

RULES

Rule I.

Section 1. General

- A. The name of the organization shall be the National Capital Adult Equestrian League or NCAEL.
- B. The NCAEL will be composed of teams and riders from the National Capital Region that meet the qualifications listed in Rule II below.
- C. Except as explained in Rule II below, any rider may be a member of the NCAEL regardless of race, ethnicity, creed, or gender.
- D. The NCAEL competition season will run from approximately October through March.

Section 2. Purpose

- A. The NCAEL provides an opportunity for adult riders to be a viable part of the team, promote the art of equitation, foster competition and camaraderie, as well as encourage social functions centered on equestrian activities. Good sportsmanship and a no stress competition atmosphere will be emphasized.
- B. The NCAEL is organized as a not-for-profit sports association.

Section 3. Administration

- A. The NCAEL shall be governed by a Board of Directors comprised of at least one (1), but not more than two (2) representatives from each participating team. The Board shall elect a President, Vice President, Secretary, and Treasurer and form Banquet and Finale Committees. The Chairs to serve a one-year term to conduct the business of the League. Other team representatives shall serve as members of the Board.
- B. These Rules may be amended by at least a two-thirds majority of the Board of Directors.
- C. The individual members of the Board of Directors will be appointed by their respective teams as of October 1st of the each year.
- D. There are no term limits for Board membership.
- E. Board members shall not serve in the same elective position for more than three (3) consecutive years.

RULES

- F. Each team shall have one (1) vote on the Board regardless of the number of representatives serving.

Rule II. TEAMS

Section 1. Team Makeup

- A. In order to field a team for the NCAEL, a riding academy, school, center, or any other equestrian facility must have a regularly scheduled schooling program. Participating schools will compete with teams consisting of no more than nine (9) riders on the team roster. All riders on the roster must meet the qualifications of the League. Teams are not required to have alternate riders to be a part of the League.
- B. Participating schools must designate a Coach who may not participate as a team member.
- C. Each team will pay a League registration fee as determined by the Board to cover the cost of ribbons and other overhead expenses for the League. This fee shall be \$180 per team for the season which includes NCEL affiliation fees. Any team not paying the fee by October 1st, shall forfeit their spot in the League.
- D. In addition, each team will pay a League Security deposit as determined by the Board to cover the host school's meet costs in the event a scheduled team forfeits the meet. This fee shall be \$180 per team for the season. Any team not paying the fee by October 1st shall forfeit their spot in the League. This money, if not used by a team, will be applied to the Finale Entry fees. In the event a forfeiture occurs and the money is used, the team that experienced the forfeiture must replenish the League Security deposit prior to participating in any subsequent meets.
- E. Each team must submit a roster of riders containing name(s), age/birth date(s), mailing addresses, e-mail address, and phone numbers no later than fifteen (15) days or October 1st prior to the first meet. This must be received by the Recording Secretary with certification from the team coach that all members of the team meet the eligibility requirements established by the League, or have received the required waiver.
- F. Six members will ride for the school's team as primary riders at each meet and no more than three members shall serve as alternates. Alternates must be prepared to be substitutes for primary riders. At the discretion of each team, primary riders and alternate riders may change their designation for any meet,.

RULES

If a team member drops out prior to the completion of the season, any person from the team roster may replace that rider.

- G. Schools may enter only one team in the league.
- H. Any team who decides not to participate in the league after submitting the registration form shall be responsible for the full registration fee and is not entitled to a refund.
- I. Teams in the league agree to:
 - (1) Keep the security deposit up to date after any forfeits,
 - (2) Participate in the finale meet,
 - (3) Send a representative(s) to the banquet to receive team awards.
 - (4) If any team violates more than one of the above agreements during one competition year, they will be considered in default and will no longer be able to compete in the League until the Executive Board reviews the default and agrees to waive such default, and all financial obligations are resolved.

