



# **New Jersey Horse Shows Association Specifications**



## **NJHSA SANCTIONED DIVISIONS AND CLASSES**

### **EQUITATION DIVISIONS**

Mini Stirrup Walk-Trot  
Short Stirrup Equitation  
Beginner Rider Equitation  
Low Children's Equitation  
Junior Bronze Medal  
Mini Maclay  
Gold Medal  
Low Adult Medal  
Adult Medal

### **HUNTER DIVISIONS**

Short Stirrup Hunter  
Beginner Hunter  
Low Children's Hunter  
Children's Hunter  
Low Adult Hunter  
Adult Amateur Hunter  
Schooling/Suitable Hunter  
Pleasure Horse or Pony

### **JUMPER DIVISIONS**

Itty-Bitty Jumper - 0.7m (2'3")  
NJHSA Jumper 0.80m-0.90m (2'7" – 2'11")  
NJHSA Jumper 0.95m-1.05m (3'1" – 3'5")  
Low Children's / Adult Amateur Jumper 0.90m – 1.00m  
High Children's / Adult Amateur Jumper 1.10m – 1.15m

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## High Score Award Rules

**The NJHSA Board reserves the right to make final decisions relating to the interpretation of specifications and the adjudication of the High Score Rules and procedures.**

### GENERAL RULES

1. Every class offered herein which is covered by the rules and specifications of the current USEF rule book will be conducted judged in accordance therewith.
2. Throughout these specifications the definitions of Junior Rider, Adult Amateur and Amateur-Owner will conform to the definitions established by USEF:
  - a. Junior Rider: Has not reached his/her 18th birthday as of December 1 of the current Show Year (USEF GR128)
  - b. Adult Amateur Rider: No longer eligible as a Junior Rider, and is an Amateur according to the USEF definitions. Adult Amateur Riders must hold a valid USEF Amateur Certification (USEF GR1307)
3. The NJHSA High Score Awards "Show Year" is December 1 through November 30, concurrent with the USEF/USHJA year.
4. Riders, horses, and ponies are eligible for High Score Awards ONLY if they are registered with the NJHSA and application fees have been paid. Membership becomes effective upon receipt of a completed application and the appropriate fees by the Membership Secretary. NO POINTS WILL BE ACCRUED FOR RIBBONS WON BEFORE THE EFFECTIVE DATE OF MEMBERSHIP.
5. In cases of multiple ownership of a horse or pony, at least one owner of record must be an NJHSA member for points to accrue.
6. A transfer of ownership must be filed for a horse or pony that is already recorded with the NJHSA. Points will be awarded to the new owner only from the date the transfer fee and paperwork are received by the NJHSA.
7. Stables, Farms, or Corporations who wish to register their horses and ponies must be registered as members. In addition, an officer of the Stable, Farm, or Corporation must be a Senior Member.

8. For LEASED horses or ponies, the actual owner of the horse or pony must be an NJHSA member for points to accrue. (Exception: leases recorded with USEF per USEF GR1108 - A recorded horse must be shown under a lessee's ownership provided an official lease is registered with the Federation.)
9. **It is the exhibitor's responsibility to declare their trainer of record** on their membership application. Any change in trainer should be forwarded to the Point Secretary ([points@njhsa.org](mailto:points@njhsa.org)). Changes to trainer of record may be made up until the final closure of the year's points, usually in mid-December. The trainer information is used at year-end to determine Trainer of the Year, so it is important that this information is accurate.

## **Membership Fees**

### ***Annual Membership Fees***

Junior:	\$30
Senior:	\$35
Family: a maximum of five people sharing a common residence, must include at least one but not more than two Senior members	\$50

### ***One-Time Fees***

Life Membership	\$350
Farm/Stable/Corporation Recording	\$20
Horse/Pony Recording	\$10
Horse/Pony Transfer of Ownership	\$5

## **Important Notes for Members**

- Members found to have misrepresented themselves (i.e., rider's age, rider's level as maiden/novice/limit, horse/pony size or eligibility, etc.) will forfeit ALL points earned in the division. Thereafter, points will be awarded only in the correct divisions of eligibility.
- If any member is suspended by USEF, NJHSA will suspend their membership during the suspension period imposed by USEF, such that no NJHSA points will be accrued. Points will not be accrued by any horses or

ponies owned by suspended members or their farms, stables, or corporations. Any disciplinary action by USEF resulting in revocation and/or redistribution of points will also be observed by the NJHSA.

