

2023 Handbook



Table of Contents

Contact Information	1
Connect with us!	1
Mission Statement	2
2023 Board of Directors	2
Membership	1
Divisions	2
Entries and Paybacks	4
Horses, Riders, and Gear	5
Courses	6
Time	7
Division Obstacle Restriction	8
Annual Year-End Awards	8
UHCA Judges Guidelines	9
Board of Directors and Officers	14
Index	17

Please note that all changes are in Red Italics for 2023.

Contact Information

address | UHCA

6212 Ungeheuer Rd
Prescott, KS 66767

e-mail | ultimatehca@gmail.com

Connect with us!

Connect with UHCA and its members on Facebook and Twitter.

Facebook: facebook.com/ultimatehca

Twitter: [@ultimatehca](https://twitter.com/ultimatehca)

Instagram: [ultimatehca](https://www.instagram.com/ultimatehca)



Ultimate Horsemens Challenge Association

(Hereinafter referred to as UHCA)

Founded 2008

Mission Statement

The mission of the Ultimate Horsemen's Challenge Association is to provide a forum to unite all breeds, disciplines and skill levels in a competitive obstacle course setting that emphasizes and rewards good horsemanship while encouraging sportsmanship, camaraderie and above all, fun and enjoyment with horses.

Founding Directors

Scott Sims

Chris Mensch

Debra Taylor

Kate Fowler

Paul Rasmussen

Rex Buchman

Josh Rushing

Jason Stahl

Jo Turner

Sharon Baux

2023 Board of Directors

Role	Name	Class
Past President	<i>Angie Jones</i>	
President	<i>Kim Washam</i>	2023
President Elect	<i>Chris Redden</i>	2023
Treasurer	Amy Campbell	2024
Secretary	Karen Rabe	2024
Director	Chris Elbe	2023
Director	Tim Yoho	2023
Director	Chad Blunk	2025
Director	Jen Peterson	2025
Director		
Membership Director- Non-Voting Member	Beth Sandness	

Membership level

Dues

Adult= \$50.00 per calendar year
(18 and older as of January 1 of the competition year)

Youth= \$30.00 per calendar year
(17 and younger as of January 1 of the competition year)

Family= \$100.00 per calendar year
(Includes up to 2 adults, age 18 and older, in the same household and an unlimited number of children and /or legal dependents, age 17 and younger, as of January 1 of the competition year within the immediate family)

Lifetime= \$450

Benefits & Restrictions

Adult membership entitles each member to one vote in any association motion presented to the general membership.

Membership entitles entry fees \$20 lower than non-members.

Membership entitles each member unlimited horse/rider teams to record points for year-end awards and recognition in unlimited divisions.

Points shall be counted from the date of membership and first entry for the year.

No substitution of horses is allowed for year-end awards.

All money transactions with the UHCA via mail should be by check or money order made out to the UHCA. UHCA also accepts credit cards online.

Sportsmanship

Being a member of UHCA is a privilege not a right. It is expected that all participants display good and honorable sportsmanship towards everyone during and after a UHCA event. Members are expected to treat one another, as well as hosts, competitors, and judges with respect. This respect should extend to communications at or away from the event.

Poor Sportsmanship shall include but not be limited to:

- profanity directed toward members, hosts, or judges;
- physical harm to any animals or persons;
- behaving in a manner creating risk for others including aggressive riding or driving;
- causing damage to property; or,
- public criticism directed at the Association, members, hosts, or judges whether in person, writing or by social media.

Disputes or concerns are to be addressed by speaking to a board member in person at the event or as soon as possible by phone or email in order to facilitate attention by the Board in a reasonable manner. If an issue is not addressed to the member's satisfaction, the member should file a grievance in writing with the Board.

Disciplinary Action or Sanctions

The Board of Directors may enact disciplinary actions or sanctions against individuals, members, or judges who violate rules or bylaws of the Association.

Divisions

Each event shall offer eight challenge divisions: Buckaroo, Youth, Novice, Classic, Colt, Intermediate, Limited Open, Open plus a schooling class.

The UHCA expects you to ride up to your individual skill level. The UHCA Board reserves the right, at its discretion, to require a rider to move up to a more advanced division. Any year-end points earned in that division will then be forfeited for that horse-rider team for the current season. Professional trainers must ride in the open division or colt division.

