



Southeastern Arizona Horseman's Association Club Handbook

Last revised: 3/31/2009

THE SEAHA BOARD OF DIRECTORS WOULD LIKE TO THANK THE FOLLOWING PEOPLE FOR THEIR TIME AND EFFORT IN UNDERTAKING THE REVISION OF THE BY LAWS.

DAVE CONNORS – BOARD MEMBER

JAN CONNORS – BOARD MEMBER

DAVE CUMMINGS – BOARD MEMBER

KATHY DUFFY – VICE PRESIDENT

CHRISTINE GUINANE – CLUB MEMBER

LYNNE HERMAN – SECRETARY

JOYCE HOSTETTER – CLUB MEMBER

JEAN MILLER – BOARD MEMBER

TOM MILLER – BOARD MEMBER

JENNIFER ROGERSON – WESTERN HORSE SHOW CHAIRPERSON

JANE TAYLOR - PRESIDENT

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ARTICLE ONE—NAME AND MISSION STATEMENT

This Association shall be known as the **Southeastern Arizona Horseman's Association (SEAHA)**.

Mission Statement:

SEAHA's Mission is to bring together the area's Equine enthusiasts to promote and support all aspects of the horse industry.

ARTICLE TWO—DISSOLUTION

Whenever this Association shall be dissolved no part of its funds or property shall be distributed among its members, but after payment of all indebtedness of the Association, its surplus funds and properties shall be donated to a horse-based organization as determined by the Board of Directors.

ARTICLE THREE—INCLUSIVITY

SEAHA shall be all-inclusive—all ages, levels of expertise, all breeds, and all interests. This organization will provide an outlet for owners, trainers, breeders and enthusiasts to help them reach their goals and further everyone's equine interests.

ARTICLE FOUR—FISCAL YEAR

For the purposes of planning, programming, and budgeting; March 1st through February 28th will serve as the fiscal year for SEAHA

ARTICLE FIVE— GENERAL MEMBERSHIP

I. Membership shall be granted to all individuals upon receipt of that individual's application and one (1) year's dues. The membership year shall be January 1st to December 31st. The governing board shall retain the right to decline and/or revoke a membership at any time during the membership year

II. Membership Classifications

- A. Youth (17 years and under as of January 1st)
- B. Individual (18 years and older)
- C. Family (Includes immediate family residing in the same household)
- D. Memberships paid September – December of a calendar year will be effective until the end of the following calendar year

III. Membership Meetings

- A. A minimum of 4 general membership meetings shall be held during each calendar year.
- B. Election of officers shall be conducted at the November meeting with new officers taking office on January 1st.
- C. All meetings shall be governed in accordance with a modified Robert's Rules of Order

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IV. Dues

- A. Annual membership dues shall be set in such amounts as is determined by the Board of Directors and are due on January 1st.
- B. Dues not paid by January 31st shall be considered delinquent and shall be the cause for the removal of such membership from the Association's rolls.
- C. Upon payment of dues all membership privileges shall be reinstated, but will not be retro active.

V. Voting Privileges – Each member shall have only 1 vote.

VI. Membership Privileges

- A. Entitled to participate in all club activities
- B. Receive all club correspondence
- C. Eligible for end of year awards
- D. Will earn event points

VII. Abuse of Membership

- A. Any member abusing their membership, as determined by the Board of Directors, may have their membership revoked by that body.
- B. Members shall be notified by certified mail of the Board of Directors' decision
- C. Members can petition the Board of Directors to answer the allegations against them.
- D. No refunds will be made.

ARTICLE SIX—BOARD OF DIRECTORS

- I. The Board of Directors shall consist of four (4) officers and five (5) Directors-at-Large elected by the general membership. All terms are for 1 year
- II The President shall preside at all meetings of the Board of Directors, annual, regular, and special meetings. In the absence of the president, meetings will be conducted by the next ranking officer present
- III Minutes of the Board of Director's meetings shall be kept by the club Secretary and shall be made available, by written request to the club Secretary.
- IV. If a member of the Board of Directors misses 3 consecutive meetings in a year without designating a proxy, a letter of resignation will be requested following a special Board of Directors meeting.
- V. Vacancies
 - A. If a vacancy on the Board occurs, the position may be filled by a consensus of the remaining Board members for the duration of the term.
 - B. The designee must be a member of the club in good standing.

