



**RULES - REQUIREMENTS**

**PROGRAMS - BY-LAWS**

**HANDBOOK**

**2019**

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## **ECTRA RULES AND REQUIREMENTS**

The Rules and Requirements given in Paragraphs A through Y of this section are applicable to competitive rides and drives sanctioned by ECTRA. For endurance rides, ECTRA has adopted the policy of co-sanctioning with AERC. ECTRA accepts the AERC rules for endurance rides and does not impose additional riding rules. A brief description of some AERC Endurance Ride Rules and some ECTRA administrative exceptions are given in Paragraph X. However, the reader is referred to the AERC Rule Book for complete rules governing endurance rides.

### **SPIRIT OF THE RULES**

It is impossible to anticipate and write rules to cover every situation that might arise at an ECTRA event. At times the underlying ECTRA philosophy of the rules must be used in order to accommodate acts of nature, vandalism or accidents. In dealing with such situations and in implementing and applying the existing rules, ECTRA relies on the good intentions of its membership to interpret the rules honestly, fairly and in the spirit with which they have been written. To help in these situations, please remember the following:

1. All members are strongly encouraged to assist other riders/horses in need of help wherever possible.
2. ECTRA places the highest priority on the safety of horses, riders, and workers.
3. All contestants should be treated in an equitable and impartial manner to provide a fair competition.
4. The event should be a pleasant, enjoyable experience for horses, riders, and workers.

#### **A. HORSES / PONIES / MULES**

1. Competition **MUST** be open to all members of the equine family. This includes horses, ponies, and mules 11 hands and over.
2. AGE REQUIREMENTS
  - 2.1. Competitive events under 28 miles, minimum age of 48 months: All other events, minimum age of 60 months.
  - 2.2. All equines **MUST** be at least 48 months or 60 months of age the day of the event; registered horses as of the recorded birth date, unregistered horses to be determined by the judges.
  - 2.3. A 4-year-old horse shall only be allowed to compete in events of under 28 miles that occur on separate weekends. The horse will not be allowed to start more than 153 miles of competition during the year.
3. HEALTH REQUIREMENTS
  - 3.1. Horses showing evidence of contagious disease are ineligible to compete and shall be promptly removed from the grounds.
  - 3.2. Nursing mares, totally blind, and nerved horses are ineligible to compete.
  - 3.3. It is recommended that mares in their last half of pregnancy not be entered.

#### **B. RIDERS**

1. JUNIOR RIDERS - 17 years of age or under as of January 1st **MUST** compete in the Junior Division for that calendar year.
2. ADULT RIDERS - 18 years of age or over will be in the Adult Division.
3. DIVISIONS
  - 3.1. ADULT DIVISION – ECTRA awards this division with overall placing points for top 18. Ties are **not** broken. See Page 27 and 28, Awards Program. It is up to management how they chose to set up their awards. Some use top 18, others stay with the weight divisions and others place a Champion and Reserve and then 3 – 1<sup>st</sup>, 3 – 2<sup>nd</sup>, 3 – 3<sup>rd</sup>, and so on. Ties are broken only to give out the event awards. You see at the top of the ECTRA Score Sheet a box for your Division placing and a box for your Overall placing on the ride. If there are 5 horses with a score of 100 they all get an Overall placing of 1<sup>st</sup>. If the next score is 99, it gets an Overall placing of 6<sup>th</sup> and so on.
  - 3.2. JUNIOR DIVISION
    - 3.2.1 Minimum age requirement of a rider shall be 8 years of age as of January 1 of the competition year (exception: see rule for Conditioning Distance Rides).

- 3.2.2 Riders under 10 years of age **MUST** be accompanied continuously on the trail by an adult rider who will assume full responsibility.
- 3.2.3. For rides of increased stress (Extended Distance Competitive or Endurance) a Junior should have completed shorter competitions and demonstrate ability to care for a horse.
- 3.2.4. Juniors **MAY NOT** ride stallions.
- 3.3. Pass/Fail Division (See Specific Rules for Pass/Fail CTR Division)

### C. DRIVERS

1. DIVISIONS - Entries will be divided into Single and Pairs Divisions regardless of age of drivers.
2. JUNIOR DRIVERS – Minimum age of a junior driver is 14 years of age as of January 1<sup>st</sup> of the competition year. **MUST** be accompanied by an adult, 18 or older, in the driving vehicle from start to finish, who will assume full responsibility. No Junior is allowed to drive a multiple hitch.

### D. JUDGES

1. Judges **MUST** understand and agree to use the standard ECTRA Judging Procedures and Score Sheets **without** modification.
2. A judge **MAY** have a family member, rider/driver or horse/horses he/she owns entered in the event he/she is judging. The horse or contestant will receive Completion Points only upon completion of the final exam and upon receiving a final score.
  - 2.1. A judge **MAY** judge a horse/horses or team they have been training entered in the event only following a thirty-day grace period to be considered for the final placing. If the 30-day grace period has not expired, the horse (s) or contestant will receive Completion Points only upon completion of the final exam and upon receiving a final score.
3. EACH EVENT MUST EMPLOY AT LEAST TWO JUDGES. **Exceptions:**
  - 3.1. An event that has 25 horses or less has the option to employ one judge.
  - 3.2. If there are combined rides and the combined total of entries does not exceed the limits listed in 3.1.
4. JUDGES MUST BE SELECTED FROM THE ECTRA JUDGE'S DIRECTORY.
  - 4.1. One judge must be from the certified judges list.
  - 4.2. One judge must be a veterinarian.
5. TREATMENT VETERINARIANS - On all competitive events at all distances, the following rules apply:
  - 5.1. On all competitive events at all distances, there shall be a treatment veterinarian present or on call from the time the first horse crosses the starting line, available to management throughout the entire event, until one hour after the last horse is vetted out for that particular day.
  - 5.2. The definition of a treatment veterinarian is one who is equipped and willing to treat horses at the event. The treatment veterinarian and the veterinarian judge may be one and the same.
  - 5.3. If the treatment veterinarian is also the veterinarian judge, there shall be another veterinarian on call for continuing treatment.
6. When two events are held simultaneously and have two sets of judges, both veterinarian judges can be utilized in performing the mid-point safety check. They can check horses from either event, not just the horses they vetted in at the initial event exam.
7. A single event offering a Junior Division or drive held in conjunction with a ride, may be allowed to use a certified Lay judge as a third judge. The mid-point safety check **MUST** be done by the event Veterinarian judge.
8. At any time, any questionable horse may be stopped and examined by the judge(s). Depending on their findings, the horse may be pulled from the event. One judge may pull a horse from an event, a consensus is not necessary.

### E. EVENT COMPLETION

Will be given only to horses, riders, and drivers who:

1. Have completed the entire course, have gone through the final exam and have received a final score.
2. Have competed in the Open, Novice, Lightweight, Middleweight, Heavyweight, Junior, Single or Pairs divisions, etc.
3. Mileage only will be given to Novice Division if the rules have been altered. No Completion Points.

4. Multiple hitches: an entire entry must successfully complete the event. Definition of entry: Consists of all horses, driver and groom. Therefore, the entire entry must complete in order to be eligible for awards and mileage.
5. Substitute rider or driver will be allowed **only** in the case of accident or illness.
6. If a rider withdraws or is pulled from an event and at the same place substitutes for another rider, the substitute rider will receive mileage only. The horse will also receive mileage only. No Completion Points.
7. Also see D judges – 2 and 2.1

#### F. EVENT DISQUALIFICATION / ELIMINATION

1. Management and/or judge(s) **MAY** at any time, from the arrival of the rider/driver on the grounds to the time the awards are handed out, disqualify any rider/driver or horse from the event for any of the following including conduct or violations committed by a rider/driver's pit crew, groom or any other person connected with the rider/driver:
  - 1.1. Violation of any ECTRA rule.
  - 1.2. Violation of any EVENT rule.
  - 1.3. Conduct deemed to be dishonest, unsportsmanlike or excessively rude, especially to event personnel.
  - 1.4. Any rider/driver or horse that is observed to be a danger to itself or others.
2. Age - horse - under age - see page 3
3. Care & handling of horses - Not Permitted - see page 5
4. Colic -any horse showing signs of colic at the final portion of the post-ride exam. See page 18
5. Drug and Medication - see page 11-12
6. Event General Rules - see page 6
7. Helmets - see page 7
8. Horse - ineligible - see page 3
9. Juniors **MAY NOT** ride stallions.
10. Lameness - see page 17 & page 9
11. Rider / Driver Assistance - things not permitted - see page 7
12. P&R Hold - Fail - Temperature and or Pulse - see page 18
13. Pulse - Final - any horse, on any day of a 1, 2, or 3 day event with a pulse of 65 or over after 1 hour of crossing the finish line. see page 19
14. Pulse – P&R Hold - Fail - see page 18
15. Shoeing - barefoot horses - see page 8
16. Tack - see page 8
17. Temperature - Fail see page 8
18. Trail Conduct - see page 8
19. Safety rules for Driving - see page 8
20. Time - Over/Under - over or under 30 minutes on any day of a 1, 2 or 3 day event. see page 20
21. Pass/Fail judging - failure to pass any judged category see page 9 - 10

#### G. CARE AND HANDLING OF HORSES - PERMITTED

1. Use of electrolytes and fly repellent is permitted.
2. Blankets, brushes, curry combs, and other grooming aids may be used.
3. Water that has not been artificially heated or cooled may be used.
4. One foot at a time may be placed in a bucket of water as long as the water is continuously sloshed by the contestant.
5. Grain, hay, vitamins, electrolytes, oral glucosamine and chondroitin products (“joint lubricants”) and daily dewormers in recommended dosages.
6. All types of sole of hoof protection are permissible in all sanctioned divisions; attachment strap, keeper or gaiter **MAY NOT** extend above the pastern and only that which is manufactured as an intricate part of the boot to hold the sole protection in place is permitted. The judges may request to observe the area covered by the attached strap, keeper or gaiter at any time.

## H. CARE AND HANDLING OF HORSES - NOT PERMITTED

1. **MAY NOT** use any external substances with the exception of water and non-medicated fly repellent
2. Any treatment required for a horse prior to the final exam will result in elimination.
3. If event judge(s) deem it necessary for a horse to receive treatment and a contestant refuses, the horse is disqualified from the event whether or not treatment was administered.
4. **MAY NOT** use any devices for protection of horse's legs (boots, bandages, etc.), unless being judged under the Pass/Fail option (Refer to rule V.8).
5. **MAY NOT** use water that has artificially been heated or cooled.
6. Hosing **IS NOT** permitted.
7. **MAY NOT** use Acupuncture Needles and/or Staples from the initial exam to final exam.
8. a.) A horse **MAY NOT** be ridden/driven from the time it crosses the finish line until its final vetting on a one-day event. This does not preclude riding from the finish line to a trailer/stall.  
b.) Horses on multi-day rides **MAY ONLY** be ridden during allotted ride times, warm up times, or from the finish line to a trailer/stall.
9. Horses **MAY NOT** leave the event grounds between crossing the finish line and the final vet out.
10. It **IS NOT** permissible for a rider/driver to hire anyone or receive any hands-on **treatment** on their horse unless it is before their initial vet exam or after their final vet exam. Competitors **MAY USE** TT.E.A.M. methods, acupressure, massage (**without any devices**) at any time on their own horse(s). The use of additional therapies during competition shall be prohibited. This shall include any invasive procedures, (e.g.: acupuncture), manipulative procedures, (e.g.: osseous manipulative procedures), chiropractic, the use of any devices to manipulate or stimulate acupressure or response points. (e.g.: Bio scans, laser lights, ultrasound, magnetic stimulation devices, etc.). Advice may be given freely but all work must be done by the competitor.

## I. EVENT - GENERAL RULES

1. On board heart monitors used by riders **MUST** be shut off prior to and during presentation for P&Rs.
2. Hand held heart monitors **MAY** be used at the safety hold at manager's discretion; refer to Section V, The Score Sheet, Section 6.4.2 for additional language. Final P&Rs are to be done by stethoscope only.
3. Contestants presenting their horses late to P&Rs and midpoint vet check are subject to loss of maximum points in category.
4. When a 1 day event holds vetting in on the day before the event, it is the management's option to allow horses that vet in the day before to leave the grounds and return in the morning.
5. A competing rider **MAY NOT** be accompanied by a non-competing rider from the time of crossing the starting line to the time of crossing the finish line. For this purpose, riders whose horses have been pulled are considered non-competing riders.
6. Horses **MAY NOT** leave the event grounds between crossing the finish line and the final exam.
7. Horses **MAY NOT** be ridden bareback at any time before, during, or after the event.

## J. EVENT - MANAGEMENT RULES

1. Mileage **MUST** be accurately measured, **not** "estimated".
2. There **MUST** be mileage markers every 5 miles and every mile the last 5 miles.
3. The use of artificial obstacles **IS PROHIBITED**.
4. The Entry Blank **MUST** have a drug testing release statement.
5. ECTRA **DOES NOT** allow **cash** awards.

## K. EVENT - MILEAGE AND TIME LIMITS

1. ALL EVENTS - The following mileage/time limits **MAY NOT** be shortened, except that time **MAY** be shortened up to 15 minutes for special reasons, but permission to do so **MUST** be obtained **in advance** from the Board of Directors **each time**. However, if extra or longer holds are planned, or odd mileage, elapsed time can be increased accordingly. Time may also be increased slightly in case of very adverse weather resulting in unusually deep or extensive mud or excessive heat or humidity. Both Minimum and Maximum times **MUST** be changed. Actual event speed for median time averages 5.9 to 6.1 MPH. Times indicated are elapsed time (check-out to check-in) without penalty, **including** one 20 minute hold

## MILES

20  
25  
30  
35  
40

## HOURS

2:45 to 3:00 (On Multi day)  
4:10 to 4:40  
5:00 to 5:30  
5:50 to 6:20  
6:40 to 7:10

2. EXTENSION OF EVENT TIME - **No adjustments should be made in any event times, after the event has started and the first horse is on the course.** Under unusual circumstances management **MAY** extend the time if it is in the best interest of horse, rider or driver safety, and fair competition. In all such cases the Board of Directors will review the situation and will determine if points and/or mileage should be awarded.
3. Any official unscheduled holds on trail **SHALL** be timed by an official and credited to the contestant(s). **Only** the maximum time **MUST** be changed.
4. CANCELATION OR SHORTENING OF EVENT MILEAGE AFTER EVENT HAS STARTED Should this unlikely situation arise – the following apply:
  - 4.1. Management is to make the final decision – not the contestants!
  - 4.2. Each horse has to go through the final judging exam – trot out and hands on – all categories judged as they were at the initial exam. Also see Page 14.A.3. Lines 1 through 4. The score sheet has to be tallied up and one copy (yellow) given to the contestant and the other copy (white) sent to ECTRA and must be signed by the judges.
  - 4.3. On a two or three day event, when one or two days have been completed and the event is canceled on the next day, the numbers and comments **MAY NOT** be used from the previous day(s), with the **exception** of the Final Pulse and Respiration.
  - 4.4. MILEAGE ONLY
    - 4.4.1. On a two or three day event – the contestant must have gone at least 24 miles the 1<sup>st</sup> day PLUS any additional miles completed. (Miles to be rounded off to closest full mile.)
  - 4.5. COMPLETION POINTS
    - 4.5.1. Limited Distance - one-day event – the contestant must have gone at least 24 miles.
    - 4.5.2. Middle Distance - two-day event – the contestant must have gone at least 24 miles on the 1<sup>st</sup> day. If the 2<sup>nd</sup> day gets shortened and management can manage to get at least 40 miles out of the 2 days (24+16), placing points will be calculated on miles completed. (Miles to be rounded off to closest full mile.)
    - 4.5.3. Extended Distance – two or three day event – the contestant must have gone at least 24 miles on each of the 1<sup>st</sup> 2 days. If management can get a total of at least 76 miles (30+30+16) or (40+36), placing points will be calculated on miles completed. (Miles to be rounded off to closest full mile.)