If a rider's status is questioned, the UHCA Board will review the matter and determine the appropriate action needed, if any. Loss of membership may result from false statements or representations.

All ages of riders are as of January 1 of competition year.

Buckaroo

Riders ages 5-11

Buckaroo division will compete on the low impact course.

Youth

Riders ages 12-17

Youth division will compete on the low impact course.

Novice

Riders 18 years or older

Novice Division will compete on the low impact course.

The Novice rider had basic horsemanship skills but lacks the confidence and knowledge of a more advanced horseman.

Any rider that is an approved judge in any obstacle association, including but not limited to UHCA, is ineligible to compete in the Novice Division

The UHCA expects you to ride up to your individual skill level. The UHCA Board reserves the right, at its discretion, to require a rider to move up to a more advanced division. Any year-end points earned in the Novice division will then be forfeited for that horse-rider team for the current season.

Novice riders must not have accepted any payment for riding, showing, training, schooling or conducting horse related lessons, clinics or seminars within the last 36 months. Second party payment of entry fees shall not be considered accepting payment.

Must have signed a Novice statement on file with membership.

May not have earned performance points in any breed association (i.e. AQHA, APHA, Pinto, Buckskin, 4H, etc.)

Novices placing in the top two (2) for year-end awards are ineligible for competition as a Novice in future years.

Novice riders placing in the top fifteen (15) percent who have qualified for year-end awards (rounded up or down) are ineligible for competition as a Novice in future years.

Colt

Open to all riders, regardless of age, experience, or status.

The Colt division is for 3 and 4-year-old horses. The age of a horse shall be computed on the basis of a calendar year starting January 1 of the year foaled, regardless of the time of year foaled.

Colts will only be allowed to ride in the Colt division for 1 competition year. A colt that was ridden in any UHCA, EXCA, AHCA, or other obstacle competition in a previous competition year, is ineligible to ride in the UHCA Colt division; regardless of number of races competed in for that year. However, a colt can be ridden in the UHCA Schooling class without affecting their Colt division eligibility.

Colt division will be ridden on the high impact course with modifications as required.

Colts in this division are required to be ridden in a snaffle bit or bosal. No shank or port of any kind is permitted. *See section 8.3 Gear for additional restrictions that apply to all divisions.*

Horses ridden in this division cannot enter other divisions at that challenge.

This class is designed to provide an opportunity for new, less experienced horses to try out their competitive skills.

Classic

Riders age 55 or older, as of January 1, of competition year.

Classic division will be ridden on the low impact course but modifications are allowed.

Classic riders must not have accepted any payment for riding, showing, training, schooling or conducting horse related lessons, clinics or seminars within the last 36 months. Second party payment of entry fees shall not be considered accepting payment.

Intermediate- Horse/ Rider Combination

Riders must be age 18 or older, as of January 1, of competition year.

Intermediate riders must not have accepted any payment for riding, showing, training, schooling or conducting horse related lessons, clinics or seminars within the last 36 months. Second party payment of entry fees shall not be considered accepting payment.

The top 20%, no more than 2, of horse/rider teams in Intermediate at year end, will be moved to Limited Open for the following year.

Limited Open- Horse/ Rider Combination

Riders must be age 18 or older, as of January 1, of competition year.

The top 20%, no more than 2 riders, of horse/rider teams in Limited Open at year end, will be moved to Open for the following season.

Open- Horse/ Rider Combination

Open to any rider, over the age of 12, as of January 1, of competition year.

Schooling Class

The Schooling class is designed for riders and/or horses to gain experience in a non-competitive environment.

Riders must be over the age of 5. Horses can be of any age. This class could be done in-hand, if desired.

Will be ridden on whichever course finishes first at the discretion of the Board with modifications to the course.

Riders are judged and timed and will receive their score sheets at the end of the event. There are no rankings, placings, or awards for riders in this Class. No points are recorded or tracked for year-end awards.

Riders MUST leave the course after 8 minutes regardless of if they have finished the course.

Additional division fees and non-member fees do not apply.

Sideline coaching is allowed, but the coach cannot be on the course. A parent or guardian may accompany a minor child on the course.

Due to time constraints, the UHCA Board, at its discretion, can eliminate this division at any time.

Entries and Paybacks

Entry Fees

All entry forms must be completed in their entirety and signed.