ARTICLE 7 – DUTIES OF ELECTED OFFICIALS

- I. Officers
 - A. President
 - 1. Presides over all meetings: regular, annual and special
 - 2. Represents the club in all matters except horse activities
 - 3. Appoints and assists all committees as needed
 - 4. Represents the corporation and shall have all other duties as may be prescribed by law, the Articles of Incorporation, by these By-Laws and by the Board of Directors.
 - 5. Will be responsible for maintaining decorum at meetings
 - 6. Shall be a member of the Board for 2 consecutive years: 1 as president and 1 as immediate past president in an advisory capacity
 - B. Vice President
 - 1. Presides over meetings in the absence of the President
 - 2. Performs such other duties as assigned by either the President or the Board of Directors
 - 3. Reports event dates to the insurance company
 - B. Secretary
 - 1. Keeps full and accurate minutes of general meetings, Board meetings, and all other special meetings
 - 2. Handles all club correspondence
 - 3. Provides a copy of the minutes to the Newsletter Editor
 - 4. Keeps an updated copy of the current membership
 - 5. Keeps a copy of the Articles of Incorporation
 - C. Treasurer
 - 1. Maintains all financial records
 - 2. Presents a financial statement at the general monthly meeting that includes correct account balances, current and projected expenditures, and income
 - 3. Shall pay bills and sign checks with the approval of the Board of Directors
 - 4. Completes all financial and Corporation transactions including, but not limited to insurance payments, memberships to other organizations, and event expenses.
 - 5. Sends the annual report to the Corporation Commission
 - 6. Files Federal Form 990 and associated State forms
- II. Board of Directors
 - A. The primary role of the Board of Directors shall be to have the primary responsibilities for entering into legal and financial matters pertaining to the Club.
 - B. The Board of Directors shall also hear and rule upon all issues related to “Abuse of Membership” (Article 5; VII)
 - C. Board of Director’s meetings shall be called as needed.
 - D. The President is responsible for preparing a written agenda for each Board meeting
 - E. In the event that a vacancy occurs on the Board, the President shall fill such vacancy by appointment with the approval of the remaining Board members

ARTICLE 8 – COMMITTEES

- I. Committees shall be established annually to implement the goals and activities of the Association's program of action for the year.
- II. Every effort will be made to inform the membership of the opportunities to participate on a committee.
- III. All committees shall provide a monthly status report at the general meeting including activities, budget concerns, items needing Board action and other issues pertinent to the function of that committee
- IV. Horse Shows
 - F. Western
 - G. English
- V. Gymkhana
- VI. Saddle Log
- VII. Trail Rides
 - A. Monthly Rides
 - B. Poker Ride
- VIII. Monthly Speakers

ARTICLE 9 –BY- LAWS AMENDMENTS

- I. Proposed Changes
 - A. Shall be proposed by the Board of Directors
 - B. Shall be given to all members in good standing in the monthly newsletter 1 month in advance of the next general meeting
- II. Anyone with input for the proposed changes must contact a member of the Board, in writing, during the review period
- III. The proposed By-Laws changes will then be voted upon at the next regularly scheduled general meeting by those present.
- IV. Proposed changes will be approved by a 2/3 majority of those present at the meeting.

ARTICLE 10 – NEWSLETTER

- I. The Newsletter Editor shall be a volunteer appointed by the President at the first general membership meeting of the membership year.
- II. Shall be titled “*Equine News*” and be published electronically by the 1st of the month. Anyone requesting a mailed Newsletter must make a written request to the Editor.
- III. Shall contain the minutes of the previous month’s general meeting, and publish show points provided by the appropriate chairperson
- IV. Shall be supportive of SEAHA, publish upcoming events, include newsworthy information and membership activities
- V. Keep a list of volunteers and their hours to give to the Award’s Chairperson for the Volunteer Raffle to be held at the Shindig

ARTICLE 11 – MEMBERSHIP CHAIRPERSON DUTIES

- I. Shall be a volunteer position or may be appointed by the President at the first general meeting of the membership year
- II. Shall be responsible for all membership applications and fees
- III. Shall tender all monies to the Treasurer
- IV. Shall maintain a file of current memberships including names, addresses, phone numbers, membership number, e-mail addresses, and the length of time a person has been a member
- V. Shall provide the Secretary and Newsletter Editor with an updated membership list as needed.
- VI. Keep a list of volunteers and their hours to give to the Award’s Chairperson for the Volunteer Raffle to be held at the Shindig

ARTICLE 12 – TRAIL RIDE COORDINATOR DUTIES

- I. Function as the contact for all SEAHA rides to ensure desired date is available, schedule the ride and report it to the newsletter editor.
- II. Communicate trail ride rules to the Trail Boss/Ride Host.