## L. EVENT - SAFETY RULES

1. Traffic control **IS** required at all heavily traveled road crossings.
2. Management **MUST** have a trailer available for transporting disqualified horses.
3. Hazardous areas on the trail **MUST** be well marked.
4. There **MUST** be water at the 20 minute Hold(s) and available the entire time. Management shall endeavor to keep the in-timers and P&R personnel as close to the water for the horses as possible.
5. Management **MUST** provide for transportation of contestants' horse care equipment to the 20 minute Hold, e.g., coolers, buckets, etc.
6. Event management **MUST** allow a warm up period prior to the start of the event, which may be structured to suit the format of the event. Suggested 1/2 hour minimum, to be hand walked or ridden/driven; contestants' choice.

## M. EVENT - STARTING RULES

The ECTRA Board of Directors highly recommends accommodating competing riders who wish to ride together and the dropping of drawing for individual starting positions. The following rules apply:

<b>1. <u>TIME IN BETWEEN GROUPS</u></b>	<b>Minimum</b>	<b>to</b>	<b>Maximum</b>
<b>1 Horse every</b>	30 seconds		1 minute
<b>2 Horses every</b>	1 minute		2 minutes
<b>3 Horses every</b>	1 1/2 minutes		3 minutes
<b>4 Horses every</b>	2 minutes		4 minutes
<b>5 Horses every</b>	2 1/2 minutes		5 minutes

2. Keeping the time frame as stated for the numbers of horses in each group, any combination of groups may be used at the start to accommodate contestants.
3. One break of up to 10 minutes or two breaks of up to 5 minutes each, where no horses start, may be used to help spread out horses coming into holds.
4. Mass starts, with all horses having the same start time, **ARE NOT** permitted.
5. The first horse **IS NOT** allowed to start until ALL horses have been vetted.
6. Contestants with stallions **MUST** be allowed their choice of starting positions.

## **N. HELMETS**

At any ECTRA sanctioned event:

1. It is **MANDATORY** for all **riders, drivers, grooms and passengers** to wear an approved ASTM/SEI certified equestrian helmet, meeting standard F11.63, while **mounted or in the driving vehicle**.

## **O. RIDER / DRIVER ASSISTANCE (formerly Pit Crews)**

1. On a competitive event, the only water to be used during competition will be of natural sources and location, or as supplied by management for the use by **all** competitors. No equipment may be used during competition except that which is carried by the competing team of horse and contestant or carried on pre-designated vehicles in use by event management.
2. **See Rule H 10.**
3. Before a horse crosses the starting line and after a horse has crossed the finish line each day of an event, rider may have one person/groom to assist him/her, whose duties consist of assisting the rider in tacking/untacking the horse, cooling out, holding, and generally being helpful, especially in an emergency.
4. For reasons of safety, management personnel can help contestants as long as this help is made available to all contestants. The most common examples are:
  - 4.1. Assisting injured, sick, handicapped, or junior contestants.
  - 4.2. Assisting contestants in tightening girths and fixing broken equipment.
  - 4.3. Holding of horses for mounting, going to rest rooms, adjusting equipment, and sponging.
  - 4.4. Jogging out horses for judges at the holds for handicapped or lame riders.
  - 4.5. On hot days, the water crews may assist in helping contestants put water on horses.

## **P. SHOEING**

1. Any type of shoeing, including pads, "Easy Boots" or like product designed to protect the sole of the hoof, **IS** permitted. Product must not extend above or touch fetlock joint (see Care and Handling of Horses Permitted). Borium and/or corrective shoeing **IS** permitted. Unshod horses may be entered, but may be disqualified at the discretion of the judges. A contestant may bring his own shoes for emergency use, do his own shoeing, bring his own farrier or secure the services of the event farrier. Any services by the event farrier shall be at the contestant's expense.
2. A contestant may dismount and walk a horse with a shoe missing to the nearest area where the farrier can reach him. Time compensation is limited to only the actual minutes required by the farrier to replace the shoe. For safety reasons the rider of a "Buddy" horse, a sponsor of a junior, juniors, and additional sponsored juniors will be given the option of time allowance. Only the maximum time **MUST** be changed. This pertains to Competitive events only.
3. In the event a rider loses an "Easy Boot" or like product they started with, a replacement may be used as long as it conforms to rule P.1 (above). The ride time will not be adjusted, as riders are encouraged to carry a spare.

## Q. TACK

1. Any type of tack or harness is permitted unless deemed inhumane or unsafe by the judges.

## R. TEMPERATURES

If temperatures are to be taken for any other reason than the ones listed below, 90 days prior approval must be requested, in writing, to the Board of Directors.

### 1. THERMOMETERS

- 1.1. Shall always have one handler at the horse's head, to keep the horse as quiet as possible, and one person at the rear of the horse to tend the thermometer.

### 2. TEMPERATURES

- 2.1. Temperatures may be taken at/or before the initial exam, after 20 minute hold P&R's and final P&Rs.
- 2.2. All equines found to be inverted during P&R taking must have its temperature taken.
- 2.3. Temperatures shall never be taken during the first 10 minutes of the hold period or during the time before the final P&Rs.
- 2.4. If an equine temperature is 103 degrees F or above the equine is eliminated.

## S. TRAIL CONDUCT

1. Assigned numbers **MUST** be visibly worn by contestants or horses at all times, beginning with the initial examination.
2. A contestant should ask to pass, should not pass in an unsafe area, **and** should pass at a gait other than a canter or gallop.
3. A **red** ribbon **MUST** be worn in the tail of a known kicker.
4. A **yellow** ribbon in the tail of a stallion is suggested.
5. Any contestant going off course intentionally or otherwise, **MUST** return to the same point where the contestant left the trail in order to continue.
6. Forward progress may be maintained only if the contestant is mounted or in the driving vehicle.  
**EXCEPTION** - Loss of shoe.

## T. SPECIFIC RULES FOR DRIVING SAFETY

1. Driving vehicles **MUST** have a groom per pair.
2. Driver **MUST** have a whip with him while driving.
3. A.D.S. (American Driving Association) spares **ARE REQUIRED**. They are:
  - a. Knife
  - b. Screw driver
  - c. Pliers
  - d. Small hammer
  - e. Leather punch
  - f. Hoof pick
  - g. Wheel wrench to fit axle
  - h. Spare rein or rein splice
  - i. Halter and lead per horse
  - j. Cooler or quarter sheet
  - k. A hames strap, if applicable
  - l. Spare trace or trace splice
  - m. Length of rawhide, string or wire
4. Pairs driven with a yoke **MUST** have yoke securely attached to pole with a strap and a buckle.
5. Bridles **MUST NOT** be removed while horse or pony is attached to driving vehicle.
6. Breeching **IS** required.
7. Any passenger **MUST** be at least thirteen years of age in any hitch.
8. Every multiple hitch driver **MUST** carry a groom whose duties consist of assisting the driver in hitching/unhitching the horses, cooling out, holding and generally being helpful, especially in an emergency. The groom **MUST** be at least 14 years of age and be deemed able to render assistance by the judge. The groom **IS NOT** allowed to share the driving but may take the lines so as to allow the driver to do minor things.
9. A singles driver **MAY** carry a groom if he/she so desires. Duties of a groom in a single driving vehicle are exactly the same as with a multiple hitch.
10. In ALL circumstances the groom and or passenger **MUST** discharge from the vehicle before the driver and **MUST** enter the vehicle after the driver.
11. At **no time** during a competitive drive may a groom/passenger assist the driver by either holding back a driving vehicle going down a hill or push a driving vehicle going up a hill. This **MUST** also apply to anyone else along the route. This infraction requires automatic and immediate elimination from the competition.
12. "Slow Moving Vehicle" sign **MUST** be on rear of driving vehicle.

13. SAFETY CHECK: A predesignated safety inspector must check all driving vehicles and harness before the start. Management **MUST** predesignate this individual. A minimum of 15 minutes must be allowed for this.

## U. STABLING

### 1. OVERNIGHT FACILITIES

- 1.1. If stabling is provided and required, it must be provided for and used by all contestants. Adequate central and supervised facilities must be used. Competitors must be informed ahead of time of available facilities.
- 1.2. When a horse boards normally or rents a stall just for the night on an event of any distance and there are not enough stalls for everyone, the horse **MUST** remain out of the stall from the time the horse crosses the starting line until he has completed his final vet out.
- 1.3. Once the event starts for a particular day, horses shall not be confined to stalls by management until vetting is done for that day except for actual taking of P&Rs.

### 2. STABLE MANAGER (If stabling is used)

- 2.1. Shall have complete charge of stabling.
- 2.2. Requires all horses to be stabled as assigned, clearly identified with name of horse, contestants name and competition number.
- 2.3. May arrange changes if necessary and report such changes to the event manager.
- 2.4. Is responsible for seeing that all contestants observe the rules regarding horse care and the rules of the stable, including absolutely **NO SMOKING**.
- 2.5. Shall report any rule violations to the judges and event manager.

### 3. NIGHT WATCHMAN - Only required if contestants are not allowed in the stable area overnight.

- 3.1. Shall guard the stabling area from evening closing until morning opening.
- 3.2. Shall exclude all persons from the area between these hours except the judges or person(s) authorized by the judges.
- 3.3. Should have the qualifications necessary to recognize if a horse is in need of assistance and whom to notify of such need

## V. SPECIFIC RULES FOR CTR PASS/FAIL DIVISION (P/F)

1. Voluntary division (not mandatory for all events to hold) to be held in conjunction with any ECTRA CTR or CDR Distance Ride. The division must be stated on the entry form and score sheet. All ECTRA rules apply with exception of those listed herein.
2. Mileage will count towards Mileage Only. It does not count toward any year-end awards, including versatility. Horses must be classified as P/F Division at time of initial vet exam and can not be changed.
3. Ride time window would be opened up to include the Maximum or Minimum time before a participant is eliminated. Management must have a Timer at the finish line 10 minutes before the 1<sup>st</sup> horse in this division can cross the finish line and additionally 1 P&R team at the finish line 10 minutes after the 1<sup>st</sup> horse in this division crossed the finish line.
4. Horses in this Division will present one time only for a complete final exam and will present in order of finish.
5. ECTRA Score Sheets are to be used. Both initial and final exams are to be performed in the exact same manner. Every category is to be evaluated and the findings indicated with use of either "P" for Pass or "F" for Fail classification. No other notifications are required to be written on the score sheet with the exception of a reason for failure. A "Fail" classification indicates that the equine is unfit in regard to the welfare of the equine to continue in competition or to receive a completion.
  - a. Failure in any category is grounds for elimination
  - b. All trot outs will be performed in an "out and back" manner. Grade 3 Lameness is grounds for elimination.
  - c. Failure to meet final Pulse criteria within ECTRA allowable time is grounds for elimination.
  - d. Judges are to write a final Pass or Fail classification on the bottom of the Score Sheet at the end of the final evaluation. As is done in all events, the white copy of the

Score Sheet must be submitted with all ride results to the Points and Mileage Committee.

6. Midpoint and Final P&R results are to be recorded on the Score Sheets.
7. All types of hoof and leg protection are allowable. Judge (s) may request to observe any area covered by attached strap, keeper or gaiter at any time.
8. Leg protection devices are permissible. Leg is defined as all structures above and including the coronet band. Examples of these devices include but are not limited to bell boots, splint boots or wraps. Judge(s) may request to observe covered areas at any time and will require that they **MUST** be removed before presenting the horse for pre-ride, post-ride and safety hold check inspections.

#### **W. SPECIFIC RULES FOR CONDITIONING DISTANCE RIDES (CDR) AND DRIVES (CDD)**

1. The Conditioning Distance Ride or Drive will count as Mileage Only. It will not count toward any year-end awards including versatility.
2. No prerequisite of mileage is required.
3. All ECTRA safety requirements are to be enforced.
  - a. The number of riders permitted is at ride management's discretion.
  - b. Minimum age for Junior Rider is 6 years old as of January 1<sup>st</sup> of the competition year; minimum age for Junior Driver is 14 years of age as of January 1<sup>st</sup> of the competition year.
  - c. CDR and CDD will be judged in accordance with the rules for CTR. The pass/fail division is an option for the rider if offered by the ride management.
  - d. Hoof protection devices are acceptable. Judge (s) may request to observe any area covered by securing or attachment straps at any time.
  - e. Leg protection is acceptable but must be removed for hands-on pre and post ride inspections.
  - f. Event distances and time:

10 Miles	1:30 – 2:00
12.5 Miles	1:50 – 2:20
15 Miles	2:15 – 2:45

Times indicated are elapsed time, including one 10 minute hold. Hold is optional, but if no hold is scheduled, no adjustment on time is permitted other than for reasons stated in rule K (Event Mileage and Time Limits). Thirty (30) minutes, either prior to or after the set time parameters stated above, will not have penalties assessed.

- g. All other ECTRA rules apply.

#### **X. SPECIFIC RULES FOR ENDURANCE RIDES AND LIMITED DISTANCE RIDES**

1. The AERC Manager's Handbook and Judging Handbook shall be used in implementing the rules for Endurance rides.
2. All Endurance Rides **MUST** be co-sanctioned by AERC.
3. LD mileage will count as Mileage Only. It does not count toward any year-end awards including versatility. There is no buying Back Mileage from prior years.
4. TIMES: No minimum times. Maximum Elapsed time allowed:

<u>MILES</u>	<u>HOURS</u>
25	6:00
30	7:15
35	8:30
50	12:00
100	24:00

5. ECTRA **DOES NOT** allow cash awards.
6. Horses competing in AERC rides within the ECTRA region will be ranked according to AERC finishing.

#### **Y. DRUG AND MEDICATION RULE**

No horse competing in any ECTRA sanctioned event shall be given any drugs or medication for the purpose of altering the horse's performance. Events co-sanctioned with AERC will abide by AERC's medication policy. A drug is defined as (but not limited to) any stimulant, depressant, tranquilizer, sedative, local anesthetic, anti-inflammatory, analgesic, masking agent, antibiotic, or any medication that alters distribution of body fluids. Many "natural" substances have effects that may alter performance, may

cause a positive drug test, or may have detrimental side effects in horses under stress, and thus would be considered drugs. The finding of a drug or its by-product above the level of detection determined to cause a change within a horse (i.e. threshold level) will be used as evidence that such drug was illegally administered. Testing kits will be supplied by ECTRA.