Section 2. Rider Eligibility

- A. Each team member is to be a senior rider who has reached their thirtieth (30) birthday prior to October 1st, of the current competition year. Teams may submit an age waiver request to the Board, thirty (30) days prior to the first meet, but in no event later than October 1st. The Board shall have the final say in matters of eligibility.
- B. Each team member must be enrolled at their member school as a student in a regular lesson program (at least weekly) as of October 1st in the year in which they participate. Boarder or other free lessons do not count.
- C. A rider, to participate in the League, may not have shown at any formal or rated show in the past five (5) years where fence heights exceed 2'9". A formal show is defined as a competition open to any rider and managed by a sponsoring organization. Informal events open only to riders at a particular Barn and designated as part of the regular schooling program are not considered formal shows. Teams may submit a jumping experience waiver request to the Board, thirty (30) days prior to the first meet but no later than October 1st,. The Board shall have the final say in matters of eligibility.
- D. Although the League is not restricted exclusively to "amateur riders" as defined by USA Equestrian, riders whose livelihood is derived primarily from

RULES

equestrian activities to include training, instruction, or showing professionally are excluded from membership. Teams may submit a membership request to the Board, thirty (30) days prior to the first meet but no later than October 1st. The Board shall have the final say in matters of eligibility.

- E. Each team will be limited to two (2) waivers for any one competition season. They may be used for one (1) age and one (1) jumping experience waiver or two (2) age waivers, but may not be used for two (2) jumping waivers..
- F. All riders must wear appropriate English show attire and ASTM-approved helmets that must be secured at all times when mounted.
- G. A Participation Agreement/Release Form must be signed by every rider participating in the League. All participation agreements must be completed and sent to the Recording Secretary prior to the start of the first meet of the season. A rider that has not turned in a completed agreement may not ride.

Rule III. HOST SCHOOL

Section 1. Host schools are responsible for:

- A. Providing adequate facilities for the meet which includes an indoor ring.
- B. Providing or securing an adequate number of school horses.
- C. Identifying the horses to be used and providing a brief behavior description of each.
- D. Making available suitable tack for each horse.
- E. Reporting the results of the meet to the Secretary of the League within seven (7) days after the meet.
- F. Providing and compensating a qualified judge. Insuring that the judge is informed of the League competition procedure and is supplied with a copy of the rules and study guide. Judges must not be affiliated in any way with the host school and may judge only one meet in each league within a competition year.
- G. Managing the competition and insuring that it runs in a timely and orderly fashion and to that end the host school shall:
 - (1) Prepare and supervise the drawings.

RULES

- (2) Design and post all courses. Fences are to be simple and shall not include in-and-outs or other combinations and all spreads shall be reasonable.
- (3) Prepare and post jump orders for all classes over fences.
- (4) Present ribbons/awards.
- (5) Provide sufficient personnel for running the show.

Section 2. Horses and Tack

- A. All horses and ponies used in the League meets must be school horses. School horses are defined as horses used in a regular lesson program. Privately owned horses may be used provided they are used in a regular lesson program; however, a rider can not draw or ride his or her own horses or a horse they are leasing in any meet.
- B. Horses must be suitable for use and high strung or extremely difficult to handle horses shall not be used. Horses with a tendency to kick must wear a red tail ribbon. No horse shall be used which has been administered a tranquilizing substance.
- C. If a host school can not provide the required number of horses, they may ask another school to bring some animals including suitable tack and identification cards.
- D. Horses may go more than once in over fences classes at the discretion of the host school.
- E. All horses must be ridden with the tack they are accustomed to and martingales will be permitted in flat classes.
- F. No bit or tack adjustments will be allowed unless approved by the host school.
- G. At the discretion of the host school, riders may use their own saddles. The host school which permits riders to use their own saddles should be prepared to provide girths. If a host school does not permit riders to use their own saddles, then there shall be no tack changes during the meet.
- H. Crops and spurs may be used at the express discretion of the host school.