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- III. Provide Trail Boss/Ride Host with the Trail Boss and Drag Rider Expectations.
- IV. Ensure Trail Boss/Ride Host provides a write-up and Trail Rating for the newsletter at least two months before the ride.
- V. Ensure ride host has sign-in sheets/waiver forms/membership forms.
- VI. Maintain sign-in sheets for the current and previous calendar year.
- VII. Tally year end Trail Rider of the Year and Reserve Trail Rider of the Year awards.
- VIII. Submit rider names to the Newsletter Editor for publication.
- IX. Keep track of number of " Guest/Day members" trail rides per rider.
- X. Submit names and awards to the Board of Directors for approval, give information to the Awards Chairperson for ordering, and present at the year end banquet
- XI. Keep a list of volunteers and their hours to give to the Award's Chairperson for the Volunteer Raffle to be held at the Shindig

ARTICLE 13 – SADDLE LOG COORDINATOR DUTIES

- I. Responsible for recording the participant's Log Book hours
- II. Collect and record membership fees for the Saddle Log.
- III. Record expenses in the Master Log Book.
- IV. Determine end of year award levels, submit names and year end awards to the Board of Directors for approval, give information to the Awards Chairperson for ordering, and present at the year end banquet
- V. Keep a list of volunteers and their hours to give to the Award's Chairperson for the Volunteer Raffle to be held at the Shindig

ARTICLE 14 - HORSE SHOW CHAIRPERSON DUTIES

- I. Use due diligence to investigate and recommend show venue and submit recommendations with data the SEAHA Board of Directors for approval.
- II. Select and submit show dates to the SEAHA Board of Directors for approval
- III. Retain judge (s) for the show
- IV. Review the show premium and entry forms and edit as needed

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- V. Submit show premium and entry form to the Newsletter Editor for publication at least 2 months before the show date
- VI. Distribute the show premium and entry forms to tack stores, feed stores, etc. Coordinate announcements in Equine publications with the Newsletter Editor to avoid duplications
- VII. Ensure adequate volunteer staff will be on hand for the show. Keep a list of volunteers and hours worked for end of year volunteer raffle
- VIII. Ensure enough ribbons, trophies, etc. are on hand for presentation at the show
- IX. Collect monies and submit along with financial statement to the Treasurer within 14 days
- X. Create and submit report of show results for Newsletter publication to the Editor within 14 days of the show
- XI. Select prizes and submit recommendation for prizes for end of year awards to the Board of Directors by December 1st. Prizes are limited to 60% of the net profits of the show (s) held in a calendar year. After prizes have been approved, submit prize information to the Awards Chairperson so prizes can be ordered.
- XII. Record names and hours of volunteers. Submit to the Award's Chairperson by December 1st to qualify for the Volunteer raffle.

ARTICLE 15 – AWARD'S CHAIRPERSON DUTIES

- I. Responsible for ordering all year-end awards; ordering ribbons and trophies needed for presentation at shows are the responsibility of the individual show chair
- II. Upon approval of the SEAHA board of directors, order year-end awards and have them delivered to a single address.
- III. Ensure delivery of awards, confirm order is complete and arrange for awards to be at the Shindig. Awards are presented at the Shindig. Awards not received at the Shindig will be sent to the recipient. The event chair may elect to deliver awards to persons not present at the Shindig.
- IV. Receive volunteer hours from Saddle Log, Trail Rides, Horse Shows, Poker Ride and any other SEAHA event. Tally the total number of hours for each volunteer and create tickets for the Volunteer Raffle to be held at the annual Shindig.
- V. Order shirts for trail ride boss and drag awards at the end of Year Shindig.

ARTICLE 16 – SHINDIG CHAIRPERSON DUTIES

- I. Shall be a volunteer position or may be appointed by the President at the first general meeting of the membership year
- II. Shall be responsible for finding a venue for the Shindig and submitting the request to the Board for approval. After approval then contracts with the venue
- III. Plans the program, menu, and projected costs for the Shindig
- IV. Coordinates with all other chair people for the presentation of year end awards
- V. Secures volunteers to help on the day of the event
- VI. Prepares the announcement for the Shindig at least 2 months prior to the event and has it published in the Newsletter
- VII. Collects and organizes all reservations and turns payments over to the Treasurer
- VIII. Acts as “Master of Ceremonies” during the event
- IX. Receives the bill for the event and forwards it to the Treasurer

GENERAL POLICIES

The following are the policies and procedures adopted by SEAHA for the operation of the Association.