Any horse shall be subjected to collection of blood and/or urine at any time during or after the event. Blood will be collected by a veterinarian. Urine samples will be collected by a veterinarian or veterinarian designated person. Samples will be taken with owner or contestant permission. Refusal to grant permission will be taken as an admission of illegal drug use.

Horses to be tested shall be selected in the following order of precedence:

1. **Selection by ECTRA Drug and Medication Committee.**
2. **Selection by Veterinarian.**
3. **Random selection by Event Management.**

Collection of samples shall be done after their individual final exam. The number of horses to be tested is as follows: Competitive Events, 1 horse to be tested for each 15 horses finishing in each event.

<u># Horses to Finish</u>	<u># Horses to Test</u>
1 - 15	1
16 - 30	2
31 or more	3

Some drugs, while not in themselves illegal, do mask the presence of some illegal drugs. The presence of abnormally large amounts of these masking agents may subject a horse to the same penalty as if an illegal drug were found. Examples of masking agents include vitamin B1 (thiamin), some sulfa drugs, some deworming preparations and some diuretics. Interpretation of test results will be done by the Drug and Medication Committee, using expert advice from outside sources, if deemed necessary. Their majority opinion will be final and binding.

Penalty for illegal drug use will be disqualification from and withdrawal of awards for that event. The Drug and Medication Committee may suggest additional penalties. The ECTRA Board of Directors will make the final decision as to the imposition of any such penalties, following procedures outlined in the By-Laws of ECTRA. All events to be tested will be randomly selected by the Drug and Medication Committee.

### **Drugs, Medications, Nutraceuticals and Such**

The listings below **ARE NOT** designed to see how close to competition you can medicate your horse and escape detection. They are to give you **guidelines** so that your horse can compete according to the spirit and rules of ECTRA.

For a list of specific drugs and medications that are banned from competition, please consult the "Prohibited Substances" list found on the AERC website under "Competition" / "Rules & Regulations" / "Drug Rule Appendices". Note that the lists of "Allowable Substances" and "Allowable Treatments" found there differ from that of ECTRA. ECTRA allowable substances are as follows: Hay, grain mixes, water, vitamins and minerals in normal amounts, electrolytes, molasses, applesauce, Maalox (Mg & Al salts), yeasts and probiotics, oral chondroitin and glucosamine ("Joint lubricants") and baking soda.

#### **Things you might be giving and when to stop (These are guidelines only):**

- 45 days or longer: Hormones, many steroids (Regu-Mate is a hormone).
- 14 days: Dipyrone, Procaine (as in Procaine Penicillin), Isoxuprine, Reserpine.
- 7 days: Most non-Steroidal anti-inflammatory drugs (such as Bute, Banamine, and Aspirin), yucca. Also most antibiotics (such as Gentocin®, Sulfa-Trimeth), Lidocaine, Valerian. Most sedatives and tranquilizers.
- Dewormers: The use of all dewormers, including daily dewormers, is allowed during competition, however, we still discourage the use of purge dewormer (traditional dewormers) within one week of a competition to minimize stress on the equine athlete.

- Herbals/Nutriceuticals/ Anti-arthritis: these include MSM, DMG, muscle” helpers” and lactic “removers”. Although “flex” type products containing glucosamine and chondroitin are acceptable under ECTRA rules, it is important to critically evaluate the label since many products include disallowed agents such as yucca, MSM, DMG, etc. Most need to be withdrawn 48 hours prior to competition.
- BachFlower/Flower Essences/Homeopathic Remedies/ “Calming” pastes & Compounds: Most need to be withdrawn 48 hours prior to competition.
- Acupuncture/Chiropractic: May not be done after vetting in starts; ideally for your horse’s safety, not within 48 hours of competition.
- Parenteral (injectable) Joint Agents: Adequan® (PSGAG) – polysulfated glycosaminoglycans), Legend® (hyaluronate sodium) and related compounds are allowed up to 48 hours prior to competition.
- OK: Hay, grain mixes, water, vitamins and minerals in normal amounts, electrolytes, molasses, applesauce, Maalox (Mg & Al salts), yeasts and probiotics, oral chondroitins and glucosamines (‘Joint lubricants’), baking soda

## II. JUDGING

### A. PHILOSOPHY

ECTRA was founded based on the principle that any competitive horse should have an equal chance when competing with any other competitive horse, regardless of age, sex or breed. Prior to ECTRA'S inception contestants were judged and awards given based on artificial obstacles, choosing the best athlete or the most desirable horse in the opinion of the judges. In ECTRA, the scoring of the judges determines the horse that has deteriorated the least from the event Initial exam to the event final exam.

It may well occur, and often does, that one horse who is inherently stronger and more athletic than another, may appear superior to the another horse at the end of the event, even though it has actually deteriorated more from its original condition than has the other horse. Previous judging methods would have chosen this better athlete as the better placing horse of the two, but ECTRA rewards the horse with the least deterioration. It is also possible, of course, for the stronger more athletic horse to have been least affected by the event.

In this way, we strive to give each horse an equal chance against all the others in the events. It encourages a broader cross section of people to get involved in the sport. If the judging system is properly used, the placing of horses will be unknown to you until the final awards ceremony.

### B. HOW TO BECOME AN ECTRA JUDGE

Please refer to the Judges Certification Program, Sections A through J.

### C. RULES PERTAINING TO JUDGES

Please refer to Rules, Section D.

### D. THE JUDGING, SCORING SYSTEMS and SCORE SHEET

Please refer to sections III, IV and V on pages 14 through 20

### E. INVERSIONS

An inversion is the situation in which the respiration rate is higher than the pulse rate. Such a situation may or may not signal the presence of a metabolic problem, i.e. excessive stress or fatigue. It is not uncommon for horses to work with inverted parameters. However, it is not a normal resting situation. Under distance riding and driving conditions, the two most common causes of high respiration rates and inversions will be heat-handling problems and/or shallow lung capacity (oxygen debt). An overheated horse will breathe faster to eliminate heat from its lungs. A horse with insufficient lung capacity will breathe rapidly to get enough oxygen to continue. Most of the resting inversions that you will see will occur on hot and humid days. As long as the pulse rate is low enough (below 60); the respiratory rate does not exceed 1 1/2 times the pulse; and other parameters such as dehydration, temperature, capillary refill time, etc. are within normal ranges; a dangerous problem most likely does not exist. A rectal temperature **MUST** be taken to determine if heat is a source of the problem, and if so the horse should be cooled to try to correct the situation. An additional rest period and exam should be considered. See page 19. 6.7.2. and 7.

### F. EMERGENCY FIRST AID TO HORSES

The veterinary judge may administer emergency first aid if necessary but will not be responsible for treatment of non-critical problems. Regardless of who is judging, management **MUST** have a veterinarian on call. There are 6 common emergencies which a Treating Veterinarian must be qualified to meet.

All of the following conditions usually demand immediate removal of the horse from the competition for its own safety. The protection of the horse's life and soundness on the event day and preservation of its future usefulness is the primary concern of the judges.

1. SERIOUS WOUNDS for which the horse should be given qualified aid as soon as possible.
2. A SERIOUS LAMENESS which will require professional help. See page 17.3.

3. **COLIC**, which may occur at any time during or after an event. Signs of mild colic are reluctance to move, raising the upper lip, looking at the flanks, apparently attempting to urinate with no results or some other indication of mild abdominal pain. More severe signs include lying down and rolling. Colic must be recognized immediately for what it is and help summoned. If colic occurs during an event, elimination is usually mandatory. The horse's life may be in danger if he is allowed to continue. See page 18. 5.7.
4. **TYING UP** is a horseman's term for rhabdomyolysis. This syndrome is usually caused by dehydration and electrolyte imbalance and is usually quite painful. Pouring cold water over cramped muscles will often make the problem worse. The horse will be reluctant to move. The muscles of the back, loins and hindquarters will very commonly feel extremely hard to the touch. Spasms of individual muscles in this area can often be seen as muscles contract and stand out in bunches. Colic and tying up may look similar to the untrained eye.
5. **THUMPS** is a spasmodic contraction of the diaphragm with each heart beat. The flank will seem to contract as though the horse has hiccups. If the heart is listened to, these contractions will be seen to time perfectly with the heart beat. This is also caused by a dehydration/electrolyte imbalance.
6. **SEVERE DEHYDRATION** is indicated by depression and weakness, elevated pulse and respiratory rates, dry skin, dry gums and dry cornea, dark urine or lack of urine, dark red mucous membrane color, inability to raise a jugular vein, prolonged capillary refill time (above 4 seconds), absence of gut sounds and often the occurrence of colic and/or tying up and/or thumps. See page 18.5.

#### **G. EVALUATING A STRESSED, FATIGUED AND DEHYDRATED HORSE**

The single most difficult decision a judge will be called upon to make is to determine that a horse is unfit to continue and eliminate it. A proper examination leading to a proper assessment of the situation reinforced by relevant comments will satisfy this area of your job. Signs of this include:

- |  |                            |
|--|----------------------------|
| 1. High pulse and respiratory rates that will not return to safe levels within 20 minutes. | 8. No interest in eating.  |
| 2. Muscular weakness often combined with quivering muscles and loss of coordination.       | 9. Colic.                  |
| 3. Elevated body temperatures, (normal 99.5 to 101.6).                                     | 10. Thumps                 |
| 4. The skin, when pinched, will continue to stand up.                                      | 11. Tying up.              |
| 5. Relaxed anal sphincter, relaxed penis.  | 12. Glazed eye.            |
| 6. Inability to urinate, also dark urine.  | 13. Dehydration.           |
| 7. Dark red mucous membrane.   | 14. Dry gums.              |
|  | 15. Absence of gut sounds. |

Your ability as a horseman will draw your attention to an excessively fatigued and stressed horse. Then a proper exam using the above criteria will lead you to a yes or no decision.

### **III. THE JUDGING SYSTEM**

#### **A. PROCEDURES**

1. **DIVIDING THE JUDGING CATEGORIES** - Each judge will be responsible for specific judging categories. For example, one judge may choose to do legs and lameness, while the other will do tack/harness area. On the categories of fatigue-mechanical and fatigue-metabolic, the sub categories may be divided rather than the whole section i.e.: under fatigue-mechanical, one judge does length and height of stride and the other judges does coordination. They should both do behavior. If the judges are comfortable with sharing a specific category, such as lameness, they may arrive at their determinations independently or take an average of their individual determinations. Dividing a horse down the middle is not permitted.
3. **PULSE AND RESPIRATION RECOVERY CRITERIA** - It is up to the judges to set the pulse recovery parameter to be used at the P & R hold prior to the start of the event and announce it at the pre-ride briefing. It must be recognized that the primary purpose of the P & R hold is a safety check. It should not be used to deliberately penalize horses by setting an unreasonably low parameter for pulse in order to have some point differentials at the end of the event. Therefore, the **MINIMUM PULSE** parameter can be no lower than 60. This may be adjusted upward (maximum pulse 64) by the judge(s) to compensate for heat and/or humidity. It is **MANDATORY** that respiration be allowed to fall where it may and that temperatures **MUST** be taken on every horse that is inverted, that is, respiration higher than pulse. See page 13. E.

#### **B. PRE-EVENT BRIEFING**

Primarily a concern of management, this briefing provides an opportunity for the contestants to be introduced to the judges. Judges should discuss the pulse limits and other matters of concern to contestants.

#### **C. EVENT TIME**

The total time for the event is established by management and cannot be altered by the judge(s).

### **IV. THE SCORING SYSTEM**

#### **A. PROCEDURES**

ECTRA has developed a numerical scoring system using both subjective and objective evaluations. Specific limits are evaluated for each horse at the beginning and end of the event. Each horse starts with 100 points. Judges may use point values in between the numbers on the score sheets, except for grade 3 lameness. See page 17.3.

1. **INITIAL EXAM** - The purpose of the initial exam is to determine the horse's starting condition. Each judge has his own secretary (recorder) and a set of score sheets. Each judge's recorder must circle a number in the category being judged to correspond with the judge's initial findings. Additional written comments may also be made and are expected and appreciated by the contestants.
2. **DECLARATIONS** - Judges must verify declarations made by the contestant at the initial exam as to their existence, location and severity. The judges' evaluation of these blemishes, not the contestant's, will be noted on the score sheet.
3. **FINAL EXAM** - **MUST** be held on the same day that the course is completed. It is to be conducted exactly as it was done in the Initial Exam and in the same place with the same trot out patterns (unless weather conditions or other uncontrollable circumstances make this impractical). The same judge will judge the same categories that they judged in the Initial Exam in the same way. Points are deducted at the final exam for changes from initial findings which signify stress and loss of condition. When scoring of tack and harness area and legs, the number of points deducted for a given change will be at the judges' discretion but must be uniform from horse to horse for the same degree of change. The deductions in the remaining categories are limited in value by the point allotment of the scoring system for each given area. Points may not be added if the horse improves in a category.

Each judge's recorder must circle a number in the category being judged to correspond with the judge's final findings. Additional comments may also be made and are expected and appreciated by the contestants. Other than the tack/harness and legs categories, all calculations will be done by management.

**3.1.** The trot out or hands on must begin as soon as possible after the P & Rs for the first horse to finish has been taken. The trot out and hands on shall be separate events. That is, all horses shall be trotted out before the hands on or all the horses shall have hands on before they are trotted out. Both the trot out event and the hands on event must be done in the order of finish.

4. **EXAMINATION DIFFICULTIES** - Great emphasis must be placed on equal examination of all horses in every respect. If a horse cannot be examined in this manner, the judging methods should not be altered. Any area not possible to examine initially must be assumed to be in perfect condition at the event Initial exam. If the area is not possible to examine at the event final exam, the animal will lose all points in that category. If the animal allows event final examination of an area not possible to examine initially, points must be deducted for any deterioration noted, since the animal was assumed to have started clean.
5. **ON TRAIL OBSERVATIONS** - The purpose of on trail observations is for safety: that is, being there to see and eliminate any horse with an obvious lameness, injury, or other problems which make it painful or imprudent for the horse to continue. On trail observations should be noted on the score sheet. Trail comments give the contestant an event-long picture of their horse should problems arise after the event. They will also be helpful in situations where a low grade problem keeps recurring. If, for example, a lameness was suspected at an earlier check point, the recorder should remind the judge of this and the judge will be sure to evaluate this potential problem before the horse is allowed to leave the next check point. The horse will be looked at with the problem in mind again at the next check point and at the Final Exam. At any time a questionable horse may be stopped and examined by the judge(s). Depending on the findings, the horse may be allowed to continue, held for a period of time, or pulled from the event. One judge may pull a horse from an event; a consensus is not necessary. On trail observations shall only be used for safety considerations and **SHALL NOT** be used as part of the final scoring.
6. **CHECK POINTS** - Check points should be planned through the cooperation of management and judges, so that the judges will see all the horses pass before moving on. We will assume two on trail checks. This number will vary according to the event's length, terrain and course layout. Upon occasion there will be some late contestants and a decision must be made as to whether to wait for them or not. Management should alert judges to all horses that have been eliminated so judges do not wait for a horse that is on trail.
  - 6.1. **THE START** – Judge(s) will observe the horses under tack or harness at the trot as they cross the starting line or shortly thereafter, checking for soundness and problems not detected earlier. Comments such as sound, eager, ok, strong, unruly, etc. are made here.
  - 6.2. **FIRST CHECK POINT** - Should be somewhere before the 20 minute hold. The judges shall see the horses ridden or driven at the trot, one at a time, and on a good section of trail. Horses should not be seen at a walk or canter or in groups. Comments such as bright, alert, strong, arguing with contestant, slightly lame, off, getting tired, etc. should be made at this time.
  - 6.3. **SECOND CHECK POINT** - should be not less than 3 miles from the finish line and is carried out the same as the first check point. It **IS NOT** necessary for judges to be back at the event grounds until 20 minutes after the 1st horse has finished. It is best for both judges to be in different places on the trail when possible. If the trail check points are properly placed and timed, late contestants will not present a common problem. In most instances, all the contestants will pass a certain spot within 30 – 60 minutes. If a horse is so far behind that you cannot wait, it is probably being mismanaged.

