Directors, or substantial contributors.

- Each Zone Grant Program, including selection criteria, will be publicized on the USHJA website. All Zones must use the standard application forms provided by USHJA.
- Full biographical, financial, and academic information for each applicant must accompany their application and copies of same must be submitted to the USHJA.
- Applicants must be United States citizens/legal residents, USHJA members, residents of the awarding Zone, and must meet the academic, leadership/work/community service, financial need, and/or other requirements of their Zone Grant Program to be eligible for a scholarship award.
- Funds awarded to recipients will be paid by USHJA directly to the educational institution or service provider.
- If funds are paid to the educational institution per semester, recipient(s) must supply proof of continued enrollment.
- All funds raised must be accounted for and held in accordance with USHJA/Zone accounting and banking procedures.

Funding Approval Process for Grants and Scholarships

- Each Zone shall recommend to the USHJA Executive Director and/or Executive Committee those individuals who they have deemed eligible for a scholarship and the amount requested.
- All materials and applications shall be sent to the USHJA staff liaison.

Appendix A

CONFLICT OF INTEREST POLICY

USHJA is the National Affiliate for the hunter and jumper disciplines of equestrian sport as recognized by the United States Equestrian Federation, Inc. It is a not -for -profit corporation organized under the laws of the State of New York and a section 501(c)(3) of the Internal Revenue Code tax- exempt charitable organization.

USHJA is committed to maintaining an ethical organization free of conflicts of interest and perceived conflicts of interest. Through its duly elected Board of Directors, USHJA represents and governs the hunter and jumper disciplines and its members and must conduct all its governance and business decisions and activities in accordance with the highest level of responsibility and trust owed to its members and the sport. USHJA expects and requires its Board and Committee Members (the term “committee” is inclusive of all committees, task forces, councils and working groups) to conduct all USHJA governance and business with integrity, confidentiality and adherence to the fiduciary responsibilities of the position and to maintain a standard of ethical conduct consistent with the values, spirit, and ideals upon which the USHJA was founded.

The best interests of USHJA must be the first priority in all Board and Committee actions and decisions. Board Members and Committee Members owe the USHJA a duty of loyalty and must avoid conflicts of interest whether real or perceived.

What is a Conflict of Interest

A “conflict of interest” or “conflict” exists when a Board or Committee Member’s activities or interests interfere with, influence, or have the potential to interfere with or influence their responsibilities and fiduciary duties on behalf of USHJA or undermine the interests of the USHJA. In accordance with the requirements of New York Not for Profit Corporation Law Section 715(a), USHJA has adopted this Conflict of Interest Policy.

For reference in determining the existence of a conflict or perceived conflict, the following applies:

- USHJA defines a conflict of interest as any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA. A list of examples are provided below for reference only and that list is not exclusive or definitive.
- USHJA defines “family” for these purposes as follows: spouse, parent, child or spouse of a child, brother, sister, spouse of a brother or sister, a cohabiting companion, or any other individuals with a significant familial or familial-like relationship.
- USHJA defines an appearance of a conflict of interest as those circumstances

from which others may reasonably infer the existence of a conflict. Because the appearance of impropriety can be as damaging as actual impropriety, conduct that appears to be improper must be disclosed in order that the USHJA may determine whether such appearance of a conflict is deemed to be a prohibited conflict of interest.

Examples

- An issue or matter involving a Competition or Competition Group is before the Board/Executive Committee and a Board Member has been employed by that Competition or Competition Group in any capacity during the previous year or is contracted to be for the following year.
- A Board Member is on the board of or employed in a key position by a not-for-profit organization that may compete for the same funding/donations as USHJA or whose goals or interests may interfere or conflict with those of USHJA.
- A Board Member is on the board of, employed by or holds an interest in a business which provides goods or services to USHJA.
- A Board Member acts as agent, representative, consultant to or is employed by a business or organization whose interests may conflict with the interests of USHJA.
- These examples are applicable to Committee members.