January 2009 Resolution and Policies

Be it known that the Southeastern Arizona Horseman's Association, hitherto known as "SEAHA", has adopted a new resolution and set of policies to help alleviate confusion and avoid misunderstandings over the set-up and operation of each venue sponsored by SEAHA. These venues include Gymkhana, Trail rides, Western Shows and English Shows.

Be it also known that SEAHA defines "resolution" as a set of guidelines by which the members of the club must follow, or as defined as the "will or intent voted by an official body or assembled group". This definition essentially makes this resolution the same as a "policy".

Be it resolved that the authority of each Officer and Board Member is not spelled out in the Articles of Incorporation of SEAHA, and therefore no Officer or Board Member may speak or act for "SEAHA" without a quorum vote of approval from the Board, Activity/event coordinators shall submit their choice of facility and both financial and legal issues to the Board for approval, prior to scheduling an event.

1. Event facilities must provide SEAHA evidence of appropriate liability insurance for the event scheduled.
2. No contracts (whether written or oral) shall be entered into without receiving the proper "authority" from the Board, as described in the above resolution.
3. Event Chairman shall submit to the Treasurer a complete reporting of each event including the venue, income, expenses, and event participants. SEAHA (with the help of the membership and event chairman) shall develop a universal/generic form for recording the necessary information.
4. Event Chairman shall maintain all pertinent information regarding their specific event including number of participants, place holders and points earned (Trail Riders do not have placings). This information shall be made available to the Board and to the Newsletter Editor within one week of the scheduled event, for publication in the monthly newsletter.
5. **Unclaimed awards:** Awards not claimed within thirty days of being awarded will be forfeited back to the Club

EXHIBIT A

SEAHA GENERAL CLUB INFORMATION

SOUTHEASTERN ARIZONA HORSEMAN'S ASSOCIATION HANDBOOK



Full Name: Southeastern Arizona Horseman's Association
Acronym: SEAHA
Date Founded: January 1997
Incorporation Date: January 22, 2003
Slogan: SEAHA Yee-Ha!
Website: www.seaha.org
Email: info@seaha.org
Address: P.O. Box 215 Vail, AZ 85641
Club Colors: Maroon, Beige, and Forest Green

EXHIBIT B

SEAHA SADDLE LOG PROGRAM

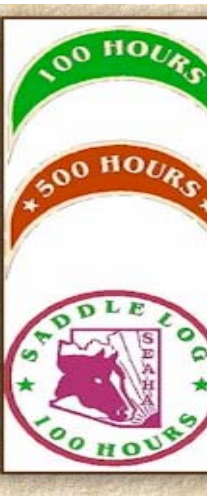
SEAHA SADDLE LOG PROGRAM

The Saddle Log program is a means of providing recognition for the rider who enjoys the benefits gained from riding, whether it be on the trails, training for and competing in shows, gymkhanas, barrel races, parades, ranch work, etc.

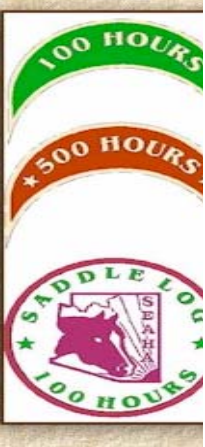
GENERAL RULES

General Rules

- Each participating rider must be a current member of SEAHA and will maintain a log on the honor system listing the number of hours ridden in the saddle. (Bareback hours count too!)
- The hours submitted by the individual rider may be accumulated through any type of equine riding.
- The riders log is to be submitted to the Program Chairman upon completion of each 100 hours to be recorded into the Master Log Record.
- Each participant will keep track of his/her hours based on the honor system.
- There is no limit to the number of horses, ponies or mules that may be ridden to accumulate hours for this program.
- No hours logged prior to joining the Saddle Log Program will count towards the program.
- All participants must be in good standing with SEAHA. All members may participate in the program. Age divisions are as follows: Junior -- 18 and under, Senior -- 19 and older.
- Each participant will be charged an annual enrollment fee of \$10.00. If your membership with SEAHA should expire you must re-enroll in the program and no hours accumulated during your non-member status will count toward the program.
- Upon turning in of the riders log book to the Master Log Record the rider will be eligible for an award to be presented at each year-end award banquet.



