

American Vaulting Association 2012 RULE BOOK

The American Vaulting Association is a member of the United States Equestrian Federation.

**THE MOST CURRENT ON LINE VERSION OF THIS RULE
BOOK SUPERSEDES ALL PREVIOUS EDITIONS**

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~~The rules published remain in effect except as superseded by rule changes as published in *Equestrian Vaulting Magazine* or by subsequent editions of the Rule Book.~~

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(Rule Book amended 3/15/2012)

CONSTITUTION

The name of the corporation shall be the American Vaulting Association, Inc. (AVA).

MISSION

The mission of the AVA is to expand the recognition and accessibility of the sport of Equestrian Vaulting.

~~The mission of the AVA is to expand the recognition and accessibility of equestrian vaulting throughout the U.S.~~

PURPOSE

The purpose of the AVA shall be to provide the infrastructure to support and

expand the sport of equestrian vaulting. This shall include:

1. To promote interest in equestrian vaulting — the art of gymnastics/dance on the back of a moving horse.
2. To educate and inform members and the general public through a variety of print and electronic media.
3. To make and provide resources for study and training.
4. To sponsor clinics, forums and workshops for the training of vaulters, coaches, longeurs, horses and judges.
5. To establish rules for recognized competitions.
6. To license judges.
7. To oversee the management of the national championships.
8. To establish standards for achievement awards.
9. To maintain records of the sport for the use of its members.
10. To perform other educational and administrative functions to assist in the promotion and development of the sport.

BYLAWS

The By-laws are the rules adopted by the association chiefly for the governance of its members and the regulation of its affairs. By-laws must be approved by the members of the association and govern the general organization of the association. Bylaws include rules concerning categories of membership, election of directors, organization of the association, and amendment of existing Bylaws.

ARTICLE I — MEMBERSHIP (see Standing Rules, Section I, Membership for more information)

Section 1. There shall be three classes of membership: Club Membership, Individual Membership, and Family Membership. All membership, with the exception of Life Members (see Article I, Section 4.e, and Standing Rules Section I.B.2.g), must pay annual dues to the AVA in order to remain current. Life members shall pay a one-time fee to the AVA.

Section 2. The Board of Directors, or the Treasurer acting subject to the oversight of the Board of Directors, may revoke and/or may decline to accept annual dues of any Member of the AVA who does not conform to such regulations and requirements as shall from time to time be adopted by the Board of Directors.

Section 3. There are two categories of Club Membership: Regular and Affiliate.

- a. Regular Club Membership is for the registration of recognized

Clubs who have paid their annual dues and assessments. Club membership is essentially a group membership which includes individuals who participate in competitions, medals tests, and competition awards and has no vote as a Club, nor do its members as individuals, under this category. The AVA shall recognize, as member clubs, vaulting clubs which conform to such regulations and requirements as shall from time to time be adopted by the Board of Directors. All individual Club members, including all coaches and longeurs, must be Individual Members of the AVA, and shall pay annual dues to the AVA. This amount shall be collected by the Club manager and forwarded as of January 1 to the National Office Manager with a list of current members. Throughout the year, new members shall pay their dues at the time of joining a Club, at which time dues will be forwarded to the National Office Manager.

- b. Affiliate Membership is for organizations interested in recreational vaulting, who have paid their annual dues. Affiliate Membership is a group membership which includes vaulters under the age of 18 and has no vote as a club, nor do its members as individuals, under this category. Vaulters may not compete in AVA Recognized Competitions or receive AVA medals or awards.

Section 4. There are four categories of Individual Membership: Youth, Adult, Life, and Associate. Life members have the rights defined below based on their age. Individual members may register as members of a Club or as Independents. Individual Members who are members of a Registered Club must register as members of that Club (see Article I, Section 3.a.).

- a. Youth Membership is for individuals, including competitors, coaches and loungers, under 18 years of age. Youth Members have no vote. Youth Members in good standing shall be eligible to:
 - i. Compete in AVA Recognized Competitions
 - ii. Receive AVA medals, certificates and other awards
 - iii. Attend AVA sponsored educational clinics and seminars
 - iv. Attend all official AVA functions
- b. Adult Membership is for individuals, including competitors, coaches and loungers, 18 years of age or older. Age is based on age as of January 1 of the calendar year. Adult Members in good standing shall be eligible to:
 - i. Compete in AVA Recognized Competitions
 - ii. Receive AVA medals, certificates and other awards
 - iii. Attend AVA sponsored educational clinics and seminars
 - iv. Attend all official AVA functions
 - v. Vote in all AVA Elections
 - vi. Serve as members of the Board of Directors

- vii. Hold Office
- c. Life members are Individual Members who have paid the appropriate fee as established by the Board of Directors and who will be subject to no further dues during their lifetimes. Life members in good standing are eligible to the benefits defined in paragraph a. or b. consistent with the member's age as defined in Article I. Section 4.b.
- d. Associate membership is a special category established in order to promote membership and involvement in the association. Associate memberships may be listed and promoted under a variety of names as determined by the Executive Board from time to time in order to target particular interest groups. Associate memberships may not vote, compete, serve on the Board of Directors, or hold office in the Association. The Executive Board shall determine the benefits for Associate Members. (See Standing Rules I.B.3.)