Disclosure and Responsibility

Board and Committee Members must comply with the requirements of this policy at all times and must notify the Board, Executive Committee or Committee, as applicable, prior to any Board or Committee discussion and action on a matter which may give rise to a conflict or potential conflict. Each Board and Committee Member must fulfill his/her obligation to disclose any conflicts of interest by submitting to the Review Group (General Counsel, Chief Executive and the Executive Director) a complete description of any circumstance that may be a conflict of interest or be perceived to be such a conflict at any time such circumstances arise. Board Members must submit a signed Conflict of Interest Disclosure Statement prior to the close of each Annual Meeting and are additionally responsible for disclosing to USHJA any changes affecting their Conflict of Interest Statement as they occur throughout the year. Committee Members must submit a Disclosure Statement to the Review Group upon acceptance of their committee seat and every year thereafter no later than December 1 and/or whenever a previously undisclosed conflict arises.

An individual must recuse herself/himself from participating in the USHJA activity giving rise to the conflict of interest or substantial appearance of a conflict of interest unless and until it is determined by the Board, Executive Committee or Committee that no conflict exists.

Conflicts and potential conflicts of interest disclosed by a Board or Committee Member in his/her annual Conflict of Interest Disclosure Statement and those arising in the time

period between annual disclosures will be reviewed by Legal Counsel, Chief Financial Officer and Executive Director (Review Group) before submission to the Board or Executive Committee.

Full disclosure of any and all conflicts of interest which may affect a Board or Committee Member's ability to fulfill his/her fiduciary responsibility to the USHJA is mandatory. Any Board Member or Committee Member with a conflict of interest, whether real or perceived, may not be present at or participate in board or committee deliberations or vote on the matter giving rise to such conflict, however the Board or Committee may request that the individual present information as background or answer questions at the meeting prior to the commencement of deliberations or voting on the matter. An individual with a conflict may not attempt to influence the deliberation or voting on the matter giving rise to such conflict. Individuals who may reasonably believe that an undisclosed conflict of interest exists regarding a Board Member or Committee Member may inform the Board or Review Group and any retaliation for such disclosure, if made in good faith, will not be tolerated.

Process for Addressing Conflicts of Interest

Upon receiving a disclosure of a conflict of interest (or otherwise becoming aware of such conflict), the Board or Committee shall determine the extent to which a conflict of interest exists. The party who has the conflict or perceived conflict shall not take part in the Board or Committee deliberations or vote.

The Board will make any appropriate determinations with respect to all conflicts of interest and that determination will be final and binding.

The existence of and resolution of a conflict of interest must be fully documented in the USHJA's records including in the minutes of any Board or Committee meeting in which the conflict was discussed and/or voted upon.

Failure to disclose conflicts or potential conflicts will result in disciplinary measures which may include removal from the Board, a Committee assignment, termination of membership or other appropriate disciplinary measures as determined by the Board.

Related Party Transaction Policy

USHJA will not enter into a related party transaction unless the transaction is determined by the Board to be fair, reasonable and in the best interest of USHJA at the time of the determination. For purposes of this Bylaw and in accordance with the laws of the State of New York, a "related party transaction" shall include any transaction, agreement or any other arrangement in which a related party has a financial interest. Board members must disclose in good faith all material facts concerning the interest and proposed transaction.

Related party includes any Director, Officer or key employee of USHJA, his or her relatives and any entity in which any such individual has an ownership interest or beneficial interest.

Where related party transaction between USHJA and a related party with a substantial financial interest in the transaction occurs, the Board of Directors must:

- a. Consider alternative transactions to the extent available prior to entering into the transaction.
- b. Approve the transaction by not less than a majority vote of the Directors present, excluding the related party, if applicable.
- c. Contemporaneously document in writing the basis for the Board approval, including its consideration of any alternative transactions.

Appendix B

ETHICS POLICY AND CODE OF CONDUCT

As the Recognized Affiliate of the United States Equestrian Federation, Inc. (USEF) representing and governing the hunter and jumper disciplines, the United States Hunter Jumper Association, Inc. (USHJA) must conduct all its activities and business in accordance with the highest level of responsibility and trust owed to its members and the sport. USHJA expects and requires its volunteers and staff to conduct all Association business with integrity and to maintain a standard of ethical conduct consistent with the values, spirit, and ideals upon which the Association was founded.