Award Levels:



- 100 to 400 hours - Custom patch and recognition in the newsletter.
- **500 hours - Custom patch *and* recognition in the newsletter *and* a gift certificate or an individual specific prize worth \$25.**
- 600 to 900 hours - Custom patch and recognition in the newsletter.
- **1,000 hours - Custom patch *and* recognition in the newsletter *and* a gift certificate or an individual specific prize worth \$25.**
- 1,100 to 1,400 hours - Custom patch and recognition in the newsletter.
- **1,500 hours - Custom patch *and* recognition in the newsletter *and* a gift certificate or an individual specific prize valued at a minimum of \$30.**
- Every 500 hours thereafter – Custom patch and recognition in the Newsletter and a gift certificate or an individual specific prize valued at a minimum of \$30.

** Board members will decide what the prizes are for each award winner.

** Prizes and gift certificates will be horse related and given out at the year-end Shindig

EXHIBIT C

SEAHA EVENT LIABILITY AND ASSUMPTION OF RISK

EXHIBIT D
ARIZONA STATE ARS 12-553 (1994)
EQUINE ACTIVITY STATUTE

ARIZONA REVISED STATUTES

TITLE 12 COURTS AND CIVIL-PROCEEDINGS CHAPTERS LIMITATIO OF ACTIONS, ARTICLE 3 PERSONAL ACTIONS

ARS 12-553 (1994)

- A. An equine owner or an agent of an equine owner who, regardless of consideration, allows another person to take control of an equine is not liable for an injury to or the death of the person if:
1. The person has taken control of the equine from the owner or agent when the injury or death occurs.
 2. The person or the parent or legal guardian of the person if the person is under eighteen years of age has signed a release before taking control of the equine.
 3. The owner or agent has properly installed suitable tack or equipment of the person, has personally tacked the equine with tack the person owned, eased, or borrowed. If the person has personally tacked the equine, the person assumes full responsibility for the suitability, installation, and condition of the tack.
 4. The owner or agent assigns the person to a suitable equine based on a reasonable interpretation of the person's representation of his skills, health, experience with and knowledge of equines.
- B. Subsection A does not apply to an equine owner or agent of the equine owner who is grossly negligent or commits willful, wanton, or intentional acts or omissions.
- C. As used in this section:
1. 'Equine' means a horse, pony, mule, donkey, or ass.
 2. 'Release' means a document that a person signs before taking control of an equine from the owner or the owner's agent. A signed release acknowledges that the person is aware of the inherent risks associated with equine activities, is willing and able to accept full responsibility for his own safety and welfare and releases the equine owner or agent from liability unless the equine owner or agent is grossly negligent or commits willful, wanton, or intentional acts omissions.

EXHIBIT E

HORSE SHOW
CONDUCT AND ETIQUETTE

ARENA ETIQUETTE

- ✓ Let riders know when you are approaching from behind or from a blind spot.
- ✓ Place a red ribbon in the tails of horses that are likely to kick.
- ✓ Do not block gates leading into the arena.
- ✓ Do not tie your horse to the arena fence.
- ✓ Do not leave your horse unattended.
- ✓ No alcoholic beverages on the premises.
- ✓ Do not enter the arena unless you are called in or you have asked the Staff.
- ✓ Stay away from any courses that may be set up.
- ✓ Quicker horses should pass on the inside of the slower horse.

SHOW GROUNDS CONDUCT & ETIQUETTE

Drive in slowly! When parking, leave room around the nearest trailer where horses will be tied .

Once you have arrived, take care of your entry forms and ready your horse and yourself for competition. Chat with your friends later. You may get distracted and you'll find yourself unprepared when the show starts. Listen for the gate calls for your class. Be prepared by paying attention to what class is in the arena so that you can time yourself to be ready for your class.

Horses being led or ridden outside of the show and warm-up arenas must always move through the show grounds at a walk. Trotting and running can startle horses and people and cause accidents. All show grounds usually have the "walk" rule. It is the right of the show chairman to excuse anyone from the show grounds if they continue to trot or run their horses outside of the arenas. If excused, refunds for any remaining classes will not be given.

