

## USHJA POLICY STATEMENT

**Subject: Horse Processes Policy**

**Policy Number: MEM111**

**Date of Board Adoption: March 9, 2026**

**Board Approved Effective Date: March 9, 2026**

The following policies are applicable to horse processes. Exceptions are at the Executive Director's discretion.

### **Registrations**

USHJA horse registrations are effective the date that the USHJA receives the registration application and payment. If a registration is received during a competition that has not ended, the registration will be given the start date of the competition. Otherwise, USHJA will only backdate horse registrations if contacted within ten business days of the member receiving a bad points email from USEF.

- **Foreign Horses including Equine Canada:** All horses must be USHJA Lifetime registered to compete in licensed Hunter/Jumper competitions.

### **Transfers**

USHJA horse transfers are effective the date that the USHJA receives the transfer request and payment. If a transfer is received during a competition that has not ended, the transfer will be given the start date of the competition. Otherwise, USHJA will only backdate horse transfers if contacted within ten business days of the member receiving a bad points email from USEF.

- **Horse Transfer Acceptable Documentation:** For USHJA to transfer a horse, the new owner must provide USHJA with a signed Bill of Sale or USHJA Registration Certificate signed by the owner of record. If the new owner cannot produce a Bill of Sale or USHJA Registration Certificate signed by the owner of record, USHJA will accept any of the following forms of documentation if accompanied by a signed USHJA Ownership Transfer Certification form: bill of sale listing the new owner as buyer, breed papers in the new owner's name, a copy of a canceled check with purchase agreement, or a legal court document listing the buyer as the owner.
  - **Agent's Signature:** USHJA will accept an agent's signature on the bill of sale if the seller and buyer are accurately identified within the bill of sale and match the USHJA owner of record.
  - **Horses Marked Sold:** If a USHJA owner of record marks a horse sold online and lists the new owner and new owner's USHJA ID, a bill of sale is not required. The new owner must initiate a transfer and pay the \$20 transfer fee for the transfer to be complete.
  - **Horses with Multiple Owners:** If a horse has multiple owners, only the signature of one owner must be provided to USHJA to complete the transfer.

### **Ownership Disputes**

USHJA horse registration records are not a legal title registry. They are solely for competition purposes. As such, USHJA does not intervene or become involved in ownership disputes.

### **Lease Recordings**

USHJA horse lease recordings are effective the date that the USHJA receives the lease recording and payment. If a lease recording is received during a competition that has not ended, the lease recording will be given the start date of the competition. Otherwise, USHJA will only backdate horse lease recordings if contacted within ten business days of the member receiving a bad points email from USEF.

- **Lease Extensions:** There is no charge to extend or renew a lease if the extension or renewal is received by USHJA within 30 days prior to the lease's expiration date. If a lease extension is submitted after the original lease has expired, the member will be required to pay the applicable lease recording fee. However, if the extension is received within 30 days following the lease's expiration, USHJA will backdate the new lease to begin the day after the original lease ended, maintaining continuity of lease coverage.
- **Sub-Leases:** USHJA does not record sub-leases.

### **Name Changes**

USHJA horse name changes are effective the date that the USHJA receives the name change request and payment. If a name change is received during a competition that has not ended, the name change will be given the start date of the competition. Otherwise, USHJA will only backdate horse name changes if contacted within ten business days of the member receiving a bad points email from USEF.

- USHJA reserves the right to refuse a horse's name if deemed offensive or otherwise inappropriate.

### **Pended Horse Transactions**

USHJA will honor the original received date, or competition start date, for all applications received in house that are processed within 120 days. If an application is received and pended, members will have up to 120 days to respond and fix the issue that caused the application to be pended. After 120 days, a member will have to resubmit the application and applicable fees. All resubmitted applications will receive the start date that the new application is received.