7. **TABULATIONS** - As soon as the judges have finished their final examination of a horse, the score sheet will be sent to the tabulators. Judges are to use (-) deductions for the tack and legs categories. No changes in scoring may be made after this time. The tabulators do all the final calculations, including deductions of time and the judge(s) behavior penalties. The tabulator should immediately send back, to the judges for clarification, any score sheet that is not filled in correctly to enable the tabulator to properly tally the score sheet. On Drives, when there is a Pair Division, each horse within the Pair will be judged individually and added up. The two scores will be combined and averaged for a final score for the Pair. Yellow copies of the score sheet are given to the contestants after the awards presentation.

## V. THE SCORE SHEET

### A. CATEGORIES

1. TACK AND HARNESS AREA - Maximum score 10 points.

Head, back, girth, chest, tail, and butt – rubbed, weeping, open, sensitive and heat etc. Examination must be of those parts of the horse touched by actual riding and driving equipment, such as saddle, bridle, breast plate or collar, cruppers, breeching, etc. The judge's attention should be directed towards only Tack and Harness related injuries, such as abrasions, hair missing and heat bumps. Some of these are easily seen, others must be detected by touch. In any case, just looking is not good enough. Describe the degree. Points are deducted for increase in severity from initial tenderness, lesions or appearance of new ones, indicating problems caused by ill-fitting Tack or Harness and/or poor horsemanship. Absolute point deductions are not as important as consistency from horse to horse. Comments must always accompany deductions. The score sheet has outlines of the Tack/Harness area for the recorders to draw in the judge's findings. Judges are not restricted to the use of these pictures and may choose to have written descriptions only.

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**TACK / HARNESS AREA:** Head, Back, Girth, Chest, Tail and Butt. (Rubbed, Weeping, Open, Sensitive, Heat, Etc).

Horses will be on real scoresheets

!  
!  
!  
!  
!

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2. LEGS - SELF-INFLICTED TRAUMA - Maximum score 13 points.

Increased or new sensitivity, interference, filling, scratches, windpuffs etc. Covers any physical evidence of wear and tear or stress on the legs initiated or worsened during the event and points are deducted accordingly. The most common leg problems are:

**Windpuffs**

**Swollen tendons**

**Joint swelling**

**Sore splints**

**Interference marks**

**Scratches**

**Lower leg filling**

Comments must always accompany deductions. The score sheet has outlines of the legs areas for the recorders to draw in the judge's findings. Judges are not restricted to the use of these pictures and may choose to have written descriptions only.

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\_13 LEGS - Self inflicted trauma: (Increased or new sensitivity, Interference, Filling, Scratches, Windpuffs etc).



4 legs left side

4 legs right side

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3. LAMENESS - Maximum score 25 points.

Each horse must be trotted back and forth determine its degree of soundness. Circles are mandatory, give more information and MUST be observed in both directions for evaluation. Horses which are, in your opinion, serviceably sound for this day's work are allowed to start the event (and if at all questionable, should be paid special attention to on the trail and pulled if the problem gets worse).

You should call the source of the lameness if your expertise allows you to do so. This will help draw the contestant's attention to the problem. Train your eye by looking at every trotting horse, wherever you see it, with lameness in mind. Make sure that a number is circled to correspond with the judge's initial and final findings. Definition of lameness per AAEP (American Association of Equine Practitioners): "Deviation from normal gait or posture due to pain or mechanical dysfunction." The first 3 steps of the grading scale for lameness is as follows:

**Grade 0** Sound.

**Grade 1** Difficult to observe. Not consistently apparent regardless of circumstances (i.e. weight carrying, circling, inclines, hard surface, etc.).

**Grade 2** Difficult to observe at a walk or trotting a straight line; consistently apparent under certain

**Grade 3**

circumstances (i.e. with weight carrying, circling, inclines, hard surfaces, etc.). Consistently observable at a trot under all circumstances. Eliminate at the start and on the trail. A low (minimal) grade 3 at the final exam must be scored as 25 points (the numbers 17 thru 24 may not be used). A grade 3 above low will be Eliminated.

Lameness **MUST** be judged by evaluating the horses' overall gait; it **IS NOT** to have points scored on individual legs. **If a horse has a gait aberration that the horse warms out of, it is the contestant's responsibility to have the horse warmed up before vetting in at the initial exam.**

<b>LAMENESS</b>	(Circle one)	!	(Circle one)
SOUND	0	!	0
G1- DIFFICULT TO OBSERVE	<u>1 2 3 4 5</u>	!	<u>1 2 3 4 5</u>
G2- CONSISTANT IN SOME CIRCUMSTANCES	<u>6 7 8 9 10 11 12 13 14 15 16</u>	!	<u>6 7 8 9 10 11 12 13 14 15 16</u>
G3- CONSISTENTLY OBSERVABLE	<u>ELIMINATE</u>	!	* <u>Very Minimal - 25</u> or <u>ELIMINATE</u>
		!	*(Completion Points and no placing)

**4. FATIGUE - MECHANICAL - Maximum score 12 points.**

Proficiency in this area comes with repeated practice and every time you see a horse anywhere in motion you should attempt to classify these factors. The whole object of having letters (A, B, etc.), word description (None, Slight, etc.) and grade headings (Plus Average, Average, etc.) at the initial exam, is to help you describe the various categories and to help you remember what the horse looked like at the beginning when you are evaluating and scoring the horse at the Final Exam. You are encouraged to write in more comments! Each judges' recorder **MUST** circle a word, letter or number in the category being judged to correspond with the judges' initial and final findings. Total point deductions for these categories **WILL** be deducted by management scorers and **NOT** by the judges.

<b><u>FATIGUE -MECHANICAL</u></b>	(Circle one in each category and/or comment)	!	(Circle one in each category)	
	EXT +AVG AVG -AVG	!	NC VSL SL MOD SEV	Deterioration
LGTH OF STRIDE (Impulsion)	<u>A B C D</u>	!	<u>0 .5 1 1.25 1.5</u>	
HGTH OF STRIDE (Animation)	<u>A B C D</u>	!	<u>0 .5 1 1.25 1.5</u>	
OVERALL BODY CARRIAGE	<u>A B C D</u>	!	<u>0 .5 1 1.25 1.5</u>	
WILLINGNESS	<u>A B C D</u>	!	<u>0 .5 1 1.25 1.5</u>	
TOE DRAGGING (Not toe dropping)	None SL Mod Ext	!	<u>0 .5 1 1.25 1.5</u>	
COORDINATION	Coord, SI Unc, Mod Unc, Ext Unc	!	<u>0 .5 1 1.25 1.5</u>	
MUSCLE SORENESS (by palpation/except back)	None, SL, Mod, Ext	!	<u>0 .5 1 1.5 2</u>	
MUSCLE TONE	Soft/Loose Avg Firm Stiff/Hard	!	<u>0 .25 .5 .75 1</u>	

**5. FATIGUE - METABOLIC - Maximum score 20 points.**

Make sure your recorder circles a number to correspond with your word description or number of seconds findings at the initial and final exam. Total points deductions for these categories WILL be deducted by management scorers and NOT the judges.

**5.1. SKIN PINCH (Dehydration) - Maximum score 4 points.**

This is measured by pinching the skin at the point of the shoulder, between the thumb and forefinger and releasing, and counting the seconds (0 to 4) until the skin returns to normal.

**5.2. CAPILLARY REFILL TIME - Maximum score 3 points.**

This is measured by pressing the thumb against the upper gum of the horse and counting the seconds (0 to 3) for the color to return to normal.

**5.3. GUM COLOR - Maximum score 4 points.**

**5.4. GUM MOISTURE - Maximum score 2 points.**

**5.5. GUT SOUNDS - Maximum score 5 points.**

**5.6. ANAL TONE - Maximum score 2 points.**

**5.7. COLIC Eliminate any horse showing signs of colic at the final portion of the event final exam.**

## FATIGUE -METABOLIC

(Circle one in each category)! (Circle one in each category)

SKIN PINCH.....(Seconds)...	0	.5	1	1.5	2	3	4	!	0	.5	1	1.5	2	3	4
CAPILLARY REFILL TIME.....(Seconds).....	0	.5	1	1.5	2	3		!	0	.5	1	1.5	2	3	
GUM COLOR .....	Yellow	Pink/Pink	0	Pale/Red	2	White/Gray	4	!	0			2			4
GUM MOISTURE .....		Wet	0	Sticky	1	Dry	2	!	0		1		2		
GUT SOUNDS.....	Normal	0	SL Dim/Hyper	1	Mod Dim/Hyper	2	Absent	5	!	0		1		2	5
ANAL TONE.....	Tight	0	SL Loose	.5	Mod Loose	1	Flaccid	2	!	0	.5	1		2	

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### 6. P&R HOLD - Maximum score 5 points Pass/Fail.

#### 6.1. POINTS.

- 6.1.1. ONE DAY - 5 points are deducted if the horse is held. If two P & R holds are held the points will be 2.5 per hold or 5 points total.
- 6.1.2. MULTI-DAY On events where a P&R hold is held on 2 days, the points to be deducted on a given day are reduced to 2.5 for a horse that is held. If 2 P&R holds are held either day the points will be 1.25 per hold.

#### 6.2. HOLD TIME - 20 minutes, divided into 2 parts

- 6.2.1. Part A: Lay Judge in charge of. The first 10 minutes is devoted to caring for the horses and the taking of P&Rs.
- 6.2.2. Part B: Vet judge in charge of. The second 10 minutes, or more if the time is extended, is devoted to a Safety Check and caring for the horses. Horses **MAY NOT** be presented for their Safety Check until Part A's time (10 minutes) has expired.

#### 6.3. HOLD TIME DEVIATIONS

- 6.3.1. The judges may shorten the hold time if weather conditions are adversely cold and/or wet and are encouraged to extend the hold time beyond the 20 minute total if weather conditions are adversely hot and/or humid or if the number of horses warrants it.
- 6.3.2. Event times are to be adjusted accordingly and must be announced prior to the event start, along with the actual length of the hold. The adjustment to the event times shall be equal to the hold time minus 20 minutes and **MUST** be applied to the minimum and maximum event times.
- 6.3.3. On multi-day events where a distance of less than 25 miles is covered on the last day, the P&R hold is **WAIVED**.

#### 6.4. P&Rs

- 6.4.1. Rider or Driver is responsible for presenting the horse to the P&R teams at any time within 10 minutes of being timed into the hold. P&Rs are to be taken on each horse by the P&R teams, for a period of at least 15 seconds and are to be **RECORDED**.
- 6.4.2. Hand held monitors **MAY** be used at the safety hold at managers discretion. Stethoscope must be available at the hold in case of monitor failure or if horse is outside parameters. Rider's monitors **MUST** be turned off at the hold as they interfere with the hand held. Reading from rider's individual monitor is not to be used. Final P&R's to be done by stethoscope only.

#### 6.5. SAFETY CHECK - Divided into 2 categories.

- 6.5.1. Metabolic evaluation shall include, but is not limited to, some or all of the following: Gum Color and Moisture, Capillary and Jugular Refill Time, Skin Pinch, Anal Tone and Gut Sounds.
- 6.5.2. Soundness evaluation shall include jog outs in hand (preferred) or under saddle for riding horses, judges' choice. Driving horses are to be driven; they are not to be asked to unhitch or to be led in hand for safety reasons.

#### 6.6. PROCEDURES - For horses that meet the parameters.

- 6.6.1. Shall move on to the Safety Check.
- 6.6.2. Each horse, if deemed fit to continue, **MAY NOT** leave the hold until his entire hold time has expired and **MUST** receive permission from the timer.

**6.7. PROCEDURES** - For horses that **DO NOT** meet the parameters.

- 6.7.1. The Lay judge **MUST** retake the P&R for verification.
- 6.7.2. If the Lay judge **DOES NOT** verify the reading and the horse **IS NOT** inverted, the horse may move on to the Safety Check. If temperature is below 103 Degrees F, the horse may move on to the Safety Check.
- 6.7.3. If the Lay judge **DOES** verify the pulse reading and the horse is not inverted, the horse **MUST** be held. If the horse is also inverted, the temperature **MUST** be taken and **RECORDED**. If the temperature is 103 Degrees F or above, the horse is eliminated.
- 6.7.4. At the end of the 2nd 10 minutes the contestant must present the horse to the Lay judge, **NOT** the P&R teams. Any horse that does not meet the pulse parameter at this time, twenty minutes after being timed into the hold **MUST** be eliminated.
- 6.7.5. If the horse meets the parameters at this point, the horse may move on to the Safety Check.
- 6.7.6. Any time a horse is held, it **MUST** be for a period of 10 minutes. All information gathered concerning the holding of a horse **MUST** be passed on to the Veterinarian Judge for further evaluation and proper notation on the score sheet and assessing of the proper penalty. The timers **MUST** also be notified so they may adjust the times. Anytime a horse is eliminated for any reason, the judge **MUST** fill in the **HORSE ELIMINATED BOX** on the score sheet, making a brief comment as to the reason for the elimination and making sure that the judge signs it.