Rule IV. REGULAR MEETS

Section 1. Procedure at Regular Meets

RULES

- A. Sufficient meets shall be scheduled in an attempt that each team within a League plays every other team within a league at least once during that competition year; however, complicated scheduling may not always permit this.
 - (1) The Board will determine and publish the meet schedule as soon as possible to accommodate scheduling conflicts and preferably not later than thirty (30) days prior to the competition season. Normally, meets will be held on Sundays at a time agreed to by the respective teams. Exceptions, due to holidays, adverse weather, etc., may be granted if agreed to by all of the participating teams.
- B. The Board will determine the meet fee that each school will pay to the host school to cover the costs of the judge and other barn overhead costs. The host school shall be responsible for collecting the class fees and paying the judge.
 - (1) The team meet fee for the competition year shall be \$180 per school plus \$15 per alternate.
 - (2) The meet fee shall be paid to the host school at the beginning of the meet in the form of one check written by the participating teams (not individual checks from each competitor). Furthermore, the fee due to the host school shall be based on a per school fee plus alternate classes. No discount will be offered if a full team (less than 6 primary riders) is not present regardless of the reason.
 - (3) If a team forfeits a meet and/or doesn't show up for a meet, they will still be held responsible for the full team fee. The team security deposit will be forwarded to the host school to cover the meet expenses.
- C. Visiting teams are to be at the host school one hour before meet time but no earlier than 90 minutes ahead of time.
 - (1) The horse draw will occur at 10 am, and the meet will begin promptly at 11 am.
 - (2) At the scheduled time, the coaches will draw the horses, by lot, for all classes. Consideration may be given to provide taller/larger riders with a horse appropriate to their size. Participating coaches will draw the two riders who will be the competitors in the finale class. Those coaches will then draw mounts for their riders in that class.
- D. In the event a visiting team is not present 30 minutes before the scheduled start of the meet; the host school may draw for their visiting teams mounts.

RULES

- E. Host schools may delay the start of a meet for up to one hour if a visiting school has not arrived.
- F. Any team, which arrives after the meet commences, will be allowed to participate for the remaining classes. They may not participate in any class which has already started.
- G. If a majority of the coaches at any meet agree that a particular horse appears unsafe, then the host school shall withdraw that horse from competition and substitute it with any other horse(s).
- H. All meets shall be governed by rules established by the League. If there is not a rule addressing an issue, then the USAE rules shall apply and if there is not an USAE rule, then the decision shall be decided in accordance with the usual and customary practices at local shows.

Section 2. Classes

- A. Each team may have six (6) primary riders who compete for points at any specific meet as well as up to three (3) alternate riders who will only ride the alternate classes at any specific meet.
 - (1) For a 4-team meet, there will be three (3) classes consisting of showing at the walk and trot in both directions and three (3) classes consisting of showing at the walk, trot, and canter in both directions. Jumping classes will consist of a four (4) fence and a six (6) fence course with a height of not higher than two (2) feet. Each team will enter two (2) of its primary riders in each flat class and three (3) of its primary riders in each over fences class.
 - (2) For a 3-team meet, there will be two (2) classes consisting of showing at the walk and trot in both directions and two (2) classes consisting of showing at the walk, trot, and canter in both directions. Jumping classes will consist of a four (4) fence and a six (6) fence course with a height of not higher than two (2) feet. Each team will enter three (3) of its primary riders in each flat class and three (3) of its primary riders in each over fences class.
 - (a) The Finale class will be a walk, trot, canter class that will include two (2) fences chosen by the judge. Finale riders may be asked to ride on the flat without stirrups. In addition, finale riders will be asked a question from the League Study Guide provided to each rider. The question may not count more than 25% of the rider's score for the class.

RULES

- B. A rider is not required to ride in an over fences class. The two (2) riders in the Finale class will be chosen by random draw. Except for the Finale class, no primary rider may ride in more than three (3) classes.
- C. Primary and alternate riders may be re-designated for each meet. The two individuals from each team that accumulate the highest number of primary rider points will be the point riders for the Finale meet.

(1) Equitation on the Flat.

- (a) Riders may be asked to demonstrate competence at the posting trot, sitting trot, two-point trot or extended trot at the discretion of the judge.