ETHICS POLICY

Accordingly, the Association requires its volunteers and staff to observe the following Ethics Policy:

- Conduct all dealings with honesty, openness and fairness.
- Respect the rights of all volunteers and staff to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- Know, understand, and comply with the laws, regulations, and codes of conduct governing the business and activities of the USHJA.
- Recognize and support the principles of Horse Welfare, Sport Integrity, Safe Sport, and Diversity Equity and Inclusion for the health and future success of USHJA and our sport.
- Ensure that all transactions are handled honestly and recorded accurately.
- Protect information that belongs to USHJA, our donors, sponsors, suppliers, volunteers and staff.
- Avoid conflicts of interest, both real and perceived.
- Use USHJA assets and information only for the betterment of the organization and its members.
- Recognize that the appearance of misconduct or impropriety can damage the reputation of the USHJA and act accordingly.
- Maintain the confidentiality of board and committee business as instructed by the Board, Committee Liaison or Chair.

USHJA CODE OF CONDUCT

The USHJA Code of Conduct applies to the following individuals, at all times: Board of Directors, Officers, volunteers (including all committee, task force, council, and working group members), employees, members, participants, athletes (and athlete support personnel), owners, competition organizers and managers, licensed officials, coaches/clinicians, chefs d'equipe, and others appointed or authorized to act on behalf of the United States Hunter Jumper Association (USHJA):

- Act an ambassador of the sport and in a manner that does not bring embarrassment to USHJA, or which may be detrimental to the image or reputation of USHJA and its competitive or education programs.
- In applicable circumstances, adhere to the policies and program specifications of USHJA and the rules and regulations of the USEF.
- Adhere to the USEF Safe Sport Policy, U.S. Center for SafeSport Code, and Minor Athlete Abuse Protection Policies.
- Adhere to all applicable state and federal laws, including those governing the possession and use of drugs and alcohol and providing of drugs to any person and alcohol to minors.
- Place the well-being, health, and safety of horses and others above all other considerations.
- Do not engage in verbal or physical threats, bullying or harassment against others.
- Encourage sportsmanship of all attendees or participants during competitive and educational events.
- Model fair play, respect, and the highest levels of sportsmanship.
- Support diversity and inclusion, and oppose all types of discrimination, including racism, sexism, and disability.
- Report Code of Conduct violations