The standard entry fees for UHCA members are:

Buckaroo	\$30	Intermediate	\$45
Youth	\$35	Colt	\$55
Novice	\$45	Limited Open	\$65
Classic	\$45	Open	\$85
Schooling	\$35*		

Non-Members will pay an additional \$20 per division.

**Non-Member fees do not apply.*

In order for a rider to transfer points to any co-sanctioning organization(s), point transfer fees must be paid at the time of entry, before the rider engages the course.

Entry Deadlines

Entries for Classic, Youth, Buckaroo, and **all 4 high impact** divisions will close at 10:00 am. Entries for Novice and Schooling divisions will close at 11:00 am.

A late entry may be allowed to compete with the approval of the event secretary, but the rider shall ride first go. No late entry shall be approved after the class has started.

Course Run Order

Low Impact: Classic, Buckaroo, Youth, Novice

High Impact: Riders from all 4 divisions will be intermingled with a random draw for run order. Colt class entries will have scoresheets that clearly designate the horse as a colt.

Payback and Prizes

Payback is required for all divisions beginning in the 2023 season. Payback will be a minimum of 50% of all entry fees in each division.

No payback or prizes are given in the Schooling class.

Horses, Riders, and Gear

UHCA or event host reserves the right to refuse any entry or to refund fees for any reason.

Horses

The age of all horses, ponies, or mules are determined as of January 1 of the competition year. Horses, ponies, or mules advance one year in age each January 1. Example: A colt foaled in September would become one year old on the following January 1.

All horses must be 3 years of age or older in all divisions. Horses can be of any age for the schooling class.

Stallions can NOT be ridden/exhibited by riders under the age of 18 in any division. All stallions must be well-mannered and under control at all times.

All horses must be serviceably sound. Any horse demonstrating obvious lameness or distress may be excused/excluded from the course or disqualified from competition by consensus of the JUDGES. Their determination shall be made during or immediately after the run. Only the judges may make this determination. Their decision shall be considered final. Should the judges disqualify or excuse the horse/rider team there shall be no points awarded for that event nor toward year-end awards.

Riders

Rider attire shall include a long-sleeved collared shirt, boots with a heel, western-style hat or certified protective headgear. Outerwear is permitted when warranted by temperature.

All riders are encouraged to wear protective helmets.

Riding in a manner that endangers the safety of horse or rider shall be penalized by the judge(s) or result in disqualification.

Disorderly conduct, rudeness or poor sportsmanship will not be tolerated among competitors or spectators.

Any cruelty or abuse is forbidden. UHCA, host or event manager reserve the right to bar any offender for the remainder of the event.

Gear

All horses to be exhibited in western style gear. A horn on a western style saddle is not required but may be very helpful or needed in some dragging obstacles.

The following gear is prohibited in all divisions:

- Cavessons
- Tie-downs
- Martingales
- Gag bits
- Mechanical hackamores
- Quickstops
- Wire used as a curb device or across the nose or poll
- Anything extending below the bars of the bit in the mouth

Bridleless riding is prohibited.

Colts are required to be ridden in a snaffle bit or bosal.

Courses

Courses shall be set to challenge horse/rider teams.

Each challenge shall consist of two separate courses; a low impact course and a high impact course.

Any concerns of course safety should be brought to the attention of the host facility and officers/Board members present.

Order of go shall be determined by electronic draw at the time of registration.

Draw will be for specific horse/rider teams.

A rider may be shifted in the order drawn if riding on another course at that time. Once the run order has been posted, it is the rider's responsibility to check in with the announcers if they believe they will have a conflict riding a course on the low and high impact course at the same time. The announcers can bump the rider up or down two places in the run order to resolve the conflict.

A rider of multiple horses in a division should have at least two horses between his/her runs.

Riders will have the opportunity to walk the course, on foot, prior to the start of the event with the host and judges in the order the obstacles will be negotiated, noting any specific patterns or directions. The course walk-thru for the Classic and Youth divisions on the low impact course and all divisions on the high impact course will take place at the beginning of the day. Walk-thrus will not occur at the same time. (Typically, starting around 9:30 am) Buckaroo walk-thru will take place immediately following the conclusion of the Classic division on the low-impact course. The walk-thru for the Novice and Schooling divisions will not occur before 11:00 am.

If a rider falls or loses control of their horse on the ground, the rider must regain control of their mount without assistance within 60 seconds. Failure to regain control results in disqualification.