- Be certain to check horse show prize lists to determine whether NJHSA Points are carried and will be counted. Be certain a prize list is correct and states CURRENT specifications. NJHSA CLASSES AND DIVISIONS MUST BE LISTED CORRECTLY FOR POINTS TO COUNT.
- If a genuine error is made, the NJHSA Executive Board must be notified immediately, and the horse show management and exhibitors must follow the NJHSA Executive Board's decision on sanctioning the division, and any procedure for correction.

## VALIDITY OF POINTS

- NJHSA Rules and Specifications must be followed for points to count.
- THREE (3) entries must be awarded ribbons in each class for points to count. **EXCEPTION: Mini-Stirrup Equitation – see division specification for details.**
- A competitor must be awarded points at five (5) competitions during the year in any class or division to receive a High Score Award.
- A minimum of THREE (3) classes constitute a division. All three must run for Championship and Reserve Championship Bonus points to count. In Hunter divisions, the three classes must include an Under Saddle class. Additional classes may be added at the discretion of show management.
- The maximum number of classes which may be offered in a section is four if held on one day, five if held on more than one day, including the Under Saddle. A Classic may not count toward the total number of classes offered to create a division, and will not be awarded NJHSA High Score points.
- In Hunter divisions, the horse/pony MUST show in at least one "over fences" class for the under saddle points to count for that horse/pony. Otherwise, all individual classes earn points.
- If a division is offered, but one or more classes are not completed, points will be awarded in classes which are filled or completed. No Champion or Reserve bonus points will be awarded unless three classes (including an Under Saddle class in Hunter divisions) are filled and completed.

- Splitting of divisions is permitted as long as a minimum of three classes are held for each section.
- Points from USEF-rated classes/divisions (Children's Hunter, Adult Amateur Hunter, Child / Adult Jumpers, and Gold Medal when run concurrently with USEF or PHA Medal) will not be counted from Unrecognized shows. While Unrecognized (Schooling) shows are free to offer these sections and classes at their shows, NJHSA points will not be accrued from these shows.
- Points will not be counted from other shows run on the same date as the NJHSA Annual Horse Show.

### **Combination of Classes and Divisions**

The following classes and divisions may be combined if there are fewer than three (3) entries in either class or division:

- Short Stirrup Equitation & Beginner Rider Equitation
- Short Stirrup Hunter & Beginner Hunter (Section A)
- Low Children's Hunter & Low Adult Hunter
- Children's Hunter & Adult Amateur Hunter
- NJHSA Bronze Medal & NJPHA Children's Equitation
- Low Adult Medal & M&S 2'6" Child/Adult Medal
- Low Children's Equitation & Low Adult Equitation, where the Low Adult Equitation spec is the same as Low Children's Equitation Horse
- Adult Medal & M&S 3' Adult Medal, and M&S combined Child Medal
- NJHSA Gold Medal & NJPHA Gold Medal
- Schooling/Suitable Hunter with USHJA 2'6", 2'9", and 3' Hunters

Combination of hunter or jumper divisions with fences of different heights or combination with non-NJHSA divisions is discouraged and may affect the validity of points for those combined sections (ex: Schooling Hunter & Hopeful Hunter (non-NJHSA)). **Itty-Bitty Jumper may not be combined with any other Jumper class or division.**

### **Mid-Year Points Reconciliation**

The NJHSA Board has enacted a Mid-Year Points Reconciliation deadline. The date of this deadline is determined annually by the NJHSA Board, and is typically around June 15 for points accrued December 1 through May 31. After the mid-year deadline, points for the first half of the show year will be locked and cannot be changed. Any inquiries which are received by the inquiry deadline but cannot be reconciled by the cut-off date will be brought before the NJHSA board. In no case will any inquiry remain open for more than 30 days past the cut-off date.