Enforcement

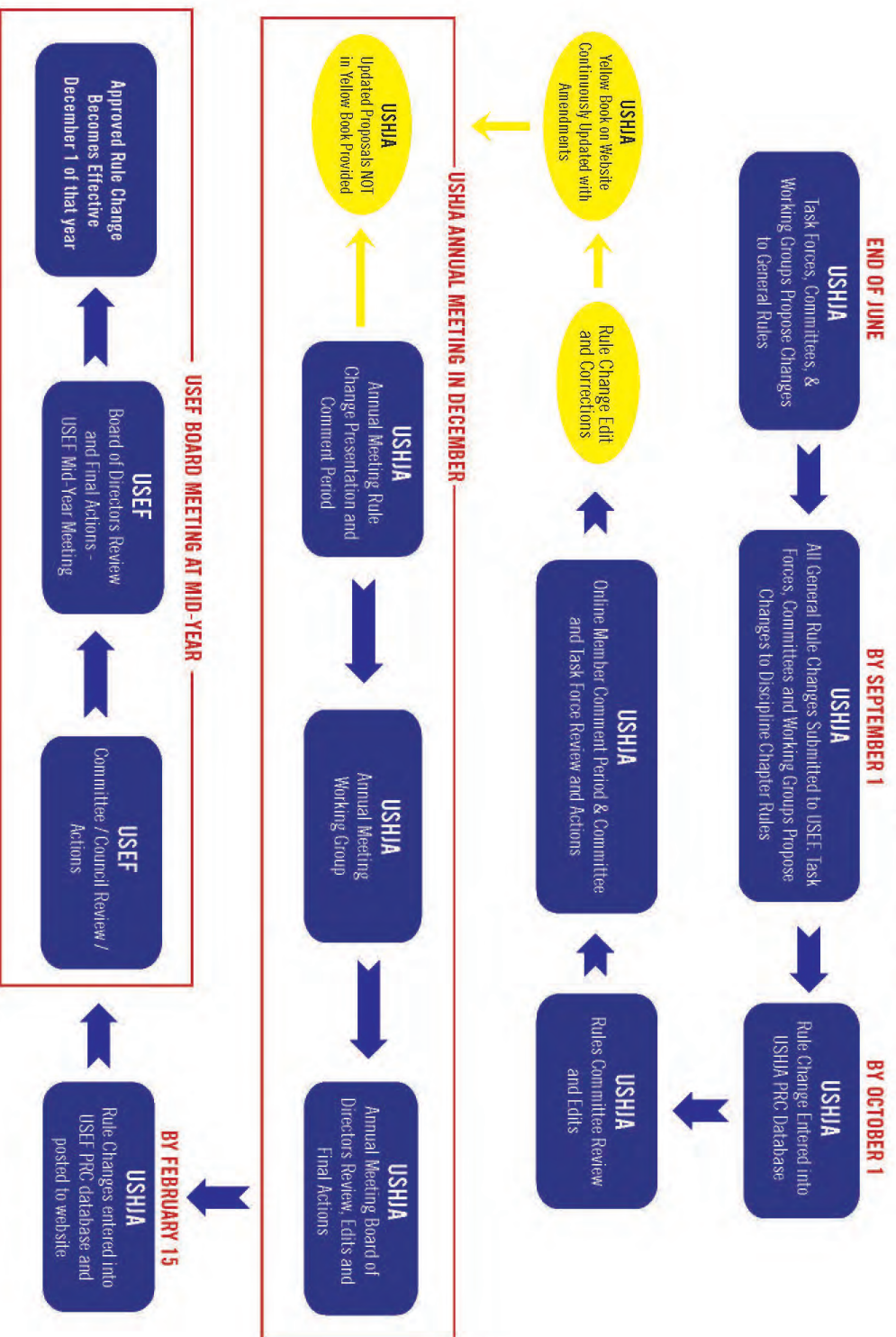
A violation of this Code of Conduct may be grounds for action, which could result in an admonishment, warning, required training, or other disciplinary measures which may be appropriate. Code of Conduct violations must be reported promptly to USHJA's Executive Director. USHJA does accept anonymous reports. All reports will be investigated to determine the existence of a violation. Respondents will be afforded an opportunity to be heard on the merits before disinterested members of the Conduct Committee prior to limiting one's opportunity to participate in USHJA competitive or educational programming. Temporary measures, such as a temporary suspension, may be imposed where circumstances warrant.

Anti-retaliation

Retaliation against someone reporting a violation in good faith will not be tolerated and will be considered a Code of Conduct violation and grounds for discipline hereunder.