								10__		
<b>20 MINUTE HOLD</b> Pass / Fail		<b>1<sup>st</sup> DAY</b>	<b>10 MIN.</b>	<b>20 MIN.</b>	<b>Temp</b>	!	<b>1<sup>st</sup> DAY</b>	<b>10 MIN.</b>	<b>20 MIN.</b>	<b>Temp</b>
<i>Pulse Parameter:60-Min./64-Max.</i>		<b>PULSE</b>	_____	_____	<b>Mandatory</b>	!	<b>PULSE</b>	_____	_____	<b>Mandatory</b>
<i>Respirations: None, allowed to</i>		<b>Resp.</b>	_____	_____	<b>103 &amp; Over</b>	!	<b>Resp.</b>	_____	_____	<b>103 &amp; Over</b>
						!				
<i>fall where they may.</i>		<b>1 Hold</b>	<b>- 5 Points</b>	<b>Eliminate</b>		!	<b>2 Holds</b>	<b>- 2.5 Points</b>	<b>Eliminate</b>	

**7. FINAL P & R's** Maximum score 15 points.

The pulse must be taken with a stethoscope. P&R's to be taken for a period of at least 30 seconds by teams 20 minutes after the horse crosses the finish line (30 minutes on drives). For horse's safety, P&R slip **MUST** be handed to the veterinarian's recorder at mid-point and final inspections. Judges **MUST** have access to these readings. Horses not recovered within parameters have one hour to reach a pulse of 64 or lower. Final point deductions for these categories **WILL** be deducted by management scorers and not by the judges. Management tabulators **MUST** receive the actual slips.

Any horse found to be inverted at final P&R's **MUST** have its temperature taken by a judge and if found to be 103F or above, the horse will not receive a completion. At that point any effort can be made to bring the horse's temperature down to normal.

**7.1. PULSE** - Maximum score 10 points.

Base pulse 44. 1/4 point deducted for each beat above base

**7.1.2.** Any horse that is over a 64 pulse at the final 20 minute (30 minutes for drives) check on any day of a 1, 2, or 3 day event will have to reach a stable pulse of 64 within 1 hour after crossing the finish line or be eliminated. It is the contestant's responsibility to present the horse on time to one of the judges. Horses will be presented for examination in order of finish. Failure to do so will result in elimination.

**7.1.3.** Points shall be deducted based on the 20 minute reading (30 minutes for drives) on the final day of a one day event. On two and three days events points shall be deducted as worked within the averaging process using each day's final 20 minute reading (30 minutes for drives). Averaging is performed at the end of the event by adding the final pulses together and dividing by the number of days in the event. Ex (3 day): 48+60+30=138. 138/3=46 for a total pulse point loss of 1/2 point. Ex (2 day): 48+60=108. 108/2=54 for a total pulse point loss of 2.5 points. Same scenario for respiration.

**7.2. RESPIRATION** - Maximum score 5 points.

Base respiration 24. 1/8 point deducted for each breath above base.

**7.3. MIDDLE DISTANCE** - Deviations.

- 7.3.1. P&Rs **MUST** be taken at the end of each day.
- 7.3.2. Judges **MUST** see first day P&Rs when horse is presented for safety check.
- 7.3.3. A mandatory safety check **MUST** be held at the end of day 1.

**7.4. EXTENDED DISTANCE** - Deviations.

- 7.4.1. Events having stabling **MAY** have the option of using the horses' own base P&R taken in the stalls by Ride Management with the riders **NOT** present, providing contestants are informed on the initial event entry information sheet.
- 7.4.2. Final P&Rs will be counted on all days, added together and averaged.
- 7.4.3. P&Rs **MUST** be taken at the end of each day.
- 7.4.4. Judges **MUST** see day 1 & 2 P&Rs when horse is presented for safety check.
- 7.4.5. A mandatory safety check **MUST** be held at the end of day 1 and day 2.

INITIAL		Final	1 <sup>st</sup> Day	! Final	2 <sup>nd</sup> Day	! Final	3 <sup>rd</sup> Day		
PULSE	44	TEMP.	(Optional)	PULSE	!	PULSE	!	PULSE	10pts
RESP.	24			RESP.	!	RESP.	!	RESP.	5pts

**8. BEHAVIOR PENALTY** - Maximum penalty 5 points.

It is judged throughout the event by all judges; comments and deductions may be made at any time. It should apply only to rearers, biters, kickers and strikers. Dangerous horses **MAY** be eliminated.

**9. THUMPS PENALTY** - Penalty 5 points.

Any horse showing signs of thumps at the final portion of the event final exam.

**10. TIME PENALTIES**

- 10.1. Horses held at the P&R hold **WILL** be given back the 10 minutes, but the minimum event time will be increased by the same 10 minutes.
- 10.2. If a horse should lose a shoe, **ONLY** the time that it actually takes the farrier to replace the shoe is added to the contestant's time. Only the maximum time **MUST** be changed.
- 10.3. Time penalties are incurred for finishing under or over the time specified. Penalties are as follows:
 

1 - Day Events	1 Point per minute	Over or under 30 minutes
2 - Day Events	1/2 Point per minute	on any given day
3 - Day Events	1/3 Point per minute	disqualification.

<u>BEHAVIOR:</u> Rearers, Biters, Strikers and Kickers ONLY (Judged through out the event.) !	--
<u>PENALTY</u>	! CONDITION SCORE 100 - _____ = _____
<u>May Eliminate in extreme cases</u>	! BEHAVIOR PENALTY (max. 5) - _____
	TUMPS PENALTY(0 or 5) - _____
	TIME PENALTY - _____
ON TRAIL COMMENTS	FINAL SCORE _____
	<i>JUDGE'S SIGNATURE</i>

ACTUAL SCORE SHEET IN BACK OF HANDBOOK

## VI. SANCTIONING

### A. INTRODUCTION

This outlines the procedures to be followed by the management to sanction an ECTRA event. ECTRA recognizes the individuality of each event and the fact that local conditions may occasionally require some deviations. **For help contact Sanctioning Chair listed at <http://www.ectra.org/committee-chairpersons/>**

1. Management **MUST** request permission from the BOD for any proposed deviation. The request must be made in writing at least 90 days prior to the event.

### B. TYPES OF EVENTS ECTRA WILL SANCTION

1. LIMITED DISTANCE - One day events 25 to 50 miles in length.
2. MIDDLE DISTANCE - 2 day events 40 to 75 miles in length. 1 day must be at least 25 miles.
3. EXTENDED DISTANCE - 2 or 3 day events 76 to 100 miles in length. On 3 day events, 2 days must be at least 25 miles each.
4. ENDURANCE – Events must be AERC Co-Sanctioned.
5. EXPERIMENTAL - ECTRA BOD members, riders, drivers, managers and judges from time to time may come up with new ideas for a type of event or new judging ideas. These ideas may be presented to the BOD, in writing, for approval. If approved, the event **MAY BE** conditionally sanctioned by ECTRA for mileage credit only. A complete report is to be made after the event and handed into the BOD for evaluation.
6. CLINICS - **MUST** be advertised as being ECTRA sponsored and **MUST** use only ECTRA materials, judges and instructors. No competitor will receive credit for mileage or points for year end awards within ECTRA. All participants mounted on horses or riding in carriages **MUST** wear an approved ASTM/SEI certified equestrian helmet meeting standard F11.63 while mounted or in the vehicle. May be held over 1 or more days. The following are considered clinics:
  - 6.1. A seminar about long distance riding/driving (no horses present).
  - 6.2. A mock competitive trail ride or drive.
    - 6.2.1. Must be run as closely as possible to a regular ECTRA event, with exceptions being allowed as to mileage, time given for completion; also, individualized instructions and help may be given as needed.
    - 6.2.2. All judges must be from the current ECTRA Judges Directory, with a veterinarian on call who is willing to treat horses, if necessary.
    - 6.2.3. Copies of the ECTRA score sheet may be used, but they do not need to be turned into ECTRA after the event.
  - 6.3. A combination of a seminar and a mock competitive trail ride or drive.
7. CONDITIONING DISTANCE – One day events 10 to 15 miles in lengths.

### C. TYPES OF EVENTS ECTRA WILL NOT SANCTION

1. ECTRA will not sanction these events:
  - 1.1. Any event that will be run from the same grounds at the same time as a non-ECTRA Sanctioned event, whether both events are under the same or separate management.
    - 1.1.1. Examples of non-ECTRA events are runs, bike races, rides, pleasure rides, etc.
    - 1.1.2. EXCEPTIONS: If the non-ECTRA event can show proof of at least \$1,000,000.00 (one million dollars) in liability insurance, the ECTRA event may be eligible to be sanctioned. All requests will be handled on a case-by-case basis by the Sanction Office.
  - 1.2. Any competitive event that has its own score sheet and set of rules.
    - 1.2.1. One example would be an AHA (formerly IAHA) regional or national championship ride.

### D. SANCTIONING INFORMATION

In this section, the term “calendar month(s)” shall mean the **SAME DATE** of the month(s) before or after the events. For example: 2 calendar months prior to June 12th would be April 12th; 1 calendar month after June 12th would be July 12th; etc.

#### 1. BASIC REQUIREMENTS FOR ALL EVENTS

- 1.1. No event will be initially sanctioned unless the following are in the hands of the Sanctioning

Chairperson at least 2 calendar months prior to the event:

1.1.1. Sanction Application Form.

1.1.2. All application fees.

1.1.3. Insurance form and/or proof of liability insurance.

1.2. Any information which was missing from the original sanction application or insurance form (such as judges); a copy of the event entry blank; a copy of the event information sheet; and any required items from self-insured events **MUST** be in the Sanctioning Chairperson's hands 2 calendar months prior to the event.

1.3. Failure to meet the deadlines for 1.1 and/or 1.2 may result in denial of sanctioning for that event.

1.4. New judges **MUST** have their test in the hands of ECTRA 3 calendar months prior to the event or they may not be permitted to judge that event.

1.5. Events cancelled for any reason prior to their event date will receive a full refund of all fees paid, subject to the discretion of the Sanctioning Chairperson.

1.6. The event manager **MUST** agree in writing to abide by and enforce all applicable rules set forth in the most current ECTRA Management/Judging Handbook and updates. Failure to sign this statement on the application form will result in denial of sanctioning.

## 2. SANCTIONING A NEW EVENT

2.1 Submit a request to the Sanctioning Chairperson to reserve the date, along with the appropriate forms and fees, at least 2 calendar months prior to date requested.

2.2. Sanctioning will be granted if there are no other sanctioned events already scheduled on the same date within a 100 mile radius of the event.

2.2.1. Mileage is figured "as the crow flies" from one event camp site to the other.

2.3. Requests for the same date within the 100 mile radius shall be granted to the party with the earliest postmarked request accompanied by all forms and fees.

2.4. If two parties within a 100 mile radius of each other agree in writing that their events do not conflict, then sanctioning will be granted to both events.

## 3. RE-SANCTIONING AN EVENT

3.1. To reserve a previously held date for all events scheduled from January 1st through July 31st, the appropriate forms and fees must be sent to the Sanctioning Chairperson postmarked **PRIOR** to January 1st.

3.2. To reserve a previously held date for all events scheduled from August 1st through December 31st, the appropriate forms and fees must be sent to the Sanctioning Chairperson postmarked **PRIOR** to April 1st.

3.3. Events can be re-sanctioned after the deadline, but ECTRA cannot guarantee that the previously held date will still be available.

3.4. "Previously held dates" are figured according to when the major holidays occur. To find your date, count forward or backward the same number of weekends from the holiday nearest to your event.

3.5. Requests not postmarked by the applicable deadline **OR** events wishing to switch to a date other than the reserved "previously held date" will be treated as "**NEW**" events. (see D.2).

## 4. SANCTIONING FEES

Please refer to the current sanctioning application for fee structure or contact Sanctioning Chair.

5. INSURANCE - ECTRA requires that all sanctioned events have at least \$1,000,000 (one million dollars) of liability insurance coverage. (NOTE: Liability insurance only covers damages done BY a competitor or management personnel at the event. An injured competitor would be responsible for his/her own medical expenses.) ALL event managers must be ECTRA members, whether using their own insurance or using ECTRA's insurance.

5.1. If you have your own liability coverage you must do the following:

5.1.1. When requesting sanctioning, proof of insurance must be sent unless it's on file from the previous year.

5.1.2. You must also add ECTRA onto your policy as "additional insured" for the days of the event and submit proof at least 30 days prior to the event.

- 5.1.3. If items in 5.1.2 are not submitted to the Sanctioning Chairperson at least 2 calendar months prior to the event, sanctioning may be withdrawn.
  - 5.1.4. If your policy renews within the 2 calendar months prior to the event, you may submit proof to meet the requirements in 5.1.2 in the form of a “binder” policy until the actual Certificate of Insurance listing ECTRA as additional insured can be sent.
  - 5.1.5. When requesting sanctioning, any insurance fee deemed necessary by ECTRA must be sent with application.
  - 5.2. If you don't have your own coverage you must contact the ECTRA Sanctioning Chairperson.
  - 5.3. Only competitive trail rides, drives and clinics are eligible to use ECTRA's insurance. Endurance rides and Limited Distance Endurance Clinics must provide their own liability coverage.
6. DRUG TESTING - All competitive events are subject to random drug testing and will be charged a drug testing fee (Endurance rides will be exempt as long as AERC has a testing program is in effect).
- 6.1. Competitive rides, drives and CDR/CDDs will be charged a fee of \$2.00 per starting horse.
  - 6.2. Ride Managers are to remit payment, following the event, to the ECTRA Treasurer along with a copy of the event results showing the number of starting horses. Mileage will not be accredited, nor posted in the ECTRA newsletter until all fees are paid.
7. PROCEDURE
- 7.1. Applications and information, including current year Management/Judging Handbooks and Judging Directory can be obtained from [www.ECTRA.org](http://www.ECTRA.org) or by contacting the Sanctioning Chair listed on the website.
  - 7.2. Fill out and return the appropriate forms and fees. Each event (distance and type) must have a separate form. Fill out the forms as completely as possible; additional information may be sent later, just as long as it is in Sanctioning's hands at least two calendar months prior to the event. (The only exception is that property owners may be added onto ECTRA's insurance policy closer to the event, if necessary).
  - 7.3. Acceptance of Sanctioning will be the posting to the official ECTRA ride calendar, on-line and in the Newsletter, if not, contact the Sanctioning Chair.
  - 7.4. Upon acceptance of Competitive Events score sheets will be delivered, all management forms can be downloaded from [www.ECTRA.org](http://www.ECTRA.org) or contact Sanctioning Chair. Co-Managers of Co-Sanctioned Endurance events please refer to [AERC.org](http://AERC.org) for endurance specific material.
8. REFUSAL OF SANCTIONING - This is an uncommon occurrence, but ECTRA reserves the right to refuse sanctioning of any event for any of the following reasons:
- 8.1. At time of submitting application, failure to enclose sanction fee, insurance fee or proof of insurance and proof that the event manager will be an ECTRA member at the time of the event.
  - 8.2. Failure to send in Ride/Drive Result Sheets within 60 days of event date.
  - 8.3. Failure to remit Drug Testing Fees with Ride/Drive Results within 60 days of event date.
  - 8.4. Failure to send in Ride/Drive Evaluation Sheets within 60 days of event date.
  - 8.5. Failure to send in the original of all Score Sheets within 60 days of event date.
  - 8.6. More than 20% error range on the Score Sheets based on the number of horses finishing and scored. (Competitive only).
  - 8.7. Less than 90% of the Ride/Drive Evaluation Sheets were sent in. (Competitive only.)
  - 8.8. More than 20% “NO” answers from Ride/Drive Evaluation Sheets were marked, based on the number of sheets handed in. (With attention paid to ECTRA members' comments).
  - 8.9. Negligence in adhering to the current ECTRA event rules, which resulted in one or more of the following:
    - 8.9.1. Problem with horse or rider/driver safety.
    - 8.9.2. Fairness of judging.
    - 8.9.3. Lack of water for horse and/or rider/driver.
    - 8.9.4. Unmarked and/or dangerous trail.
    - 8.9.5. No help or inadequate help at dangerous road crossings.
    - 8.9.6. Lost contestants receiving no help from management, regardless of the reason(s) riders/drivers became lost.