### **NJHSA Point Value System**

Points will be awarded based on the following table:

<b>Ribbon Won</b>	<b>3-8 Entries</b>	<b>9-15 Entries</b>	<b>16-25 Entries</b>	<b>26+ Entries</b>
1 <sup>st</sup>	7	14	21	28
2 <sup>nd</sup>	5	10	15	20
3 <sup>rd</sup>	4	8	12	16
4 <sup>th</sup>	3	6	9	12
5 <sup>th</sup>	2	4	6	8
6 <sup>th</sup>	1	2	3	4

**Exception: Clear-Round Jumper classes – no points will be counted for clear-round classes. (Effective Dec. 1, 2017)**

#### ***Champion / Reserve Bonus Points***

Championship Bonus Points: 10 points

Reserve Championship Bonus Points: 5 points

Please note that points for Championship and Reserve Championship DO NOT change with the number of entries.

For Jumper Divisions, no Champion or Reserve bonus points are awarded. All points are on a per-class basis only.

No bonus points will be awarded for any performance-based Championship class (example: USEF HOTY Pleasure Championship class).



**Determining Champion and Reserve Titles**

If division show day championship and reserve championship are not reported in the results submitted by show management, they will be determined using the following points table (*USEF GR808.6*):

<b>Ribbon Won</b>	<b>Points Awarded</b>
1 <sup>st</sup>	10
2 <sup>nd</sup>	6
3 <sup>rd</sup>	4
4 <sup>th</sup>	2
5 <sup>th</sup>	1
6 <sup>th</sup>	1/2



## EQUITATION DIVISIONS

### Mini Stirrup Walk-Trot

This is not a High Score Division. An Achievement Award for this division will be given to every rider who accumulates a total of **400 points**. No year-end Champion or Reserve will be awarded, and no placement awards will be given to riders who do not reach the Achievement Award level. Once reaching a total of 400 points, a rider may continue to show in the Mini Stirrup Division, or may show in another division where eligible without losing his or her Achievement Award for the current year.

**If there are fewer than three (3) entries in a class, points will be counted on a reduced scale, as follows:**

- **1<sup>st</sup> = 5 points; 2<sup>nd</sup> = 3 points**
- **No bonus points for Champion or Reserve**

Riders are cautioned to be careful when advancing out of the Mini Stirrup division when interest is shown in other High Score Programs or Divisions, or in Finals-type horse shows.

Open to riders 10 years of age or under as of the current show year. Riders not to have shown at a canter or over fences 2' or higher at any horse show. Riders may not cross-enter into any other class or division at the same show where they are required to canter. *Once a rider canters or jumps 2' or higher at any horse show, that rider is no longer eligible for Mini Stirrup.*

The division must include at least three of the following classes:

- Walk-Trot Equitation
- Walk-Trot Pleasure
- Walk-Trot Figure Eight
- Cross-Rails - 4 cross-rails under 2'. Management is required to mark the judge's card and course description with the specifications of this class as "cantering is NOT required."

**PLEASE NOTE:** USEF requires that any exhibitor jumping a course is required to be a USEF member, even if the division is W/T only. To retain the USEF W/T membership exemption for Mini Stirrup riders, Show Managers at USEF competitions may wish to substitute ground poles or raised cavaletti, and note it as such in the prize list.

### **Short Stirrup Equitation**

*Perpetual Memorial Trophy donated by Liz McFadden in memory of "Coco-Lossal"*

Open to riders 12 years of age or under as of the current show year. Rider not to have shown over fences 2' or higher at any horse show. Riders may cross-enter into any other class or division where fences are under 2'. May only be combined with Beginner Rider Equitation.

- Walk-Trot - To be shown both ways of the ring.
- Walk-Trot-Canter - To be shown both ways of the ring, no more than 10 to canter at one time.
- Over Fences - To be shown over a minimum of 4 fences under 2'. May be crossrails.