~~No coaching of riders while on the course in any division, with the exception of the schooling class.~~

A horse may not run the same course more than once.

A horse may compete in a separate division if it is on a different course. (Minor modification of a course does not make it a "different course.")

With the exception of the Buckaroo division, all divisions shall have thirteen (13) obstacles plus horsemanship and time points. No combination obstacles are allowed on the Novice course.

The Buckaroo course shall have ten (10) obstacles, plus overall horsemanship points as well as time points. No combination obstacles are allowed on the Buckaroo course.

Only official personnel are allowed on the course during a run for all divisions, including Buckaroo.

A Buckaroo Course Ambassador will be situated on the course for the Buckaroo course only. The Ambassador will be either a Board member or appointed by the host. The Ambassador will participate in the walk-through with the judges and riders for guidance. The Ambassador will be able to tell a rider what obstacle is next, if they are going in the wrong direction or to move past an obstacle if they are struggling. The Ambassador will be the only person allowed to talk to the rider while on the course. The intent is to set our Buckaroo riders up for success. The Ambassador must be a non-relative of any Buckaroo rider.

Time

Time will be used as part of the judging and will be weighted for each division as follows:

If an obstacle is missed, not attempted, or completed out of order the rider will receive a zero (0) score plus a 60 second penalty on overall time.

All divisions will have a time score added to the total of the judge's scores. Both judges' scores will be added together and divided by two.

Time will be awarded point value in this manner:

The fastest rider receives 5 points, 2nd receives 4.5, 3rd receives 4, 4th receives 3.5, 5th receives 3, 6th receives 2.5, 7th receives 2, 8th receives 1.5, 9th receives 1, 10th receives 0.5. The remainder will receive 0.5 points for completion.

In case of a tie after all points have been totaled, the faster of the two horse/rider teams will be ranked in the higher position.

All courses in each division must be completed within 9 minutes or the team will not receive any time points. Any team running over 10 minutes will be disqualified and may be asked to leave the course. The time limit for the Schooling class is 8 minutes.

The Board or Executive Committee at its discretion may waive the 10-minute time limit for any division due to the length of the course, course conditions or weather factors. Riders taking longer than 9 minutes will not receive time

points, but will not be disqualified if their run exceeds 10 minutes. The decision to waive may be made before the first run in the division or after the last run in the division.

An audible notification should be sounded at 4 minutes and again at 9 minutes from start.

Division Obstacle Restriction

Division	Bareback	Dallying	Roping Livestock	Trailer Loading	Shooting	Jumps	Step up/down
Buckaroo	No	No	No	NO	Cap/ Water	Max 12"	Max 12"
Youth	No	Not Required	No	Yes	Cap/ Water	Max 18"	Max 24"
Novice	No	Not Required	No	Yes	Cap/ Water	Max 18"	Max 24"
Classic	No	Not Required	Yes	Yes	All	Max 18"	Max 24"
Colt	No	Yes	Yes	Yes	All	Max 18"	Max 24"
Intermediate, Limited Open, Open	No	Yes	Yes	Yes	All	<i>Max 24"</i>	Max 24"

Keep safety for horse and rider in mind in all divisions!

Bridges: At the minimum width of 18", the maximum height allowable is 7". Bridges higher than 7", must be at least 24" wide. If used in a combination obstacle, bridges must be 24" wide minimum.

No combination obstacles are allowed on the Buckaroo and Novice courses.

Annual Year-End Awards

Recognition for rider/horse teams in all 8 divisions will be presented at the annual General Membership Meeting/Awards Ceremony.

The date, time, and location shall be announced and advertised on the UHCA website (www.ultimatehca.com).

Eligibility

To be eligible for year-end awards each horse/rider team must be registered on the official membership registry form with the UHCA.

The rider must be in good standing with the UHCA.

The horse/rider team must have at least 5 qualified rides in the division for which they are registered, at 5 or more events. **If a rider is disqualified at a race, they will be given 0 points for the race but it will count as 1 of the 5 required races for year-end eligibility.**

Any checks returned to the UHCA due to insufficient funds shall void any points earned until restitution is made.

Year-End Award Point Tabulation

Year-end awards will be calculated according to a competing team's best 5 placement points out of the events for the season.

Placement points are tabulated in this manner: First place in a division earns 10 points towards year end awards, 2nd place receives 9, 3rd receives 8 and so on until 9th place receives 2 points and all others completing the course receive 1 point.