- 8.10.** Each year, the Star Rating, Mileage & Points, Sanctioning, Protest and Drug & Medication Committees will submit a list of events for which they recommended that sanctioning be withheld. They will state the reasons why and report to the BOD. If the BOD agrees, a hearing will be scheduled. Each event manager involved will receive a notice no less than 30 days prior to the next dated BOD meeting. Event management has a right to send written comments to be presented at the BOD meeting or they may be present at the meeting. After discussion of possible refusals of sanctioning, the BOD may recommend one or more of the following to event management before event may receive sanctioning:
- 8.10.1.** Assignment of ECTRA representative to help at event.
  - 8.10.2.** A change of event official(s).
  - 8.10.3.** Any other corrective measures deemed necessary by the BOD. Event management must agree with and perform all requirements that the BOD have stipulated, or event will not receive sanctioning for a minimum of 2 calendar years. If, after discussion, the BOD is in agreement that the event is not to receive sanctioning, and/or cannot agree on recommendations to event management for reinstatement of sanctioning, the event will not receive sanctioning for a minimum of 2 calendar years.

#### **E. STAR RATING**

At the end of the event year, the event management will receive a rating on their event(s). If their overall rating is 80% or better, then event management will receive a STAR RATING CERTIFICATE. This percentage rating is determined by the following factors:

- 1.** Submitting all forms fully and properly completed back to ECTRA postmarked no later than 16 days after the event. i.e. Summary results sheet, event evaluation sheets, accident reports and in the case of Competitive Trail Ride/Drive events all score sheets (finishers and non finishers).
- 2.** Having an error range of 20% or less on SCORE SHEETS.
- 3.** Submitting 100% of Ride/Drive Evaluation Sheets, equal to actual number of horses COMPLETING the event.
- 4.** Having an overall 80% or better "Yes" answers on Ride/Drive Evaluation Sheets, with particular attention paid to questions # 11, 12, 13 and 14, and all written comments.
- 5.** No outstanding protests against ride/drive Event or the management of the ride/drive event.

## VII. JUDGES CERTIFICATION PROGRAM

### A. PURPOSE

Due to the influence of ECTRA, the sport of Competitive Trail Riding has expanded very rapidly and while this is very gratifying, it has created its own problems. Primary among them is a small but growing inconsistency in judging procedures, even as ECTRA continues its efforts to educate its judges. ECTRA feels that competitors deserve more than anything, well run rides and consistent judging. Toward achievement of the latter, a Judge Certification Program was established in 1984 and has been revised over the years as needed. The intent of the Program is to have judges obtain a better understanding and become more comfortable with the ECTRA scoring system, enabling ECTRA to grow through more proficient and better judges.

### B. REQUIREMENTS TO BECOME A PROSPECTIVE JUDGE

**NOTE:** Prospective Judges must judge only with an ECTRA Certified Lay or Veterinarian Judge on ECTRA Competitive Events.

#### 1. Veterinarian

1.1. Must pass the ECTRA Judges Test with a score of 90% or better.

#### 2. Lay Person

2.1. Must pass the ECTRA Judges Test with a score of 90% or better.

2.2. Must have competed in and completed distance events (anywhere) totaling at least 500 career miles.

2.3. Must have served as a recorder (scribe) on at least 1 ECTRA Competitive event.

### C. REQUIREMENTS FOR CERTIFICATION AS A JUDGE

1. The following qualifications must be met by all prospective Veterinarian judges.

1.1. Must have judged a minimum of 4 events, of which 1 may be an ECTRA Sanctioned Endurance event and 3 must be ECTRA Competitive events, within a **5-year period**.

**NOTE:** The 3 ECTRA Competitive events must average 25 horses per event for a total of at least 75 starting horses. In the event that less than 75 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 75 horses evaluated. If an ECTRA Sanctioned Endurance event is not used the 4 ECTRA Competitive events must average 25 horses for a total of at least 100 starting horses. In the event that less than 100 horses have been judged, additional ECTRA Competitive events will be needed to reach a total of 100 horses evaluated.

**OR**

1.2. Must have competed in and completed distance events (anywhere) totaling at least 500 career miles and judged **a minimum of least 3 events**, of which 1 may be an ECTRA Sanctioned Endurance event, within a **5-year period**.

**NOTE:** The 2 ECTRA Competitive events must average 25 horses per event for a total of at least 50 starting horses. In the event that less than 50 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 50 horses evaluated. If an ECTRA Sanctioned Endurance event is not used, the 3 ECTRA Competitive must average 25 horses for a total of at least 75 starting horses. In the event that less than 75 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 75 evaluated.

**NOTE:** Final Certification may be withheld – refer to Section J.

2. The following qualifications must be met by prospective Lay judges.

2.1. Must have judged a minimum of 4 ECTRA Competitive events within a **5-year period**.

**NOTE:** The 4 Competitive events must average 25 horses per event for a total of at least 100 starting horses evaluated. In the event that less than 100 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 100 horses evaluated.

**OR**

- 2.2. Must have competed in and completed distance events (anywhere) totaling at least 500 career miles and judged a minimum of 3 ECTRA Competitive events within a 5-year period.

**NOTE:** The 3 ECTRA Competitive events must average 25 horses per event for a total of at least 75 starting horses evaluated. In the event that less than 75 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 75 horses evaluated.

**NOTE:** Final Certification may be withheld - refer to Section J.

#### **D. MAINTENANCE OF CERTIFIED AND PROSPECTIVE JUDGE STATUS.**

1. Must pass any ECTRA supplemental tests to the ECTRA Judges Test with a score of 90% or better, and view educational material required by the Judging Committee.
2. Must judge at least 1 ECTRA Competitive event every 3 years.

**NOTE:** The 1 ECTRA Competitive *event* must start at least 25 horses. In the event that less than 25 horses have been judged, additional ECTRA Competitive events will be required to reach a total of 25 horses evaluated.

**OR** 1 of the following:

- 2.1. Retake and pass the ECTRA Judges Test with a score of 90% or better.
- 2.2. Attend an ECTRA Judging Clinic.
- 2.3. Serve as a recorder (scribe) on at least 1 ECTRA Competitive event.
- 2.4. Complete 100 miles of distance competition of which 50 miles must be from ECTRA Competitive events.

#### **E. REASONS FOR REMOVAL OF CERTIFIED OR PROSPECTIVE JUDGE STATUS.**

1. Failure to take and pass supplemental Judges Tests as required.
2. Failure to retake and pass the ECTRA Judges Test as required.
3. Failure to comply with ECTRA Judging standards and procedures.

#### **F. CLINICS**

The Judging Committee will offer judging clinics as necessary for educational purposes. Attendance is recommended.

#### **G. JUDGES DIRECTORY**

Sanctioning will maintain and update a Judges Directory of all Certified and Prospective Veterinarian and Lay Judges. Copies will be provided to Board Members, Committee Chairmen, Event Manager and others who may request one.

#### **H. JUDGES EVALUATION**

Analysis of the score sheets done by the Judging Committee will be added to information concerning judges received from the Event Evaluation Sheets, and comments sent in by competitors, event managers, and judges. This evaluation will be sent to each judge using the Judge Evaluation Form.

#### **I. WAIVER**

1. A judge for an endurance ride **IS NOT** required to take the test.
2. If an emergency situation for an event arises, the Judging Committee may waive the requirement of the Judges Test for a judge.
3. The Judging Committee reserves the right to waive any rules concerning qualifications of judges in the Judges Directory due to extenuating circumstances.

#### **J. FINAL DECISION**

The Judging Committee shall research any complaints and concerns regarding a judge, using the score sheets, information from Ride/Drive Evaluation Sheets and communications from competitors, event managers and judges, and give the findings to the BOD for a final decision.

## VIII. AWARDS PROGRAM

### **A. HORSE**

Must be registered by an ECTRA member and fee paid each year before any mileage or placing points will be credited.

### **B. RIDER or DRIVER**

1. Must be a member and dues paid each year before any mileage will be credited.
2. A ride year for purpose of accumulation of mileage points for Year End Awards shall be December 1 to November 30.

### **C. MILEAGE CREDIT**

1. Advertised Mileage for an event will be used. i.e. if an event is advertised as a 25 mile event and turns out to be 27.6 miles the day of the event, the 25 miles (advertised) will be used.
2. **COMPLETION POINTS (CP)** – This means that “completion” as denoted in this Handbook, in Section IX, under Point Schedules, shall be credited to the horse towards year end awards. This mileage will also be credited to horse and/or rider/driver for mileage achievements.
3. **MILEAGE ONLY (MO)** – This means that mileage for an event shall not be credited to the horse for year end awards and will only be credited to the horse and/or rider/driver for mileage achievements.

### **D. NON-SANCTIONED EVENT (Outside Mileage) – Mileage Only**

ECTRA members and ECTRA registered horses may accumulate mileage on approved non-ECTRA sanctioned events under the following rules.

1. Events must be at least 25 miles in length on 1 day competitive and at least 25 miles on each day of a competitive multi-day event except the last day. A minimum speed of 5 mph is required on competitive events. Endurance events MUST be AERC sanctioned.
2. Events that offer CASH awards WILL NOT be considered.
3. Sponsoring organizations must be presented to the BOD for consideration. If approved, all events sponsored by the organization will count toward mileage credit providing they meet the above requirements and are held outside the ECTRA region. The following organizations have been approved: ACTRA, AERC, AHAO, GLDRA, NATRC, OCTRA, SEDRA, UMECRA.
4. The ECTRA region shall consist of the following states: ME, NH, VT, NY, PA, WV, MD, VA, NJ, CT, MA, RI and DE.
5. Competitive events that have never been sanctioned by any organization may be submitted to the BOD for approval on an individual basis. The following CTRs have been approved: The Virginia 3-day 100, The North Carolina 3-day 100, The Florida 3-day 100.
6. It is the responsibility of the member to request approval from the BOD for any other event for which they desire mileage credit that has not been approved by other methods.
7. The mileage accrued on outside events will count for Mileage Only.
8. Outside Mileage will not be considered in the Back Mileage program.
9. It is the responsibility of the ECTRA member to notify the Chair of all Outside Mileage events within 30 days of the competition date by sending the Outside Mileage form. For non-AERC events, member must send a copy of the score sheet along with the Outside Mileage form. Outside Mileage ridden after November 30<sup>th</sup> of each year shall be used for mileage awards in the following year (12/1-11/30). Failure to follow any part of the above procedure will result in disqualification of request for inclusion of Outside Mileage.
10. Non-sanctioned Mileage Only will be granted on Breed rides, provided they are run in conjunction with an approved sponsoring organization as set in Rule D-3 and cash awards are not offered at the ride or at year end. If a rider requests mileage and it is found out later that the horse was registered for that ride year as being in a breed compensation program, the rider, owner and the horse shall lose all points and mileage for the current year.

## E. BACK MILEAGE

Mileage incurred within the time frame of January 1<sup>st</sup> of the current year but prior to payment of membership and/or horse registration for that year will not be credited and is considered to be Back Mileage. Members in good standing with dues and registration paid may request back mileage credit by doing the following:

1. Submit:

- A. Name of Event
- B. Mileage

- C. Year
- D. Name of Contestant
- E. Name of Horse

- 2. Fees: \$50 per member office fee payable to ECTRA.
- 3. No request will be processed until all required information is submitted and fee paid.
- 4. Send all requests and fees to the ECTRA Treasurer listed at <http://www.ectra.org/officers/>

## F. DRIVING AWARDS

Driving Combined Distance, no more than 4 drives to count. If there are enough events and horses in the middle and/or extended distance category, the BOD shall have the right to expand the awards. Singles - Top 10; Pairs - Top 10.

## G. JUNIOR AWARDS

- 1. LIMITED DISTANCE – To be ridden by a Junior 1 day, 25 through 50 miles inclusive. Rides totaling not more than 120 miles to count. Top 10.
- 2. MULTI-DISTANCE – To be ridden by a Junior Multi-day events 40 through 100 miles or more. 1 day must be at least 25 miles on a 2 day event. 2 days must each be at least 25 miles on a 3 day event. Must complete 2 multi-day events in a year to qualify. Total mileage counted for award limited to best 220 miles. Top 10.

## H. HORSE AWARDS - SPECIAL

- 1. HORSE MILEAGE ACHIEVEMENT AWARD Certificate awarded to every horse that accumulated 400 or more miles in a year on ECTRA sanctioned or recognized events. (Ridden and/or driven)
- 2. 1000 MILE AWARDS for horses completing (ridden and/or driven) and awarded in 1000 mile increments. First 1000 miles award is a cooler and halter plate; 2000 miles or more receive choice of cooler, stable sheet or rump rug and a halter plate. Horse mileage awards may change at the discretion of the Awards Committee if warranted (with costs to be approved by BoD).
- 3. HORSE ACHIEVEMENT AWARD – YEAR-END RIBBONS  
Ribbons will be awarded to horses that completed Top Ten overall in each competitive category (Limited, Middle, Extended) and Versatility. No maximum or minimum limit on points in category. AERC LD miles whether from sanctioned rides or outside mileage are used solely for Horse and Member Mileage Achievement Awards. They are not referenced for any other annual award category. AERC Endurance miles from sanctioned rides shall be considered for both achievement in both the Endurance and Versatility categories as well as Horse and Member mileage.
- 4. Rookie Horse Perpetual Award (LBF Hickory Smoke Award)- Beginning in 2017 the award is to be presented annually to the rookie horse/pony of any breed who has accumulated the most ECTRA competitive trail riding points in the competition year. It will be the winner's responsibility to engrave the trophy with the correct information, hold the trophy for the year and return it to the awards chairperson to be presented in the subsequent year.

## I. DECADE AWARD

ECTRA Decade team award will be awarded to a horse and rider team who completes a total 10 years of a MINIMUM of 100 ECTRA CTR miles per year. These years need not be consecutive, but must be the same horse and rider team. Only ECTRA CTR miles will be counted. For the first year of this award, 2017, the years completed will be consecutive, but thereafter do not need to be.

**J. MEMBER AWARDS - SPECIAL**

1. MEMBER MILEAGE ACHIEVEMENT AWARD Certificate awarded to every rider that accumulated 500 or more miles in a year on ECTRA sanctioned or recognized events.
2. Mrs. MARY (Web) COLEMAN AWARD Awarded to the most promising ECTRA Rookie Rider. "Rookie" is defined as 1<sup>st</sup> year member who has completed a minimum of 100 CTR miles (excludes CDR). In the event of a tie, placing points will be used.
3. 1000 MILE AWARDS will be presented to members completing 1,000, 2,000, 3,000 etc. miles. (Ridden only) (Driven only). Awards may change, if warranted, and will be recommended by the Awards' Committee with final approval by the BOD.