### **Beginner Rider Equitation**

Open to riders of any age. Rider not to have shown over fences 2' or higher at any horse show. Riders may cross-enter into any other class or division where fences are under 2'. May only be combined with Short Stirrup Equitation. Classes should include:

- Walk-Trot - To be shown both ways of the ring.
- Walk-Trot-Canter - To be shown both ways of the ring, no more than 10 to canter at one time.
- Over Fences (minimum of 2 classes) - to be shown over a minimum of 4 fences at less than 2' in height. May be crossrails. Trotting anywhere on course not to be penalized.

**NOTE:** *Short Stirrup Equitation and Beginner Rider Equitation may be combined if there are fewer than three entries in either section.*

## **Low Children's (Pre-Children's) Equitation**

Open to junior riders who are still eligible as Limit Equitation riders. Riders may not cross-enter at the same show into the Children's Hunter, Pony Hunter or any class/division where fences exceed 2'9" (Exception: 3'0" Equitation). If the division is split a rider may show in only one section at that show. Division may also be called "Pre-Children's Equitation".

Classes must include:

- Flat Class (1) - To be shown at a walk, trot and canter both ways of the ring. No martingales.
- Over Fences (minimum of 2 classes) - To be shown over a minimum of 8 fences at 2'6" for horses, 2' for ponies.

**NOTE:** *Combination with 2'6" Low Adult Equitation is permitted (if such division is offered) if there are fewer than 3 entries in either section.*

***This division may be split into Horses and Ponies for year-end awards at the discretion of the NJHSA Board if participation warrants.***

## **Junior Bronze Medal**

A single class open to Junior Riders who have not won 6 first place ribbons in equitation over fences at 3' or higher, or won any equitation class at 3'6" or higher as of December 1st of the current show year. To be shown over at least 8 fences at 3' with one change of direction, and it is recommended to include at least one combination. Optional Tests 1-7.

**NOTE:** *Show Management is encouraged to combine the NJHSA Bronze Medal with NJPHA Children's Equitation.*

## **Mini Maclay**

A single class open to Junior Riders who have not won a first place in any equitation Medal Class where fences are 3'6" or higher prior to December 1st of the current show year. To be shown over a course of at least 8 fences 3' to 3'3" with or without wings, including a change of direction and at least one combination. A minimum of 12 riders, if available, to show on the flat. Flat

phase to count 50%. Judged on hands, seat, guidance and control of the horse. One rider per horse. Mount must stay the same throughout the phases.

**NOTE: May NOT be combined with any other equitation class.**

### **NJHSA Gold Medal**

A single class open to Junior Riders. To be shown over a course of at least 8 fences at 3'6", which includes at least one combination, an oxer and two changes of direction. One rider per horse. May be run concurrently with NJPHA Gold medal. Points will accrue only at USEF-recognized shows.

### **Low Adult Medal**

A single class open to Adult Amateur Riders that are not competing at the same show in any class with fences 3' or higher. To be shown over minimum of 8 fences at 2'6" with at least two changes of direction after the first fence. Two or more tests of the top four competitors are required. The same horse must be used in all phases. Only one rider per horse.

May be run concurrently with Marshall & Sterling 2'6" Adult Medal or M&S 2'6" Children's Medal. In the event that the NJHSA Low Adult Medal class is not properly noted in the prize list, the M&S 2'6" Adult Medal will be counted for NJHSA points.

### **Adult Medal**

Open to Adult Amateur Riders. To be shown over minimum of 8 fences at 3' including at least two changes of direction after the first fence. Two or more tests of the top four competitors are required. The same horse must be used in all phases. Only one rider per horse.

May be run concurrently with Marshall & Sterling 3' Adult Medal and/or M&S Children's Medal classes. In the event that the NJHSA Adult Medal class is not properly noted in the prize list, the M&S Adult Medal class will be counted for NJHSA points.