(2) Equitation Over Fences

- (a) Riders shall jump a course of four fences. To be judged on position, hands, seat, legs, and control.
- (b) Riders shall jump a course of six fences, one of which shall be trotted and shall be required to halt at a designated spot during the course. To be judged on hands, seat, legs, and control.

(3) Alternates Classes

- (a) Each alternate will participate in two classes. The first will be an Equitation on the Flat class with riders being asked to walk and trot both directions of the ring. The second class will be a Combo class requiring riders to walk, trot, and canter both directions of the ring as well as jump two (2) fences (to be designated by the judge) at a canter or trot.
- (b) If there are over 8 alternates registered for any alternate class at a meet, the class will be split into two sections, and each section will be pinned to 6th place.

(4) Finale Class.

- (a) The riders in the finale class will be asked to walk, trot, sit trot, and canter with stirrups; to walk, trot, sit trot, and canter without stirrups at the judge's discretion; to jump a two-fence line set at two (2) feet; and to respond to one question from the study guide selected by the Judge. To be judged on position, hands, seat, legs, control, and 25% on response to question.

Section 3. Class Procedure

RULES

- A. Each rider will be allowed approximately a two (2) minute warm-up on the flat and be allowed to jump two (2) warm-up fences of their choosing before doing their judged course of fences. Coaches may be in the ring to assist their riders during the practice/warm-up, if they so choose.
- B. Alternates will be given the two (2) minutes for the flat class and two (2) fences for the combo class prior to the start of the class.
- C. Finale class riders will not be given time to warm-up prior to the start of the class.

Rule V. FINALE MEET

- A. The finale meet, held at a mutually agreed to location, will be the last meet of the season. All teams will bring their own horses to this event. Team and individual points will be credited toward the final standings. The two riders with the most individual primary rider points prior to the finale meet will represent their teams in the Finale class at the finale meet.
- B. The NCAEL will recognize the Champion and Reserve Champion team of the finale meet.
- C. Team horses used at the Finale meet must have a current Coggins Certification.
- D. Team horses may be braided at the discretion of each team.

Rule VI. COACHES

Section 1. Each team will have a designated coach who is responsible for:

- (1) Identifying themselves at the start of each meet
- (2) Registering their students in the appropriate classes
- (3) Transportation and timeliness of their riders for the horse draws
- (4) Schooling as provided in these rules.
- (5) Sportsmanlike behavior of their riders during the meet
- (6) Prompt payment of entry fees to host school.
- (7) Completing the Nomination form.

RULES

- (a) Each team is asked to nominate three riders at each meet from among their competitors who best exemplifies the principles of good sportsmanship and camaraderie. In addition, each team is asked to nominate their favorite horse at each meet.

Rule VII. POINTS AND AWARDS

Section 1. Ribbons

- A. Ribbons for all meets will be secured by the Treasurer and provided to the host school.
- B. At regular meets, six ribbons will be awarded in each class. At the finale meet, up to 12 ribbons will be awarded in each class.

Section 2. Points

- A. Points will be designated in the manner shown below. No provisions will be made for ties.

First Place	7 points
Second Place	5 points
Third Place	4 points
Fourth Place	3 points
Fifth Place	2 points
Sixth Place	1 point

- B. Points accumulated by each team will be totaled to determine the final standings at the end of the meet.
- C. In the event that 1 or more teams forfeit a meet, the team points will be adjusted as shown below. Full points as provided in Paragraph A above will be credited towards an individuals cumulative point total.