Tie breaker rule: decided first with all head-to-head competition placement points during the season, If still tied, then all head to head times during the season, then judges' scorecards. No head-to-head riders will remain tied.

Points will be posted on the website.

Upon the conclusion of a UHCA event, should a rider be determined to have participated in a division for which either the rider or the horse were ineligible, his/her ride shall be disqualified and that horse/rider team would not receive year-end points in that division for that particular ride. Remaining rider year-end rank will be moved up as deemed necessary.

UHCA Judges Guidelines

Review the UHCA Mission Statement. It is the judge's responsibility to uphold the tenets of our mission statement. Judges are expected to familiarize themselves with the UHCA Handbook and asked to complete the online Judges Test offered by UHCA. Requests to access the test should be directed to ultimatehca@gmail.com.

Horsemanship is a broad term but includes sound judgment, ability, boldness and the responsibility to never endanger your mount or yourself.

As a judge for UHCA you will be expected to be fair and impartial. While UHCA events are competitive in nature, the goal is to reward performances that emphasize a working relationship between a horse and rider. Exhibiting the ability to negotiate obstacles with finesse, to ask for speed, display control and willingness is the object of these challenges.

Judges shall not judge any family members and should not judge any long term clients.

Safety: As a judge you should walk/ride the course prior to any competition with two UHCA Board members. The Board members are to give guidance on scoring criteria, etc. as needed. If you feel any obstacle or area is unsafe to horse or rider it is your responsibility to notify the host/event manager. Substitution or alteration of an obstacle prior to competition can be done. Safety is of paramount importance.

It is important that the judge(s) and host/event manager are consistent with their understanding of the course layout. The Event Secretary shall provide judge's cards with the course obstacles listed in order of the pattern, a place for points earned, horsemanship score, time and an area for comments.

Each course is required to have only one judge. In the event there are multiple judges on the course, the judges shall position themselves apart from one another and shall not confer with one another in any fashion during competitors run or following the run with the sole exception of being allowed to discuss a situation of a competitor being disqualified for that specific round of the challenge. Should a discussion of disqualification be necessary, the

discussion will take place immediately following the completion of the run-in question- Each judge must have in his/her immediate vicinity the services of a scribe responsible for recording the judge's scores and comments.

Rider and horse verification: Judges must verify the rider and horse team prior to start of run via announcer, directly asking, or another form of confirmation.

UHCA events are open to a variety of breeds and types of equine. When judging these diverse entries, it is appropriate to judge to their breed standard in regards to style. (Head position, etc.)

If a horse or rider is struggling to complete a particular obstacle, the judge may instruct the rider to move on to the next obstacle in the interest of time.

Scoring

Scoring is on the scale of 0-5. Judges are allowed, at their discretion, to score in .5 (½) increments. The following gives more detailed descriptions.

- 5=Obstacle, approach, and departure completed with precision, efficiency and confidence by both equine and rider. “Outstanding work”
- 4=Obstacle completed correctly, smoothly with momentum and control. “Looks good”
- 3= Obstacle completed with forward motion and control. “Average”
- 2 = Obstacle completed with hesitation and difficulty. “Got it done”
- 1 = Obstacle attempted but obstacle not completed. “Needs improvement”
- 0 = Obstacle missed, NOT attempted or completed out of order. Rider will incur a 60 second penalty.

Additional information about what is rewarded and penalized can be found later in this section.

In the Buckaroo division where dallying is not permitted, doing so will result in a “0” on that obstacle.

UNCORRECTABLE ERRORS

In the event the UHCA Board representatives on site determine a situation has occurred and deemed it not correctable the rider will be given the option to:

- 1) Receive a refund of his/her entry fee for that ride (Rider becomes a non-participant), OR
- 2) Decline the refund and receive a score according to the following procedure:
 - a. The rider will receive a default score of 3 on any obstacle that was unable to be scored.
 - b. The rider will receive a default time that is equal to the average time for all competitors in the division less 15 seconds if the actual time cannot be determined. If the judge indicates a specific time credit on the scoresheet, the actual time less the credit may be used if the time was recorded.
 - c. The rider is to select either option 1 or 2 upon being notified of the choices available. (Minor children may confer with the parent or adult responsible for the individual at the event).