When you approach a group of riders on horses, let them know you are coming up behind them.

Beware of horses with ribbons (usually red) in their tails. Keep a distance from them at all times. The red ribbon is your warning that this horse is known to kick or bite.

Don't block the arena gate area. If a competitor is called into the arena and asks you to move farther away, please move.

Never tie your horse to the arena fence. Tie only to the trailer you brought, or a sturdy hitch rack if provided. Keep horses apart that don't know each other.

Do not leave your horse unattended, especially if he is restless when tied.

No alcoholic beverages on the premises. A person or persons will be excused from the show grounds and facility for bad conduct or bad sportsmanship.

EXHIBIT F

SEAHA HORSESHOW RULES



SEAHA HORSE SHOW RULES

1. Shows shall be governed by the USEF Rules, SEAHA Handbook.
 - This will be printed on all horse show premiums.
 - Copies will be available to be viewed at the show office during all shows.
 - Copies may be obtained at SEAHA.org.
 - National Versatility Ranch Horse Association Rules & Regulations will govern any events of this discipline.
 - As other events are added, the proper rules will be added in order to govern these events properly.
2. The judges' decision is final.
3. You must be a SEAHA member to be eligible for year-end awards. Points are tabulated from the date membership is received and will not be retroactive.
4. Exhibitors will be responsible for reading and knowing the horse show rules.
5. Proper Tack:
 - Must follow USEF Rules.
 - No tie down, martingales, nosebands, draw reins or other training devices will be allowed in any class. The judge will determine what is and is not a training device.
 - No boots allowed except for reining classes and jumping.
 - No Tapadero-style stirrups allowed except for riders 12 & under.
6. Horses, exhibitors, or spectators causing undue disturbance and/or unsafe conditions during a class will be disqualified from the class and/or the show at the judge's discretion. It is also at the discretion of the show manager and /or the facility manager to excuse any horse, exhibitor or spectator from the facility.
7. All horses must walk outside of the show and warm-up arenas – **No** trotting or running especially in the parked trailers or in the spectator area and food concession area.
8. A 1-minute gate call will be enforced.
9. Tack changes must be requested at least 5 minutes prior to the class.
10. Only entrants waiting for the next class will be allowed at the entry gate area. No mass gathering at in-gate area.
11. All entrants must check in promptly with in-gate person for their class when called.

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12. Out gate area must be kept clear. No gathering of people or riders on horseback around the out-gate, in-gate and ribbon presentation area.
13. Payment or check must accompany the entry form. Open checks will be accepted at the show and must be signed; these open checks will be calculated and closed out at the end of the show by the show staff if the signer leaves the show grounds without themselves closing out their open check.
14. **Refunds:** No refunds will be given for scratched classes during the show without approval by the show chairman. Refund request for pre-entered classes will be considered only if a vet certificate for the horse or doctor's note for the rider is submitted with the request.
15. Stallions may only be shown by persons 18 years or older.
16. Driving exhibitors 14 and under must be accompanied in the cart by an adult.
17. All dogs will be kept on a leash, and will be kept quiet at all times.
18. **Year-End Awards:** There will be a year end High Point and Reserve High Point given for each category as stated in the show premium.
19. Only members of the show staff are allowed in the Announcers Booth.
20. Age of the exhibitor is determined by the age on the 1st of January of the current year. The exhibitor will maintain that same age group status throughout that show year.
21. Members exhibiting multiple horses will receive points toward year-end awards in the division entered for each horse.
22. Classes:
 - **“Western”** Classes – Please refer to the horse show premiums.
 - **“English”** Classes – Please refer to the horse show premiums.
 - **Over Fences** Classes: Three (3) refusals will be allowed per course. On third refusal rider will be permitted a courtesy fence and then be excused from the arena.
 - **Walk/Trot** Classes
 - Will be for youth and adults
 - Exhibitors entering the walk/trot classes **MAY NOT** cross-enter into canter/lope classes.

EXHIBIT G

SEAHA TRAIL RIDE RULES & TRAIL ETIQUETTE



SEAHA Trail Ride Rules & Trail Etiquette

“Etiquette” is courtesy, politeness, safety, responsibility, caring, and respect to others. This guideline will help you to maintain these objectives while on the trail, and in and around camp. When trail riding, each rider shares in the responsibility for the safety of every other rider in the group. Safety lies in knowing HOW your horse will react and WHAT it takes to remain in control of the situation. By following the list of rules below we will be doing everything possible to keep everyone safe on the trail.