**K. RIDE AND/OR DRIVE MANAGEMENT AWARDS**

Special recognition to those events scoring highest overall as determined by tabulations of Ride/Drive Evaluation Sheets filled out at the events by the contestants. This is called STAR RATING, and is ECTRA's tribute to management.

**L. EVENT VOLUNTEER RECOGNITION AWARD**

1. Requirements
  - 1.1. Be a member of ECTRA and dues paid.
  - 1.2. Will receive credit for only 1 event a day and only for the highest mileage of the day.
  - 1.3. Will receive credit for each day of a multi-day event.
  - 1.4. Any Volunteer at any ECTRA sanctioned or recognized event who serves as:

<b>T - Timer</b>	<b>S - Secretary</b>	<b>P - P&amp;R Team</b>	<b>RM - Refreshments/Meals</b>
<b>D - Driver</b>	<b>R - Recorder</b>	<b>RC - Road Crosser</b>	<b>TM - Trail Marker/Master</b>
<b>G - Go-fer</b>	<b>SC - Scorer</b>	<b>H - Hold Supervisor</b>	
<b>M - Manager</b>	<b>W - Water Crew</b>	<b>C- Checker/Spotter</b>	
2. Awards for volunteer miles are available and may change at the recommendation of the Awards Committee, if warranted, with final approval by the Board of Directors.
  - 2.1. Chevrons awarded for 250 miles
  - 2.2. ECTRA hats awarded for 500 miles
  - 2.3. Additional chevrons awarded for each additional 250 miles
  - 2.4. 1000 Miles and up, volunteers follow rider mileage awards chart.

## M. EXTRA YEAR-END MEDALLION AWARDS PROGRAM

### LIMITED DISTANCE - 130 to 170 Miles (Maximum)

Miles	Gold	90%	Silver	80%	Bronze	70%
170	153.0	pts. or better	136	to 152.99 pts.	119.0	to 135.99 pts.
165	148.5	pts. or better	132	to 148.49 pts.	115.5	to 131.99 pts.
160	144.0	pts. or better	128	to 143.99 pts.	112.0	to 127.99 pts.
155	139.5	pts. or better	124	to 139.49 pts.	108.5	to 123.99 pts.
150	135.0	pts. or better	120	to 134.99 pts.	105.0	to 119.99 pts.
145	130.5	pts. or better	116	to 130.49 pts.	101.5	to 115.99 pts.
140	126.0	pts. or better	112	to 125.99 pts.	98.0	to 111.99 pts.
135	121.5	pts. or better	108	to 121.49 pts.	94.5	to 107.99 pts.
130	117.0	pts. or better	104	to 116.99 pts.	91.0	to 103.99 pts.
91 -129	117.0	pts. or better	<u>NO</u> 104	<u>Sliding Scale</u> to 116.99 pts.	91.0	to 103.99 pts.

### ADDITIONAL INFORMATION

1. No sliding scale for mileage under 200 miles in endurance, 150 miles in limited, but may still qualify for medal if points are within the minimum range shown for each category.

2. For odd mileage multiply the total miles by 90%, 80%, or 70% and compare your total points to see if they meet any medal.

### MIDDLE DISTANCE - 100 to 150 Miles (Best two rides to count)

Miles	Gold	90%	Silver	80%	Bronze	70%
150	135	pts. or better	120	to 134.99 pts.	105	to 119.99 pts.
145	130.5	pts. or better	116	to 130.49 pts.	101.5	to 115.99 pts.
140	126	pts. or better	112	to 125.99 pts.	98	to 111.99 pts.
135	121.5	pts. or better	108	to 121.49 pts.	94.5	to 107.99 pts.
130	117	pts. or better	104	to 116.99 pts.	91	to 104.99 pts.
125	112.5	pts. or better	100	to 112.49 pts.	87.5	to 99.99 pts.
120	108	pts. or better	96	to 107.99 pts.	84.0	to 95.99 pts.
115	103.5	pts. or better	92	to 103.49 pts.	80.5	to 91.99 pts.
110	99	pts. or better	88	to 98.99 pts.	77.0	to 87.99 pts.
105	94.5	pts. or better	84	to 94.49 pts.	73.5	to 83.99 pts.
100	90	pts. or better	80	to 89.99 pts.	70.0	to 79.99 pts.

3. Riders may accumulate as many ride miles as they want. However, only the best rides (ones that will get the highest medal placing) will be used, as long as the mileage does not exceed the maximum mileage allowed for that distance category.

### EXTENDED DISTANCE - 160 to 200 Miles (Best two rides to count)

Miles	Gold	90%	Silver	80%	Bronze	70%
200	180	pts. or better	160	to 179.99 pts.	140	to 159.99 pts.
190	171	pts. or better	152	to 170.99 pts.	133	to 151.99 pts.
180	162	pts. or better	144	to 161.99 pts.	126	to 143.99 pts.
170	153	pts. or better	136	to 152.49 pts.	119	to 135.99 pts.
160	144	pts. or better	128	to 143.99 pts.	112	to 127.99 pts.

### ENDURANCE - 200 to 225 Miles (Maximum)

Miles	Gold	90%	Silver	80%	Bronze	70%
225	202.5	pts. or better	180	to 102.49 pts.	157.5	to 179.99 pts.
220	198.0	pts. or better	176	to 197.99 pts.	154.0	to 175.99 pts.
215	193.5	pts. or better	172	to 193.49 pts.	150.5	to 171.99 pts.
210	189.0	pts. or better	168	to 188.99 pts.	147.0	to 167.99 pts.
205	184.5	pts. or better	164	to 184.49 pts.	143.5	to 163.99 pts.
200	180.0	pts. or better	160	to 179.99 pts.	140.0	to 159.00 pts.
140-199	180.0	pts. or better	<u>NO</u> 160	<u>Sliding Scale</u> to 179.99 pts.	140.0	to 159.00 pts.

### ENDURANCE

1. Point values are based on horse's actual placing on the ride (top 18 or completion) and will be verified with AERC.

2. No separate Junior Division: Finishing order is included with adults. Use top 18 point scale for all riders.

### VERSATILITY - 715 Miles combined Maximum

Miles	Gold	Silver	Bronze
400	pts. or better	300	200
		to 399.99 pts.	to 299.99 pts.

### VERSATILITY

1. Mileage and points accumulated for versatility may not exceed the maximum allowed for each distance category

2. The horse must be ridden or driven entirely by an Adult or Junior and must receive placing points or completion points

3. It is permissible for a horse to combine mileage and points ridden or driven within the same category to reach the maximum allowed for that category

**Achievement Certificates:** Minimum Requirements: A completion in each Competitive category (ride or drive), and a completion in one endurance ride of 50 miles or more and must receive placing points or completion points.

## IX. POINT SCHEDULES

Competitive - Drivers and Adults only			Points as a % of mileage				Endurance - Adults and Juniors.			
<u>Ride Placing</u>	<u>%</u>	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>50</u>	<u>60</u>	<u>75</u>	<u>80</u>	<u>100</u>
<u>Over All</u>		<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>	<u>Miles</u>
1st	100	25	30	35	40	50	60	75	80	100
2nd	97	24.25	29.1	33.95	38.8	48.5	58.2	72.75	77.6	97
3rd	94	23.5	28.2	32.9	37.6	47	56.4	70.5	75.2	94
4th	91	22.75	27.3	31.85	36.4	45.5	54.6	68.25	72.8	91
5th	88	22	26.4	30.8	35.2	44	52.8	66	70.4	88
6th	85	21.25	25.5	29.75	34	42.5	51	63.75	68	85
7th	82	20.5	24.6	28.7	32.8	41	49.2	61.5	65.6	82
8th	79	19.75	23.7	27.65	31.6	39.5	47.4	59.25	63.2	79
9th	76	19	22.8	26.6	30.4	38	45.6	57	60.8	76
10th	73	18.25	21.9	25.55	29.2	36.5	43.8	54.75	58.4	73
11th	70	17.5	21	24.5	28	35	42	52.5	56	70
12th	67	16.75	20.1	23.45	26.8	33.5	40.2	50.25	53.6	67
13th	64	16	19.2	22.4	25.6	32	38.4	48	51.2	64
14th	61	15.25	18.3	21.35	24.4	30.5	36.6	45.75	48.8	61
15th	58	14.5	17.4	20.3	23.2	29	34.8	43.5	46.4	58
16th	55	13.75	16.5	19.25	22	27.5	33	41.25	44	55
17th	52	13	15.6	18.2	20.8	26	31.2	39	41.6	52
18th	50	12.5	15	17.5	20	25	30	37.5	40	50
Completion	30	7.5	9	10.5	12	15	18	22.5	24	30

Competitive - Junior Points as a % of Mileage									
<u>Placing in</u>	<u>%</u>	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>50</u>	<u>60</u>	<u>80</u>	<u>100</u>
<u>Division</u>		<u>Miles</u>							
1st	100	25	30	35	40	50	60	80	100
2nd	90	22.5	27	31.5	36	45	54	72	90
3rd	80	20	24	28	32	40	48	64	80
4th	70	17.5	21	24.5	28	35	42	56	70
5th	60	15	18	21	24	30	36	48	60
6th	50	12.5	15	17.5	20	25	30	40	50
Completion	30	7.5	9	10.5	12	15	18	24	30

**HOW TO FIGURE YOUR POINTS:** First, write down the rides you have done, the mileage, and the overall placing as printed in the News Letter. (Note: this placing may be different than what was given to you at the event if they placed by Divisions instead of top 18.) Then go the point schedule above and write down the point values for each one of your rides, as shown below. Then go to page 30 and see if you qualify for a medal.

<u>Limited Distance</u>			<u>Middle Distance</u>			<u>Extended Distance</u>		
40 miles	3 <sup>rd</sup>	=37.6 pts +	60 miles	5 <sup>th</sup>	= 52.8 pts. +	100 miles	8 <sup>th</sup>	= 79 pts. +
30 miles	1 <sup>st</sup>	=30 pts +	50 miles	9 <sup>th</sup>	= 38 pts.	80 miles	6 <sup>th</sup>	= 68 pts.
25 miles	1 <sup>st</sup>	=25 pts +	110 miles	silver	= 90.8 pts	180 miles	silver	=147 pts.
25 miles	8 <sup>th</sup>	=19.75 pts +	Endurance			<b>Drive</b>		
25 miles	Comp	= 7.5 pts	100 Miles	Comp	= 30 pts.	100 miles	1st	=100 pts.
145 miles	Silver	119.85 pts.						

<u>Versatility</u>			
145 miles	Limited Distance	119.85 pts	Horse has 400+ miles so gets a Horse Mileage Achievement Award.
		+	
110 miles	Middle Distance	90.8 pts +	Rider has 500+ miles so gets a Rider Mileage Achievement Award,
100 miles	Endurance	30 pts +	
200 miles	Extended Distance	179 pts	Pts. have increased because of the swap of driving event for the 80.
555 miles	Gold	419.65pts	

**\*\*Remember - Outside Mileage events count for Mileage Only\*\***

## ECTRA BY-LAWS

### **ARTICLE I NAME**

Pursuant to its Articles of Incorporation under the laws of the State of Connecticut, the name of this organization shall be EASTERN COMPETITIVE TRAIL RIDE ASSOCIATION, and SHALL BE A NON-PROFIT ASSOCIATION, HEREIN REFERRED TO AS ECTRA.

### **ARTICLE II OBJECTIVE AND PURPOSES**

The objectives and purposes of ECTRA shall be those stated in the Articles of Incorporation and more specifically to encourage the growth and popularity of competitive and endurance trail riding through the use of publications, educational programs and related manners; to draft and maintain rules and standards by which rides may become established and well managed; to present information to those interested in the selection, care and use of mounts and equipment as it relates to managers, judges and participants; to maintain records on all sanctioned rides for reference and use by members and other interested parties.

### **ARTICLE III MEMBERSHIP**

Membership shall be unrestricted and shall coincide with the calendar year beginning on January 1 or the day application and dues are received by the Membership Chairman and shall terminate on December 31. Dues, as established by the Board of Directors, must be paid for a member to maintain voting status and be subject to all other rights and privileges.

### **ARTICLE IV MEMBERS**

Members shall be classified in four(4) categories as defined by age, grouping or stature.

1. A junior member is seventeen(17) years of age or under as of January 1, and will remain a junior member for the entire year. A junior member shall have no vote and is barred from holding office.
2. An adult member is eighteen(18) years of age or over as of January 1. An adult member has the right to vote and to hold office.
3. Family members are those members of a single related household regardless of age, but only two(2) adult members may hold adult status.
4. Honorary members are those individuals who, by two-thirds(2/3) vote of the Board of Directors present and voting at the following annual meeting, for the outstanding service and support to ECTRA and its goals, are elected to lifetime membership with all rights and privileges and are exempt from paying dues.

### **ARTICLE V ELECTION OF OFFICERS AND DIRECTORS**

Election of ECTRA officers and directors shall be by secret mail ballot. At a predetermined time the president shall appoint a nominating committee of not less than three(3) or more than five(5) members, who shall present a slate of candidates, at least one, for each office or position to be filled, to the secretary for publication not less than sixty(60) days prior to the annual meeting. Additional candidates may be nominated by the membership at large, each candidate having been endorsed in writing by not less than ten(10) adult members. Nominations to be in the hands of the secretary not later than thirty(30) days prior to the annual meeting. The Secretary shall compile a ballot of all candidates to be mailed to all adult members at least twenty(20) days prior to the annual meeting. Such ballot to be marked and returned to the secretary not later than 2:00 PM on the day of the annual meeting. At such time the President shall appoint a three(3) member committee, excluding candidates, to serve as judges of election charged with the validation and counting of the ballots and tabulation of the results. The judges of election shall adjudicate all charges.

### **ARTICLE VI OFFICERS AND DIRECTORS**

The officers and directors shall be charged with the leadership and administration of ECTRA. Their terms of office and duties, in part shall be:

1. **President:** elected for one(1) year but not more than three(3) consecutive terms in any four(4) year period. Shall preside at all meetings of ECTRA, shall appoint committees, and shall be ex-officio member of all committees. Shall have the power to call special meetings, and to sign checks in the absence of the treasurer. Shall serve as chairman of the Board of Directors but shall appoint a chairman pro tem to conduct the Board of Directors meetings if he wishes to enter in to the discussions from the floor.
2. **Vice President:** elected for one(1) year but not more than three(3) consecutive terms in any four(4) year period. Shall act in the absence of the president. Shall carry out all duties assigned by the president. Shall serve on the Board of Directors.
3. **Secretary:** elected for one(1) year but not more than three(3) consecutive terms in any four(4) year period. Shall keep the minutes of all the regular and special meetings. Shall carry on all correspondence as directed by the president, and shall maintain pertinent records. Shall serve on the Board of Directors.
4. **Treasurer:** elected for one(1) year with no limit on the number of consecutive terms the treasurer may be re-elected. Shall keep records of all financial transactions and make such records available for examination to all authorized persons. Shall be subject to an annual audit. Shall serve on the Board of Directors.
5. **Directors:** elected for two(2) years but not more than two(2) consecutive terms in any five(5) year period with two(2) being elected on even years and three(3) being elected on odd years. The officers and directors shall be on the body of a nine(9) member Board of Directors.