The event host is responsible for issuance of the entry fee refund if the rider selects option 1 above.

Examples of an uncorrectable error which might affect the rider’s performance may be, but are not limited to situations such as:

- Malfunction or failure of the timing device(s)
- Failure of the person responsible for timing to accurately record the time
- Failure of the course steward to reconstruct an obstacle thereby making the obstacle non-negotiable for the rider
- Failure of a judge to have viewed a portion of the ride
- Failure of a scribe to record a score

- Other errors uncorrectable but not listed herein

Missed Obstacles

If an obstacle is missed, not attempted, or completed out of order the rider will receive a zero (0) score plus a 60 second penalty on overall time.

The course is to be completed as laid out. Completing more than one obstacle out of order or missing more than one obstacle shall result in disqualification. Judge and rider should continue and complete the course.

Missing or completing one obstacle in the series out of order does not define the remaining obstacles as also being out of order.

If a rider forgets or misses an obstacle, he/she may go back and complete that obstacle unless they have already started the next obstacle.

Any obstacle not approached or faced with an obvious attempt to do the obstacle shall be considered failed.

It is acceptable for a rider to reattempt an obstacle after a refusal; however, the refusal will be factored into the score for that obstacle even if the second attempt is correct.

An obstacle is considered engaged, attempted, or started when either the horse, rider, or both have made contact with the obstacle or entered the space directly above the obstacle (even unintentionally), or the rider is obviously attempting to direct the horse to complete the obstacle.

Roping

Standing in the stirrups and remaining in the seat while roping shall be scored equally. There are two schools of training: neither is right or wrong.

None of the roping challenges are pass/fail depending on a successful catch; however, a catch should be rewarded. Conduct of the horse is a consideration.

Riders will be graded in part on correct and smooth handling of the rope, appropriate loop and spoke, swing of loop, position to target, control and steadiness of horse and keeping stock quiet if livestock is used.

Leads

Correct leads on approach and departure should be rewarded.

Incorrect leads on approach and departure should be penalized.

Trailer Loading

Anyone loading their horse by grabbing the top of the trailer and sliding off the back as the horse goes in will receive a zero for that obstacle.

Anyone riding their horse into a trailer will receive a zero for that obstacle.

Other

Negotiating obstacles: Riders are rewarded for straightness, following judges' directions, maintaining control of the obstacle (not dropping parts), not stepping off obstacles, and being mindful of the safety of the animal and rider.

Jumps: While jumping a rider should maintain balance independent of the reins. Ideally jumps should be cleared and left standing.

Spurs: Use of spurs is not a deduction if used as a cue and in a controlled manner. It is only a deduction if used in what is thought to be a cruel or excessive degree.

Gaping mouth: "Being in the horses' mouth," or gaping mouth is a reason for score deductions at each obstacle with the amount proportional to the rough handling or unwillingness of the horse.

A rider showing a higher skill level i.e., one hand in the bridle (shank bit) should be rewarded.

Originality and flare are encouraged but excessive showboating or excessive delay of progress should not receive additional points.

Board of Directors and Officers

The UHCA governing body is a Board of Directors composed of a Past President and nine (9) Board Members with terms expiring according to the class in which they are elected or appointed.

Duties and Selection

Board Members other than the Past President will be elected by the General Membership at the Annual Meeting. Should a Board position be vacated during the year, the Executive Committee will assign a replacement for the current year. A replacement for any time remaining after the current year will be via election by the General Membership at the Annual Meeting. Three (3) Board members will be in a class whose term expires at the end of the current year. Another 3 Board members will be in a class whose term expires at the end of the year following the current year. The remaining 3 Board members will serve a term that expires two years after the end of the current year.

Past President

Will serve a term of one year immediately following his presidency. He/She is a voting member of the Board and a member of the Executive Committee. If his/her class on the Board has not expired a replacement will be elected to serve the remaining year(s) of that Board class.

President

He/she will serve a term of one year as president and then automatically assume the duties and responsibilities of Past President. As President he/she will preside over the meetings but will not be a voting member of the Board unless there is a tie. The President may sign UHCA checks and commit funds to pay for approved UHCA debt. The President will be a voting member of the Executive Committee and head the Executive Committee.

President Elect

Elected by the membership at the Annual Meeting from the eligible Board Members. He/She will serve a term of one year as president elect and will then ascend to the position of President. He/She is a voting member of the Board and the Executive Committee.