RULES

	4 team meet	3 team meet	
	1 team forfeits	2 teams forfeits	1 team forfeits
First Place	5-1/4 points	3-1/2 points	4-2/3 (4.7) pts
Second Place	3-3/4 points	2-1/2 points	3-1/3 (3.3) pts
Third Place	3 points	2 points	2-2/3 (2.7) pts
Fourth Place	4-1/4 points	1-1/2 points	1-1/3 (1.3) pts
Fifth Place	1-1/2 points	1 points	1-1/3 (1.3) pts
Sixth Place	3/4 points	1/2 points	2/3 (0.7) pts

- D. Points will be accumulated throughout the season for teams, for individual riders, and also for individual alternate riders toward season-end awards.
- (1) Teams will be credited for all points earned by the primary riders in all classes. Alternate rider points shall not accumulate as team points.
 - (2) Individual riders will be credited for all primary rider points earned in order to determine season-end awards. Finale and alternate class points shall not accumulate toward primary rider season-end awards.
 - (3) Individual alternate riders will be credited for all points earned in alternate classes towards the alternates' season-end award, provided they ride as an alternate more than one time.
- E. In case of a tie for end-of-year final standings, the following procedures will be followed;
- (1) If each team in the tie has had at least two (2) alternate riders participate in the meets, then the team with the most total alternate points for the season will receive the higher placing.
 - (2) If the tie can not be resolved according to the paragraph above, then a "hack off" class will be held following the Finale class at the Finale meet. Each team involved in the tie will have its Finale riders show in a Command class. The judge will determine the specific elements to be shown.

RULES

Section 3. Annual Meeting and Awards Banquet

- A. The NCAEL celebrates the end of the season with an Annual Meeting and Awards Banquet. The Banquet Committee Chair is responsible for coordinating all details of the function.
- B. The agenda for the Annual Meeting will cover any issues submitted by the Board for review by the general membership. The Officers and Board members for the next year will be elected.
- C. The Banquet is a gala event recognizing each team and rider. Awards presented by the NCAEL are:
 - (1) **High Point Team** – The High Point and Reserve High Point Teams accumulating the most points during the season are recognized by an appropriate perpetual plaque/trophy to display in their barn for the year.
 - (2) **Team Ribbons** – Each team's members will be recognized with a ribbon according to their team's final point standings at the conclusion of the league season.
 - (3) **High Point Riders** – The High Point and Reserve High Point Riders are recognized by an appropriate perpetual plaque/trophy, which will be presented to the rider's barn for display. The High Point and Reserve High Point Rider will also receive an individual trophy to keep. The remaining High Point riders will be recognized with medals/ribbons through 10th place.
 - (4) **Alternate High Point Riders** – The Alternate High Point Rider and Reserve Alternate High Point Rider are recognized by an appropriate perpetual plaque/trophy, which will be presented to the rider's barn for display. The Alternate High Point and Reserve Alternate High Point Rider will also receive an individual trophy to keep. The remaining Alternate High Point riders will be recognized with medals/ribbons through 10th place.
 - (5) **Sportsmanship Award** – The NCAEL Sportsperson of the Year will be recognized with an appropriate perpetual plaque/trophy, which will be presented to the rider's barn for display. This person, selected from team nominations throughout the season, best exemplifies the principles of good sportsmanship and camaraderie. The award recipient will also receive an individual trophy.
 - (6) **Horse of the Year Award** – The League also presents the Horse of the Year Award to the horse at each barn determined by nominations received at each meet during the season. Each winning horse will receive a stall plaque.

RULES

- D. If a perpetual trophy is damaged, destroyed, stolen or lost while in a team's possession, the team shall pay the league for the cost to replace it. In addition, it is the team's responsibility to return all perpetual awards no later than the Finale Meet of that competition year.

Rule VIII. PROTESTS AND GRIEVANCES

- A. All protests and grievances must be presented to the Coach of the school hosting the meet.
- B. The coach of the host school shall then discuss the complaint, protest, or grievance with all participating coaches out of the hearing of all team participants and attempt to reach a consensus decision.
- C. If no decision can be reached by the coaches, then the officiating judge shall make the decision, which shall be final and accepted by coaches and riders in a sportsmanlike manner.
- D. Appeals from any decision made pursuant to this section may be made in writing and shall then be considered at the next League meeting.

Rule IX. AFFILIATION

- A. The NCAEL is a paid affiliate of the Nation Capital Equitation League (NCEL). If issues arise during the year that are not explicitly covered by the NCAEL by-laws or rules, the NCEL by-laws and rules will be applied.