## ARTICLE VII COMMITTEES

Following the annual meeting the president shall appoint the following committees, whose duties in part shall be:

1. **Protest**
  - a. To mediate disputes among Management, Competitors and Judges.
  - b. Upon request of any member shall consider and investigate grievances and/or cases of misconduct by any member, judge, or sanctioned trail ride, and refer their findings to the Board of Directors.
2. **Trail Ride Sanctioning and Dates**
  - a. Sanction Competitive and Endurance Trail Rides that meet the minimum requirement of ECTRA.
  - b. Coordinate all Trail Ride Dates.
  - c. Provide a list of all sanctioned trail rides for publication.
3. **Judges and Judging**
  - a. Establish judging standards and procedures as approved by the Board of Directors, and provide these to listed judges.
  - b. Provide Ride Management with a list of judges and keep such list up to date.
  - c. Encourage, help and provide guidance to individuals interested in becoming judges.
4. **Year End Awards, Points and Scoring**
  - a. Maintain a Trail Ride Scoring System.
  - b. Compile and keep all records pertaining to points and mileage earned by ECTRA registered horses and riders.
  - c. Provide Year End Awards.
5. **Newsletter**
  - a. To annually publish a minimum of five(5) newsletters containing items of interest and use to ECTRA members.
6. **Education and Public Relations**
  - a. Promote ECTRA.
  - b. Promote educational clinics, forums and other activities in the interest of Distance Riding.
  - c. Submit Newsletters to other horse-related periodicals for publication.
  - d. Provide guidance, as requested, to members wishing to publish articles on Distance Riding and/or ECTRA.
7. **Membership**
  - a. Submit membership renewal forms to newsletter for insertion in the last issue of the year.
  - b. Keep up to date records of all members and horse registrations.
  - c. Report findings to the Board of Directors.
8. **Drug Testing**
  - a. Committee.
  - b. Keep records of all testing results.
  - c. Report findings to the Board of Directors.
9. **State Representatives**
10. **Annual Meeting**
11. **Any and All Other Committees as to Meet the Needs of the President**

## ARTICLE VIII MEETINGS

1. The annual meeting of ECTRA shall be held at such time and place as the Board of Directors may designate.
2. The Secretary shall send written notice of such meeting to all ECTRA members at least thirty(30) days prior to the meeting. The newsletter may be used for this purpose.
3. The Board of Directors shall convene at the request of the president.
4. The secretary shall send written notice of such meeting to all members of the Board, Committee Chairmen and all other members so requesting, at least twenty(20) days prior to the meeting.
5. Any member may attend a Board of Directors meeting as an observer and to be heard on specific matters being discussed if the chair deems it relevant.
6. Special membership meetings may be called by the president at any time.
7. A special meeting must be called when requested in writing to the secretary, by two thirds(2/3) of the members of the Board of Directors and/or ten percent(10%) of the voting membership.
8. The secretary shall send written notice of such meetings to all ECTRA members at least twenty(20) days prior to the meeting.
9. The chair may also recommend that a specific state representative, committee chairman or other concerned parties be given the power to vote on specific matters at a Board of Directors meeting, subject to the approval of the Board.
10. If a vacancy occurs on the Board of Directors, the chairman of the Board shall nominate a replacement subject to a favorable vote by two-thirds(2/3) of the members of the Board present and voting.
11. All meetings shall be conducted in accordance with Robert's Rules of Order.
12. The BOD, standing committees, special committees and sub committees of the BOD are authorized to meet by telephone conference or through other electronic communications media.

## **ARTICLE IX QUORUM**

1. A quorum shall consist of ten percent(10%) of the membership at any annual, regular or special meeting of ECTRA and six(6) members of the Board of Directors at any Board meeting.
2. Should there be less than six(6) Directors present, the Chairmen of the Board may appoint substitutes from among the committee chairmen present to fulfill the quorum requirements, subject to approval of the Directors present.

## **ARTICLE X PENALTIES**

Any member, approved judge or sanctioned trail ride may be censured, suspended or expelled from ECTRA for violations of the rules of ECTRA and for conduct deemed to be improper, dishonest or unsportsmanlike, intemperate, or prejudicial to the best interest of Trail Riding and ECTRA.

1. Charged member shall be given a hearing before the Board of Directors.
2. Charged member shall be given, by registered mail, at least ten(10) days written notice of the date of such hearing.
3. Charged member may bring witnesses and shall have the right to be represented by legal counsel.
4. A two-thirds(2/3) majority vote of the Board of Directors present is necessary before the charged member may be censured, suspended or expelled.

## **ARTICLE XI REINSTATEMENT**

Any member, judge or sanctioned trail ride having been expelled from ECTRA may request reinstatement in writing to the President. Such request must be evaluated by the Board of Directors at any regular or special meeting. The applicant is entitled to be present. A two-thirds (2/3) majority vote of the Broad of Directors present is necessary for reinstatement.

## **ARTICLE XII RULES**

The Board of Directors shall have the authority to maintain, alter, or add to the rules, policies, and guidelines of ECTRA. Proposed changes may be submitted by any members of ECTRA in writing to the Board of Directors. A two-thirds(2/3) majority vote of the Board of Directors is necessary for approval. Such vote to be taken within ninety(90) days of submission.

## **ARTICLE XIII DISSOLUTION**

The dissolution of the Corporation may be authorized by a two-thirds(2/3) majority vote of the members at a regular or special meeting called for this purpose. The appropriate officers shall take whatever action is necessary to complete said dissolution of compliance with applicable statute.

## **ARTICLE XIV AMENDMENTS**

The by-laws may be altered or amended.

1. At any regular or special meeting, with two-thirds(2/3) majority vote of the members present, or
2. By special mail ballot, with two-thirds(2/3) majority vote of the marked ballots received by the secretary.
3. The use of method 1 or 2 shall be determined by majority vote of the Board of Directors. The secretary shall send written notice to all members of ECTRA at least thirty(30) days prior to such time and voting, together with a list of proposed changes.
4. Proposed by-law changes may be submitted by any ECTRA member in writing to the Board of Directors. A two-thirds(2/3) majority vote of the Board present and voting is necessary for submission of said change to a membership vote, as provided for in sections 1, 2, 3. Final membership vote on the proposed changes must be taken within ninety(90) days following Board approval.

## **ARTICLE XV ORDER OF BUSINESS**

Orders of the Day, Bills and Accounts, Communications, Reports of Committees, Old Business, New Business and Adjournment.

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## **ECTRA. PROTEST COMMITTEE PROCEDURES**

1. The Protest Chairman shall enlist a pool of at least 10 ECTRA members to serve for one year as potential Protest Panel members. To the greatest extent possible, this pool shall be composed of a cross section of geographic locations, as well as a cross section of interests (Veterinarians, riders, management personnel, judges, past member of the Board of Directors, Committee Chairpersons, etc.), in order to avoid possible conflicts of interest in the selection of a Protest Panel for a particular protest.
2. A complaint or protest is to be filed within 30 days of the ride, or if it concerns ride results, within 30 days of the publication of the ride placing in the newsletter.
3. Upon receipt of a complaint, the Protest Chairman shall categorize it as a complaint or as a protest according to its nature.
  - a. If determined to be a complaint, contact both or all parties involved and mediate the dispute. Close complaint.
  - b. If determined to be a protest, notify the protester of the protest filing fee and upon receipt of the filing fee proceed with the Protest Procedures. If it is determined that the matter does not constitute a legitimate protest, the fee will be refunded.
4. In the event of a Protest, the Protest Chairman shall perform the following:
  - a. Send a photocopy of the protest to the respondent, state that the protest will be investigated and request a written response to the protest within 14 days; include a copy of the Protest Procedures.
  - b. During the interim, the Protest Chairman shall investigate the protest and either attempt to mediate the protest or proceed to step 3.c.
  - c. Select a Protest Panel from the pool consisting of a Protest Panel Chairman and two additional members.
  - d. Upon receipt of the respondent's response, send a photocopy of the response to the protester; request a written rebuttal within 14 days.
  - e. Upon receipt of the Protester's rebuttal, perform the following:
    1. Send a photocopy of the Protest, the Response and the Rebuttal to the Protest Panel Chairman and the other two members, requesting that the Protest Panel investigate the matter and report back within 30 days.
    2. Send a photocopy of the Rebuttal and the names of the Protest Panel to the Respondent.
    3. Send the names of the Protest Panel to the Protester.
  - f. If the Protest Panel decides that the Protest is unfounded, so notify the Protest Chairman and terminate the activities of the Protest Panel.
  - g. If the Protest Panel decides that the Protest is founded and that mediation might be accomplished, perform the following:
    1. Organize and convene a meeting of the Protest Panel with the Respondent; the Respondent to elect whether the meeting be in person or in writing.
    2. If the meeting is in person, provide that a tape recording is made of the meeting on which the Protest Panel Chairman shall state the date, time and place of the meeting and the names of those present and the Respondent shall state that he/she is aware that the meeting is being taped. No tape recording shall be made of deliberations of the Protest Panel while in Executive Session. At the conclusion of the Protest Panel activities, deliver the tape to the Protest Chairman for delivery to the Board of Directors for preservation for two years from the date of the resolution of the Protest by dismissal of the Protest, ratification of a mediated result by the Board of Directors, or further action by the Board of Directors.
    3. If mediation is successful, send the mediated result, signed by the Respondent and the Protest Panel members, to the Protest Chairman for ratification by the Board of Directors and terminate the activities of the Protest Panel.
  - h. If the Protest Panel decides the Protest is founded and mediation is not accomplished, perform the following:
    1. Organize and convene a Protest Panel meeting under Article VII of the By Laws, the meeting to include the Protester, the Respondent, Protester's witnesses and Respondent's witnesses. Witnesses may appear in person or provide notarized affidavits. Witnesses providing affidavits and not present at the meeting must be available by telephone during the meeting or their affidavits will not be accepted for consideration.
    2. Provide that a tape recording is made of the meeting as described in section g.2 above.
  - i. Conduct the meeting according to the following format (Note that the Protest Panel members may interrupt for clarification at any time but are not to ask questions except when called for by the format):
    1. Protester Case:
      - (a) The Protester presents Protest.
      - (b) The Respondent asks the Protester any question. This is limited to questions and is not the Respondent's opportunity to present his/her position.
      - (c) The Protest Panel members ask the Protester any questions.

- (d) Each Protester's Witness:
    - (1) The Protester's Witness presents his/her statement in person or by affidavit.
    - (2) The Respondent asks the Protester's witness any questions. This is limited to questions and is not the respondent's opportunity to present his/her position.
    - (3) The Protest Panel members ask the Protester's witness any questions.
  - (e) The Protest Panel is polled by the Chairman for any further questions of the Protester and his/her witnesses.
- 2. Respondent Case:
  - (a) The Respondent's statement and the Respondent's witnesses' statements, in person or by affidavit, are presented in any order chosen by the Respondent.
  - (b) The Protest Panel members ask each presenter any questions after the presentation.
  - (c) The Protest Panel is polled by the Chairman for any further questions of the Respondent and his/her witnesses.
- 3. The Protest Panel goes into Executive Session to deliberate. No tape recording will be made of deliberations of the Protest Panel while in Executive Session.
  - (a) If the Protest Panel finds that no violation has occurred, the Protest Panel Chairman so announces, notifies the Protest Chairman and terminates the activities of the Protest Panel.
  - (b) Otherwise, the Protest Panel Chairman shall add the Respondent to the Executive Session and attempt to mediate a result that will satisfy both the Protester and the Respondent. Suggestions from the Respondent will be solicited. At the Protest Panel's option, the Protester may also participate in the mediation.
  - (c) If mediation is successful, the Protest Panel Chairman shall send the mediated result, signed by the Respondent and the Protest Panel members, to the Protest Chairman for ratification by the Board of Directors and terminate the activities of this Protest Panel.
  - (d) If mediation is not successful, the Protest Panel Chairman will so notify the Protest Chairman.
- 4. Upon receipt of the findings of the Protest Panel, the Protest Chairman shall perform the following:
  - (a) Distribute copies of the results of the Protest Panel investigation to the Board of Directors in a timely manner.
  - (b) If the Protest was reported to be founded and successfully mediated, the mediated result will be considered by the Board of Directors for their ratification.
  - (c) If the Protest was reported to be founded and not successfully mediated, the investigation results and the tape of the Article VII Protest Panel meeting will be forwarded to the President for possible further action by the Board of Directors under Article X of the By Laws.
- 5. The Board of Directors shall notify the Protester and the Respondent of the results of the Protest Panel investigation.

## ECTRA POLICY PAGE

1. Rule changes and/or additions become effective January 1 of the following year of their approval by the board.
2. All documentation needs to be saved for three years with the following exceptions:
  - a. Financial will be saved for seven years.
  - b. Fatality Reports are not to be destroyed.
3. Voting eligibility and return ballot protocol:  
-Refer to By-law Article V -
  - a. Any active member on December 31st has the right to vote at the [following year's] Annual Meeting. Awards
  - b. Return Ballots being mailed, or delivered, must be done in sufficient time to be received, prior to 2:00PM deadline at the
  - c. Annual Meeting
4. Annual Meeting/Winter Getaway expense reimbursement:
  - a. Routine costs for printing, copying, registration supplies, phone calls, etc. are reimbursable and must be supported by receipts. All other requests for reimbursement, or direct payment by ECTRA, must be preapproved by the Board.
  - b. Due to the distinct responsibility of the Awards Chair to have the awards present, up to two nights' room stay, at hotel where meeting is held, will be reimbursed or paid directly by ECTRA. If the hotel has included a complementary room stay as part of negotiations for the meeting, the room stay will be given to Awards Chair in lieu of reimbursement.
  - c. Rooms, meals and travel for Officers, Directors, or Chairs are not compensated expenses.
  - d. Prepaid annual meeting fees are non-refundable.
5. Regular Meetings of the Board:
  - a. Board members' travel reimbursement to include tolls, parking and mileage allowance of 50% of prevailing government mileage rate or most advantageous method according to circumstance.
  - b. Hotels one night at 50% for directors traveling 225 miles, or more, one way. Same location as meeting location or less expensive accommodation is fine. If two board members share a room, ECTRA will pay for the whole room.
  - c. Receipts are to be given to ECTRA Treasurer.
  - d. Conference calls are optional in lieu of in-person meetings
  - e. Coffee service will be provided for meetings that begin in the morning; meals will be provided for each board director and chairperson, dependent on nature and length of meeting. Visitors are responsible for their own meals.
6. Membership effective date is determined by the date on the membership check unless there is a large discrepancy between the date and the postmark of the receipt. In this case, the postmark of the receipt is used.