Secretary

Elected by the Board of Directors at their December meeting of each year to serve a one-year term beginning January 1 of the following calendar year. The eligible candidates for the position of Secretary are all Board members not serving as Past President, President, President Elect or Treasurer. The Board Secretary will be responsible for writing, disseminating and keeping minutes of all Board Meetings and the Annual Meeting. The Secretary is a voting member of the Board and a member of the Executive Committee.

Treasurer

Elected by the Board of Directors at their December meeting of each year to serve a one-year term beginning January 1 of the following calendar year. The eligible candidates for the position of Treasurer are all Board members not serving as Past President, President, President Elect or Secretary. The Treasurer will be responsible for maintaining the financial records of the Association, maintaining a current list of assets, meeting IRS and State of Kansas Income Tax requirements, obtaining insurance for the board and the organization, file corporate status reports required by the Kansas Department of State, and providing reports to the Board member on a monthly basis by email and a written report at each Board meeting. The Treasurer will provide a copy of the reconciliation report from QuickBooks monthly by email and bank statements monthly to the Google Drive shared with current board members. The Treasurer may sign UHCA checks and commit funds to pay approved UHCA debt. The Treasurer is a voting Board member and a member of the Executive Committee.

Executive Committee

Composed of the current Past President, President, President Elect, Secretary, and Treasurer. From a list of board nominations, and applications from the membership, the Executive Committee shall select candidates for vacant Board positions and officers to be presented to the general membership for voting at the Annual Meeting. The Executive Committee shall assume other powers and responsibilities when the Board cannot be convened in a reasonable amount of time.

Nominations Process

Highly interested persons having been a member of UHCA for at least two (2) years who wish to serve on the Board are encouraged to notify the Board President of their interest. The President should be notified no later than September 15 of the calendar year.

Chairman- Selection and Duties

Committee Chairman

Will be appointed by the President for a term not to exceed the current year. These committees may include but are not limited to: Membership, Sponsors, Annual Meeting, Marketing, Event Host, and Awards.

Recurring Duties

UHCA shall maintain a non-profit corporation status in the state of Kansas.

UHCA shall host a minimum of one Annual Membership Meeting, with election of President Elect and Board Members by the general membership.

UHCA will strive to have events spread out both in reference to time and geographical location.

UHCA Officers and Board Members:

- 1) should strive to meet a minimum of four times per year.
- 2) shall review the UHCA Handbook each year for rule revisions, deletions, additions, and clarifications.
 - a. Rule changes, deletions and/or additions
 - i. Requests for modification can be made by any UHCA member or Board member and are to be submitted to the Board as a written proposal for consideration. Prior to adoption, the Board may modify the proposal as written.
 - ii. Written proposals are to be presented to the Board in sufficient time to allow for study, discussion, and modification before the Handbook is revised.
 - b. Rule clarifications shall be addressed by the board as needed throughout the year. (The Handbook will not be edited mid-season)
- 3) Shall publish the updated Handbook on the UHCA website and/or make available printed Handbooks by January 1 of the current season.
- 4) Shall nominate candidates for vacant board positions to the Executive Committee.

Removal

The Board of Directors, at its discretion, may remove any officer or director for cause by a three-fourth vote of the entire Board. Removal shall occur only after the member complained against has been given ample notice and an opportunity to respond to the Board.

If a Board Member misses 50% or more of scheduled meetings and/or UHCA events, the Executive Committee will evaluate whether he/she shall maintain their position on the Board the following year.

Index

2022 Board of Directors	2
Annual Year-End Awards	11
Board of Directors and Officers	16
Buckaroo	4
Classic	5
Colt	5
Contact INFORMATION	1
Course Run Order	7
Courses	8
Eligibility	11
Entries and Paybacks	6
Entry Deadlines	7
Entry Fees	6
Founding Directors	2
Gear	8
Horses	7
Horses, Riders, and Gear	7
Leads	15
Intermediate	5
Limited Open	5
Open	6
Membership	3
Missed Obstacles	14
Mission Statement	2
Novice	4
Payback and Prizes	7
Riders	8
Roping	15
Schooling Class	6
Scoring	13
Time	9
Trailer Loading	15
UHCA Judges Guidelines	12
UNCORRECTABLE ERRORS	14
Year-End Award Point Tabulation	11
Youth	