1. The Trail Boss has the ultimate authority on any SEAHA, ride. This is for the safety of all riders.
2. Stay behind the Trail Boss and in front of the Drag Rider. Any rider leaving the group will no longer be considered part of the trail ride. In the event a rider must leave the group the Trail Boss will assign another rider to escort that rider, unless the rider is very familiar with the trail.
3. Saddles, bridles, bosals or hackamores are required on trail rides; no bareback pads or bareback riders are permitted.
4. The gait for all trail rides will be the walk unless otherwise indicated, and may change at the discretion of the Trail Boss.
5. No alcoholic beverages allowed on the trail.
6. NO SMOKING allowed on the trail
7. No dogs permitted on the trail. Dogs in camp must be on a leash or kept tied.
8. No loose horses are allowed on the trail or in camp.
9. No double riding.
10. Ponying a second horse is not allowed.
11. Do not chase livestock or wildlife found on the trail.
12. Control your horse. Unruly horses may affect the behavior of other horses, especially if they do not have much experience.
13. Appropriate personal headgear is recommended.
14. If a rider falls off their horse or dismounts, please stop until the rider has remounted.
15. If a horse becomes “SPOOKED” or unruly, please stop and wait until the horse is back under control.

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16. If you have to stop, for a tack adjustment, broken equipment, or any reason, please inform other riders, so the message can get to the Trail Boss and Drag to stop the entire group. Horses are herd animals and they do not like to be left behind.
17. A parent or guardian must accompany riders under 18 years old at all times.
18. Stallions are not permitted on trail rides
19. Place a red ribbon in your horse's tail if he kicks, is likely to kick, or doesn't like having other horses close to his tail. Do not let your horse crowd the horse in front of you. Keep at least one horse length between you and the horse in front of you.
20. Place a green ribbon in your horse's tail if he doesn't have much trail experience. Place a green ribbon on you, if you do not have much riding experience. Please ride in the middle of the group. This will help comfort and relax your horse.
21. Do not allow your horse to run up or down hills, run pass other riders, or leave the trail. If you allow your horse to run away from or past another horse, this may cause the other horse to bolt because they think there is either a danger from behind them or that they will be left behind. Staying on the trail also demonstrates respect for the land by not creating a new or "braided" trail.
22. If you choose to pass another rider, alert the other rider that you will be passing, pass slower traffic on the left, yield to oncoming traffic, and always look ahead.
23. Obey rules posted at trailheads.
24. Please do not litter. "Pack it in, Pack it out". Please pick up any litter you may find on the trail.
25. If you make a fire, please make sure it is out, and erase all visible signs of your fire. That means to scatter the COLD ashes and to break down the fire ring. Please scatter any remaining unburned wood.
26. Watch out for trail dangers such as low hanging branches, wire or holes in the ground. Warn riders behind you that they are approaching a hazardous situation.
27. All trail ride participants must be SEAHA members. A "Day Membership" can be purchased for \$1.00 the day of the ride. As always, guests may participate in 3 SEAHA trail rides, after which time they must become members of the club before participating in any other club rides. All attendees must sign a waiver for each event they participate in.

Trail Boss and Drag Responsibilities.

The responsibility of the trail boss is to ensure the ride is conducted in a safe manner as to allow all participants to enjoy themselves. To achieve this, the trail boss is expected to do the following:

- I. Pre-ride
 - A. Read and agree to uphold the trail rules established by the club.
 - B. Become acquainted with the trail and be aware of alternate routes.
 - C. Provide a written description and rating of the ride for the newsletter.
 - D. Assure there is ample parking area for trailers.
 - E. Pre-ride the trail to assure the trail is intact and clear any obstacles (low branches, fallen trees, etc.)
 - F. Make arrangements for an alternate trail boss should you have to leave the ride for whatever reason and assure that person is aware of and willing to take on the responsibilities of the trail boss.
 - G. Make arrangements for someone to act as the trail drag and assure that person is aware of and willing to take on the responsibilities of the trail drag.

- II. Before ride starts
 - A. Assure all participants have signed the waver.
 - B. Assure all guests have paid for a day membership.
 - C. Determine whether radios are to be used for communications.
 - D. Conduct a pre-ride meeting to discuss the following:
 1. Identify yourself and the trail drag.
 2. Review all applicable trail ride rules with the group.
 3. Provide a brief description of the trail, whether there will be any stops and any trail hazards.
 4. Ask all participants if they have any special needs or considerations.