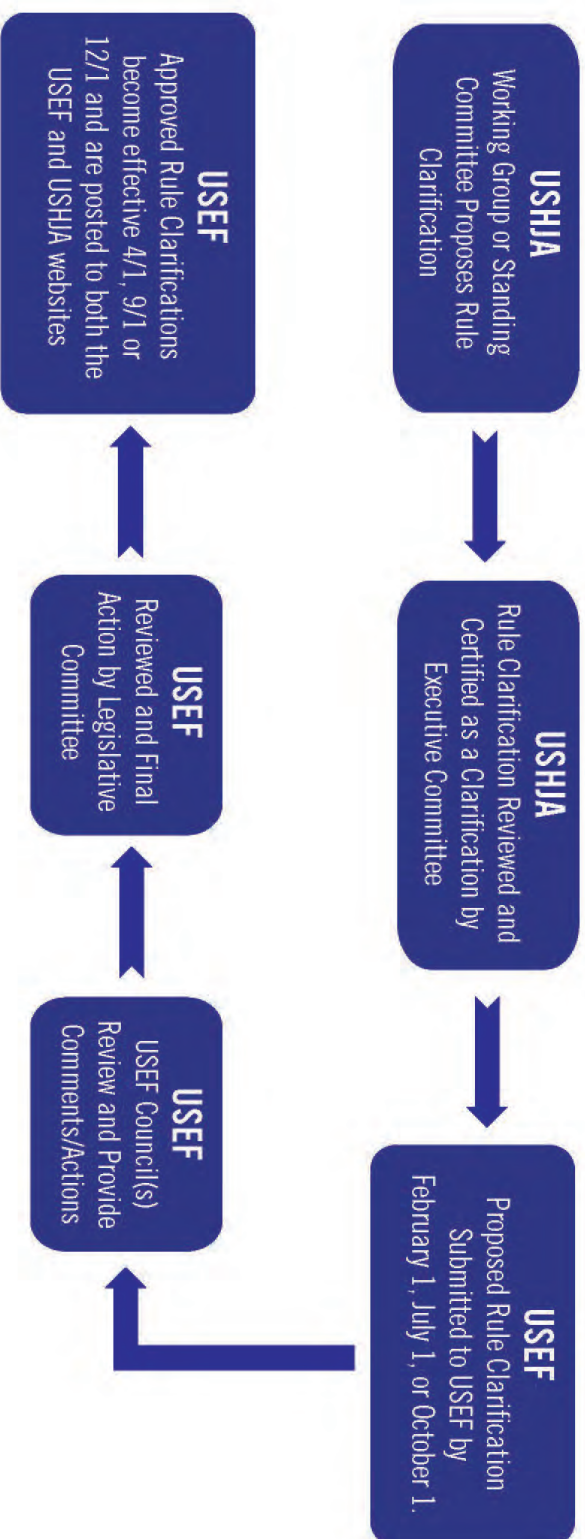


USEF Standard Rule Change Proposal Flow Chart



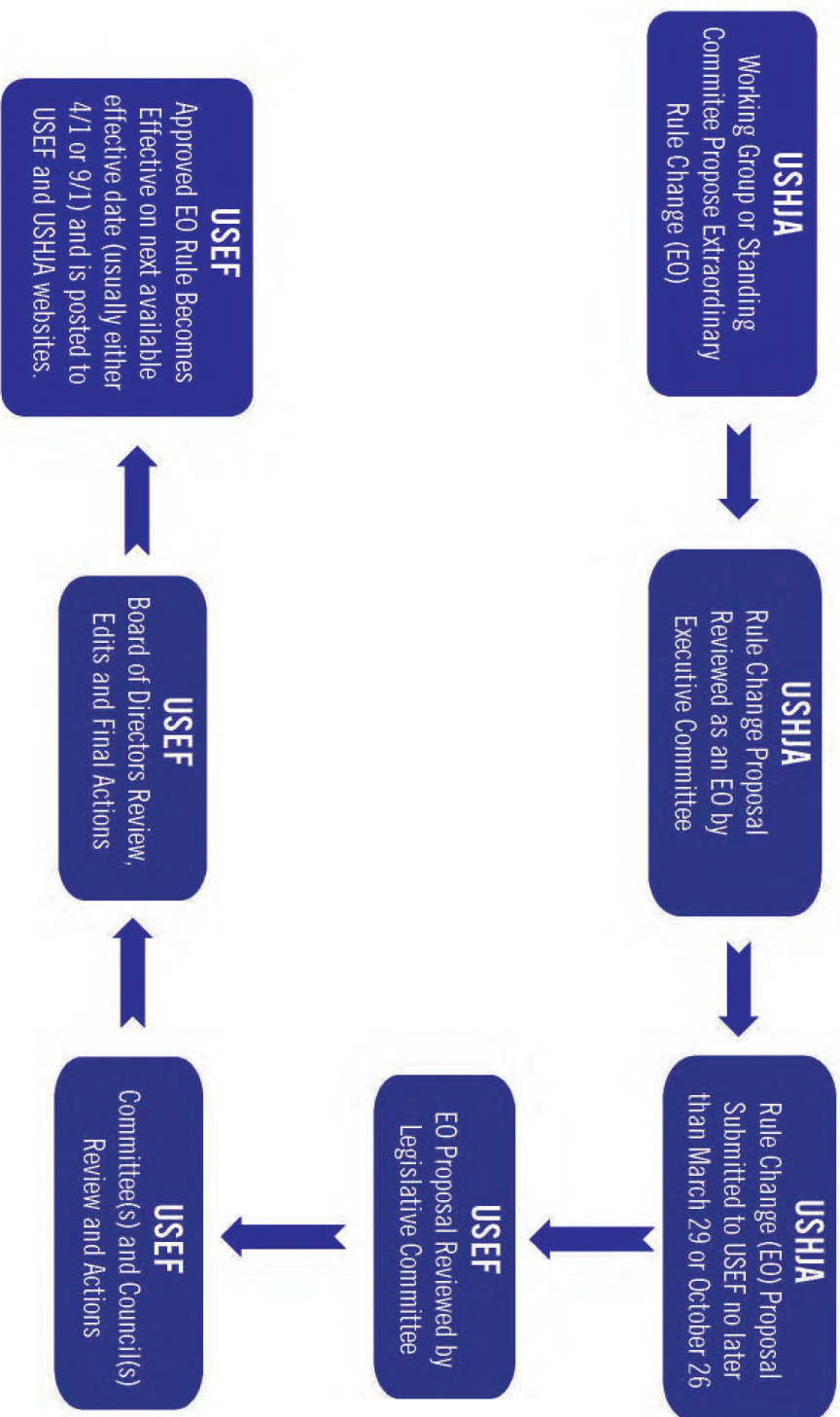


Proposed USEF Rule Clarification Flow Chart





USEF Extraordinary Rule Change Proposal Flow Chart



USHJA Organization Chart



Appendix E – Process Approval Chart

USHA Chain of Approval Chart 3.12.22

Topics	USHA Chain of Approval															Destination (if outside USHA)
	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee	Member Comment	Staff/Liaisons	Executive Director	Sport Director	
ASSOCIATION/ORGANIZATIONAL																
Bylaw Amendments																
Policies																
Annual Budget																
Sports Budget																
Fee Structure - Membership/Horse Registration, etc.																
Program Related Fee Structures																
Strategic Plan (Originates with Planning Committee)																
Legal Report																
Treasurer's Report																
Audit																
Annual Meeting Planning																
New Program Development (Programs can originate with any appropriate Comm or WG Group)																
Program Amendments and Proposals																
Program Review																
All New Grants																
Awards Programs and Perpetual Trophies																
EXISTING PROGRAMS - HUNTER																
Hunter Team Challenge, Green Challenge, Green Incentive, JHL Hunter Derby, NAL Hunter Derby, Pony Hunter Derby, Sire B Wheeler, USHA Hunter Sections, Young Hunter Pony Camp, WCHS																
Hunter Program/Cass specifications																
Excitations																
Green Hunter Challenge																
Sire B Wheeler Hunter Breeding (format changed)																

USHA Chain of Approval Chart 9.12.22

"O" = Originates; "C" = Collection Point; "F" = Facilitates; Then 1 to 7 = Chain of Review/Approval																								
USHA Hunter Section Specifications	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee	Member Comment	Staff/Liaisons	Executive Director	Sport Director	Officers	Finance Department - Sr. Staff	Finance Committee	Audit Committee	Executive Committee	Directors (Volunteer)	Foundation	BOD	Destination (if outside USHA)