## HUNTER DIVISIONS

### Short Stirrup Hunter

Open to horses and ponies ridden by riders eligible for Short Stirrup Equitation. Manners and suitability to count. It is recommended that the classes be held in a ring and must include:

- Under Saddle (1) - To be shown at a walk, trot and canter both ways of the ring. No more than 10 to canter at one time. No martingales.
- Over Fences (minimum of 2 classes) - A minimum of 4 fences under 2'. Fences may be crossrails.

### Beginner Hunter

A single high score award will be given for Beginner Hunter. This division may be split into the sections described below. Each section may be offered as a stand-alone division, but will be counted toward a single high score award. Management is encouraged to split according to the sections below if there are three or more entries in each section.

**Section A:** Rider may not have shown in any class or division, at any horse show, where the fence height specifications are 2' or higher.

**Section B:** Horse or pony not to have shown in any class or division, at any horse show, where fence height specifications are 2' or higher.

Open to horses and ponies ridden by riders of any age. Fences at less than 2' in height. Manners and suitability to count. Riders in Section A Riders may cross-enter into any other class or division where fences are under 2'. It is recommended that the classes be held in a ring and must include:

- Under Saddle (1) - to be shown at a walk, trot, and canter both ways of the ring. No more than 10 to canter at one time. No martingales.
- Over Fences (minimum of 2 classes) - to be shown over a minimum of 4 fences at less than 2' in height. May be crossrails. Trotting anywhere on course not to be penalized.

**NOTE:** *Short Stirrup Hunter and Beginner Rider Hunter (Section A) may be combined if there are fewer than three (3) entries in either section.*

## **Low Children's (Pre-Children's) Hunter**

To be run according to USHJA Stirrup Cup specifications:

Open to exhibitors who have not yet reached their 18th birthday as of December 1 of the current competition year. Riders may not cross enter at the same competition into the Children's Hunter, Pony Hunter or any class/section where fences exceed 2'9" (Exception: 3'0" Equitation). Fence heights: 2'6" for horses, 2' for ponies. Division may also be called "Pre-Children's Hunter".

Classes must include:

- Under Saddle (1) - To be shown at the walk, trot and canter both ways of the ring. No martingales.
- Over Fences (minimum of 2 classes) - A hunter course of at least 8 fences. Ponies to jump 2', horses to jump 2'6"

**NOTE:** *Low Children's Hunter may be combined with Low Adult Hunter if there are fewer than 3 entrants in either section.*

***This division may be split into Horses and Ponies for year-end awards at the discretion of the NJHSA Board if participation warrants.***

## **Children's Hunter**

*Perpetual Memorial Trophy in memory of Lori Adamkiewicz, donated by the McDevitt Family. Awarded to the overall High Score Children's Hunter.*

*Separate High Score Awards will be given to the highest scoring Pony and the highest scoring Horse. Further splits by rider age for horses (14 & under, and 15-17) and ponies by size (Small/Medium, and Large) may be made if participation warrants.*

To be run according to current USHJA Zone 2 Specifications. To be shown by junior exhibitors. Fence heights to be:

- 2' for small and medium ponies
- 2'6" for large ponies
- 3' for horses

Spreads not to exceed fence heights. Please refer to current USJHA Zone 2 Specifications for cross-entry restrictions.

Points for this Division will accrue only at USEF-recognized shows.

**NOTE:** *Children's Hunter section may be combined with Adult Amateur Hunters if there are fewer than 3 entrants in either section, in accordance with USHJA Zone 2 specifications.*

### **Low Adult Hunter**

*Memorial Challenge Trophy in memory of Marilyn Haggerty Blohm.  
To be awarded to the Low Adult Hunter Champion at the NJHSA Horse show.*

To be run according to USHJA Stirrup Cup specifications:

Open to exhibitors who have reached their 18th birthday as of December 1 of the current competition year. Riders may not cross enter into any class or section at the same competition where fences exceed 2'9" (Exception: 3'0" Equitation). Height of Fences: 2'6"

Classes must include:

- Under Saddle (1) - To be shown at a walk, trot and canter both ways of the ring. No martingales.
- Over Fences (minimum of 2 classes) - To be shown over a hunter course of at least 8 fences at 2'6".