- III. During ride
 - A. Enforce the trail ride rules established by the club.
 - B. Be cognizant of and communicate hazards along the trail.
 - C. Be watchful for riders and/or horses that could be disruptive to other riders.
 - D. Assure the ride pace is adequate for ALL riders.
 - E. Take appropriate action when a rider is being disruptive. This could include pairing a disruptive rider with a more experience rider, placing the disruptive rider in the rear, or escorting the disruptive rider back to the trailers.
 - F. Remove any trail hazards or take alternative route should conditions dictate.

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- G. Notify or make arrangements for someone to notify emergency services and have a rescue plan in mind.
 - H. Assure all participants return and no one is left behind.
- IV. Post ride
- A. Prepare or arrange for someone to prepare the trail ride write up for the newsletter.
 - B. Ensure day membership money is delivered to the club treasurer.
 - C. Ensure the waiver is delivered to the trail coordinator.

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Day Membership

Welcome to our SEAHA Event!

We hope you will have a great time and will want to come back again!

By signing this form I am applying for a day membership to SEAHA and agree to abide by SEAHA's Trail Ride rules.

In consideration of being allowed to participate in equestrian activities during our event, the undersigned acknowledges, appreciates and agrees that:

- 1. The risk of injuries from activities involved in these various programs is significant, including the potential for permanent disability and death: and, while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury to me does exist, and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation, and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If I observe any unusual and significant concern in my readiness for participation and/or for the program itself, I will remove myself from participation and bring such to the attention of the nearest officials immediately, and,
4. I, for myself and on behalf of my/our heirs, assigns, personal representatives, and next of kin, HEREBY RELEASE the Southeastern Arizona Horseman's Association (SEAHA), their officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES") WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my involvement in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
5. I, for myself and on behalf of my/our heirs, assigns, personal representatives, and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

PLEASE READ 12-553 LIMITED LIABILITY OF EQUINE OWNERS: EXCEPTIONS: ADDED BY LAW 1994, CH. 259 OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT.

Thank You,

SEAHA

Date: _____ Activity: _____

Print Name Signature (If under 18, signature of parent or guardian) Address

EXHIBIT I

SEAHA POKER RIDE RULES



SEAHA POKER RIDE RULES

- Please arrive early and come to the registration table ASAP! Cards will be drawn at that time so give yourself extra preparation time.
- Poker Hands will be evaluated and recorded in camp by SEAHA officials.
- Winners will be announced after the dinner. All winners must be present.
- All rides will start at the designated time
- All riders must be 18 or older, unless accompanied by a parent or guardian.
- Wearing a helmet during the ride is strongly encouraged.
- Uncontrollable or disruptive participants, including horses, will be removed from the event.
- The WALK is the only gait permitted in the staging area and on the trail except for the Gaited Ride.
- NO bareback riding, NO riding double, NO ponying a second horse.
- All riders must remain behind the Trail Boss and in front of the Drag rider.
- Any person needing to stop along the trail must notify the Trail Boss or Drag rider.
- Kicking horses must wear a red ribbon in their tail.
- NO alcoholic beverages, NO smoking on the trail, NO firearms, NO stallions!
- Please do not litter on the trail or in the staging area "Pack it Out"!
- NO dogs on trail ride. Dogs in camp must be leashed at all times.

EXHIBIT J

SEAHA VOLUNTEER RAFFLE



SEAHA VOLUNTEER RAFFLE

Chairperson for the Volunteer Raffle will be an active member of the Club and volunteer. This individual will be responsible for collecting names of volunteers, and tabulating volunteer hours reported by each event chairperson. This individual will recommend raffle prizes, and report to the governing board for authorization for purchasing awards that they will raffle off at the Year-end Awards ceremony.

Volunteers must be an active Club member to participate.

One raffle ticket will be awarded for each four hours of time volunteered at a SEAHA horse or gymkhana.

Volunteer will be responsible for signing in on Volunteer Helper sheets at each event they volunteer at.

Chairperson for the event will report volunteer names and hours to the Volunteer Raffle chairperson.

The number of prizes will be determined by the Award's chairperson and the Board.

Dollar amount for each raffle item shall be approved by the governing Board.