Then 1 to 7 = Chain of Review/Approval																								
Hunter Event Host Criteria/Application (Routine Updates)						O														Final				
Hunter Event Host Criteria/Application (New or Changes)																				Final				
Exceptions:																								
Sally B. Wheeler Hunter Breeding Champ.																				3			2 USFF	
Hunter Host Selection & Date Change Requests																				Final				
Exceptions:																								
Hunter Team Challenge																								
Int. Hunter Derby Classes																								
Sally B. Wheeler Hunter Breeding Champ																								
WCHR Member Selection & Event Date Changes																								
Equitation (3.3 Hunter Seat Medals, 3.3 Jumping Seat Medals, 3.3 Adult Jumping Seat Medals, Gladstone Cup, Adult Gladstone Cup)																								
move from Jumpers																								
Equitation Program/Class specifications																								
Equitation Event Host Criteria/Application (Routine Updates)																								
Equitation Event Host Criteria/Application (New or Changes)																								
Equitation Host Selection & Date Change Requests																								
EXISTING PROGRAMS - JUMPER																								
Junior Classic, Young Juniors Championship, Zone Juniors Team Championship, 1.0/1.0m Child/Adult Zone Juniors Champ., Platinum Juniors Championship, Gold Star Clinic, EAP Clinic)																								
Junior Program/Class Specifications																								
Exceptions:																								
Junior Classic																								
Junior Event Host Criteria/Application (Routine Updates)																								
Junior Event Host Criteria/Application (New or Changes)																								
Junior Host Selection & Date Change Requests																								
Exceptions:																								
Gold Star Clinic																								