**NOTE:** *Low Adult Hunter may be combined with Low Children's Hunter if there are fewer than 3 entrants in either section.*

### **Adult Amateur Hunter**

*Perpetual Memorial Trophy donated by James Jones Lemmermann in memory of Grace Pratt Jones*

To be run in accordance with current USHJA Zone 2 Specifications. To be shown by riders who are no longer eligible to compete as Junior Exhibitors, in possession of current USEF Amateur Certification. Ponies may be shown by Adults, suitability to count. Fences not to exceed 3'; spreads not to exceed



fence height. Please refer to current USHJA Zone 2 Specifications for cross-entry restrictions. Division may be split according to age groups, 18-35 and Over 35, if entries warrant.

Points for this Division will accrue only at USEF-recognized shows.

**NOTE:** *If there is only one section of Adult Amateurs it may be combined with the Children's Hunter section.*

### **Schooling/Suitable Hunter**

Open to all. To be judged on performance and soundness with an emphasis on manners. May be run as two separate divisions (Schooling and Suitable), but will count for a single high-score section for year-end awards.

Classes must include:

- Under Saddle (1) - To be shown at a walk, trot and canter both ways othe ring. No martingales.
- Over Fences (minimum of 2 classes) - To be shown over a hunter course of at least 8 fences at 2'6" to 2'9" for Schooling Hunters, and 3' for Suitable Hunter.

**Schooling and Suitable Hunter divisions may be run concurrently with USHJA 2'6", 2'9" and 3' Hunter divisions.**

***This division may be split into separate Schooling and Suitable Hunter sections for year-end awards at the discretion of the NJHSA Board if participation warrants.***

## **Pleasure Horse or Pony**

*Perpetual Memorial Trophy in memory of James Jones Lemmermann, donated by his friends*

*Memorial Challenge Trophy donated by Lisa Mende Sensus in memory of "Goodbye Hollywood", presented to the Pleasure Division Champion at the NJHSA Annual Horse Show*

Open to all horses and ponies. To be shown in English tack at a walk, trot and canter both ways of the ring. To be judged with emphasis on manners and suitability as well as soundness and performance. Must back readily and stand quietly. No more than 8 to hand gallop at the same time. No martingales.

A minimum of three classes to be offered. Division may include Cross Country Pleasure that is to include at least one of the following tests:

- trot or canter over cavaletti
- trot or lead over small jumps
- back between two ground rails

The Pleasure Division may be split into horses and ponies as two separate sections if entries warrant.

**NOTE:** For USEF HOTY Pleasure classes, restricted classes will not be counted for NJHSA points (ex: Amateur, Junior, Ladies, Mares, Geldings). The USEF HOTY Pleasure Horse Championship class, if held, also will not count. Show Champion and Reserve to be determined by cumulative points only in accordance with NJHSA rules.



## JUMPER DIVISIONS

### General Rules:

- All jumper classes meeting the specifications below (except Classics and Clear-Round classes) will receive NJHSA Points regardless of the number of classes offered at the show.
- No NJHSA Champion or Reserve Champion Bonus points will be awarded in any Jumper Division.
- A Jumper Class need not be named exactly for points to count towards its respective High Score Award, as long as said class meets the height and spread requirements of the section (exception: Child/Adult Jumpers.)
- No points will be counted from clear-round classes.

### **Itty-Bitty Jumper (0.7m, 2'3")**

Open to all horses and ponies who, as a horse and rider combination, have not won a **lifetime** total of \$1000 in jumper classes as of December 1 of the current show year. **This division is intended for beginner or novice riders and green horses.**

All classes to be run concurrent with USEF tables. Fences 2'3" (0.7m) in height; no combinations permitted. **May not be combined with any other Jumper class or division.**

### **NJHSA Jumper 0.80m – 0.90m (2'7" – 2'11")**

Open to all horses and ponies. All classes to be run concurrent with USEF Tables. Fences set at 0.80 – 0.90m.