USHA/USEF Championship Officials (for discussion)	"O" = Originates; "C" = Collection Point; "F" = Facilitates; Then 1 to 7 = Chain of Review/Approval																							
	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee	Member Comment	Staff/Liaisons	Executive Director	Sport Director	Officers	Finance Department - Sr. Staff	Finance Committee	Audit Committee	Executive Committee	Directors (Volunteer)	Foundation	BOD	Destination (if outside USHA)
AWARDS																								
Modifications to Existing or Creation of New Awards		0	1									F												
RULES - (Originate with USEF)																								
USEF Mileage Exemption												C								1				USEF
USEF Special Competition/GR Requests												C								1				USEF
USEF Collection of Fees Request												C								1				USEF
USEF Heritage Competition App.												C								1				USEF
USEF Competition License Sale/Transfer Request												C	1	1										USEF
President + small group selected by President to review request																								
GR 91.5 Sport Requests						C	C					F								1				USEF
USHA requires at least one week lead time to respond to request																								
Extraordinary ROP's		0	1		1	1	1					F.C										2		USEF
Rule Clarifications		0	1		1	1	1					F.C										2		USEF
Standard RCP's		0	2	0,1,3,5	0,3	0,1,3,5	0,1,3,5				4	F.C										6		7, USEF
ZONES																								
(Zones, HQT, Stringing Out, Zone Equation, Zone 10 semi-finals, Zone Hand, Hunter, Zone specific classes and Championships, NAWC, POS)																								
All Zone Specifications					0	2	2				1	F.C								3				USEF
Exceptions:																								
Zone HQT Champ. Program & Championship Specifications					0	1	1					F.C								Final				
Zone Specific Class/Program (e.g., Handy Hunter) Specs					0	1	1					F.C								Final				
Zone Event Host Criteria/Application (Routine Updates)					0	1	1					0								Final				
Zone Event Host Criteria/Application (New or Changes)												F.C	Final											
Zone Host Selection & Date Change Requests					0	1	1					F.C	Final											
Exceptions:																								
Regional/Zone Special Championship					0	1	1					F								Final				USEF

USHJA Chain of Approval Chart 9.12.22

"O" = Originates; "C" = Collection Point; "F" = Facilitates; Then 1 to 3 = Chain of Review/Approval	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee	Member Comment	Staff/Liaisons	Executive Director	Sport Director	Officers	Finance Department - Sr. Staff	Finance Committee	Audit Committee	Executive Committee	Directors (Volunteer)	Foundation	BOD	Destination (if outside USHA)
NASC Selection Criteria (incl. Zone 10 selection trials procedures)	1				0		2						F, C							Final				USEF
PDS Selection Criteria	1				0		2						F, C	Final										USEF
Zone Chiefs of Equine		1			0								F, C	Final										
Zone Grants/Scholarships - Specs & Criteria					0			1	1				F, C	Final										
Zone Grants - Fulfillment					0								F	Final										
Zone Budgets													F, C				0						Final	
Finance Sr. Staff communicates Zone funding level to Zone/Affiliate Staff																								