### **NJHSA Jumper 0.95 – 1.05m (3'1" – 3'5")**

Open to all horses and ponies. All classes to be conducted under USEF Tables. Fences set at 0.95 – 1.05m (3'1" – 3'5").

## **Children's / Adult Amateur Jumpers**

*Perpetual Memorial Trophy presented by E. J. Geiger in memory of  
"Clever Decision" to the overall high score Children's/Adult Amateur Jumper*

### ***Separate High Score Awards will be given for each section (Low and High)***

To be run in accordance with USHJA Zone 2 Specifications which are available at the show office or online at USHJA.org.

To be ridden by exhibitors who have not reached their 18th birthday by December 1 of the current competition year, or by Amateurs in accordance with GR 1306 and must show USEF Amateur Certification. Riders may not compete in any other class at the same competition where fences exceed 1.15m (3'9") except the USEF Talent Search Class. Horses may show at 1.40m (4'7") or below with another rider.

- Low Children's/Adult Amateur Jumper – Fences at 0.90m to 1.00m
- High Children's/Adult Amateur Jumper – Fences at 1.10m to 1.15m

Points for these Divisions will accrue only at USEF-recognized shows.



## Guidance for Show Management

The following rules must be followed for your show to carry NJHSA points, and for those points to be counted:

- **The fee for carrying NJHSA points is \$100 per show.** Shows running over multiple days need only pay a single \$100 fee. No credit will be given for classes cancelled or not filled. If an entire show is cancelled, Management may apply to the NJHSA for credit toward a future show. Payments must be made on-line; no checks will be accepted. On-line payment can be made at [http://www.njhisa.org/Show\\_Managers.html](http://www.njhisa.org/Show_Managers.html)
- **No points will be entered into the database until payment is received.**
- **Applications 14 days in advance of a show are appreciated.** If you run a series, you may submit a single application for the entire series. While we encourage you to pay in advance for the entire series, you may pay for your shows individually.
- **All points must be submitted via e-mail in either USEF format or as an export from ShowPro software.** A USEF-compliant Excel template is available from the Point Secretary and as a download from the NJHSA website. Points shall be submitted to [points@njhisa.org](mailto:points@njhisa.org).
- The NJHSA Point Secretary should be included on the mailing list (electronic or hard copy) for your shows.
- **Points submitted in any format requiring manual input by the Point Secretary will result in a \$50 fee being assessed to the show.** This fee must be paid before points will be entered.
- Results from the Show Secretary must be sent to the NJHSA Point Secretary within TEN (10) days of the date of the show. Points should be submitted by email to [points@njhisa.org](mailto:points@njhisa.org).
- **Please note that all NJHSA classes and divisions must meet minimum specifications or the points will not be counted.** Please be sure that your prize list publishes the correct specifications. **Points from non-conforming classes or divisions will not be counted regardless of the name of the class or division.** This includes combinations of divisions that are not specifically permitted under NJHSA rules.
- Splitting classes or divisions is permitted as long as a minimum of three classes are held for each section.

- Combining classes or divisions is not permitted except where specifically noted in the rules and/or division specifications.
- NJHSA Classes/Divisions should be identified as such in the body of the prize list. If any classes or divisions are marked in the prize list as recognized by the NJHSA the show will be expected to pay for such recognition.
- A copy of the NJHSA High Score Specifications should be made available to the exhibitors of the show on the day of the show.
- Any violation of the NJHSA High Score Awards Rules and Specifications will be considered the fault of the show management and NOT the NJHSA.

THE NJHSA BOARD RESERVES THE RIGHT TO MAKE FINAL DECISIONS RELATING TO THE INTERPRETATION AND ADJUDICATION OF THE HIGH SCORE RULES AND SPECIFICATIONS.

If you have any questions regarding these requirements, please contact the NJHSA Point Secretary at [points@njhsa.org](mailto:points@njhsa.org).

Please visit our website at [www.NJHSA.org](http://www.NJHSA.org) for downloadable forms, specs, and other valuable information.