Section 5. Family membership is a group membership which shall consist of three or more members of a single family who have paid their annual dues, with all the rights and privileges therein, as appropriate for the age of the members. Family Members 18 years of age or older are Adult Members; Family Members under the age of 18 are Youth Members. All Family members in good standing shall be entitled to:

- i. Compete in AVA Recognized Competitions
- ii. Receive AVA medals, certificates and other awards
- iii. Attend AVA sponsored educational clinics and seminars
- iv. Attend all official AVA functions

Each Adult Family Member shall be entitled to:

- v. One vote in all AVA Elections
- vi. Serve as members of the Board of Directors
- vii. Hold Office

ARTICLE II — REGIONS (See Standing Rules, Section V, Regions for more information)

Section 1. An AVA Region is a geographically defined area with its own internal financial and administrative structure and representation on the AVA Board of Directors. Internal structure of AVA Regions is in harmony with AVA Constitution and Bylaws.

Section 2. Regional boundaries shall be established by the Board of Directors based on geographical areas, not to exceed twelve (12) Regions.

Section 3. The Board of Directors shall periodically review the Region

boundaries and revise the boundaries, if necessary, to ensure they meet the needs of the association.

ARTICLE III — BOARD OF DIRECTORS (see Standing Rules, Section II, Vice Presidents for more information)

Section 1. The number of Directors shall not be less than fifteen (15) nor more than thirty-nine (39). At each official election, the number shall be determined by the Board of Directors, prior to the election. Directors of the Board and Officers shall be elected from the eligible Individual Members. Those nominees receiving the highest number of votes up to the number of Board vacancies will be elected to the Board on a mail ballot. Regional Supervisors, duly elected by the Region or approved by the Board of Directors, shall be ex-officio members of the Board of Directors. In addition, the founder and first President of the American Vaulting Association shall be a lifetime voting Director with the title of “President Emeritus”.

Section 2. Directors shall serve two-year terms, beginning at the first Board of Directors meeting following the election. One half of the directors shall be elected each year, to insure a rotating Board as well as continuity.

Section 3. Board members shall miss no more than one (1) meeting per term. Board members who miss more than one meeting are automatically excused from the board unless said board member submits a written appeal to the Executive Board within 14 days of the second missed meeting, and the appeal is granted by the Executive Board. Excused board members are not eligible to be re-nominated for the next two (2) years. The Executive Board, by majority vote, may replace said board member at its discretion.

Section 4. At all meetings of the Board of Directors, one-third of its members shall constitute a quorum. Directors shall, in case of absence from the meeting, wherever possible, communicate their positions in writing on the basis of the advanced agenda. [1] Regardless of the number of positions held by any individual serving on the Board (i.e. Board Member and Regional Supervisor; Board Member and Officer) no individual will be counted more than once toward the quorum and no individual has more than one vote on the Board of Directors.

Section 5. The Board of Directors shall manage the affairs of the Association and may authorize or review contracts to be made by officers of the Association. Directors shall approve an annual budget. Directors shall establish an-

nual membership dues by three-quarter vote of all directors. The Directors shall be charged with the responsibility of fulfilling to the greatest extent possible the purposes of this Association.

Section 6. The Board of Directors shall encourage and maintain open communication with the members in matters concerning the Association. The Board shall consult the members on any matters which, in its judgment, require the action of the general membership. The Board is subject to the orders of the Association, and none of its acts shall conflict with actions taken by the Association.

Section 7. Violations of rules will be dealt with on an individual basis, and the Board of Directors reserves the right to impose fines, probations, suspensions or censures after mutual attempts have been made at an equitable solution.

Section 8. The final contract between the National Office Manager and the AVA shall be approved by the Executive Board.

ARTICLE IV — OFFICERS (see Standing Rules, Section II, Vice Presidents for more information)

~~**Section 1. Elected Officers.** The elected officers of the Association shall be President, Executive Vice President, General Secretary, Treasurer and such Vice Presidents and other officers as may from time to time be determined by the Board of Directors. Members must have completed one full term as a member of the Board of Directors in order to be eligible to be nominated for and run for an Officer position. These officers shall be elected biennially by simple majority vote of the Membership at each appropriate general election of the Association. The elected officers shall be members of the Board of Directors. The officers shall hold office during the ensuing two years, until their successors are installed at the first Board of Directors meeting following the election. The President and General Secretary shall be elected in even numbered years; the Executive Vice President and Treasurer shall be elected in odd numbered years.~~

Section 1. Elected Officers. The elected officers of the Association shall be President, Executive Vice President, General Secretary, Treasurer and such Vice Presidents and other officers as may from time to time be determined by the Board of Directors. These officers shall be elected biennially by simple majority vote of the Membership at each appropriate general election of the Association. The elected officers shall be members of the Board of Di-

rectors. The officers shall hold office during the ensuing two years, until their successors are installed at the first Board of Directors meeting following the election. The President and General Secretary shall be elected in even numbered years; the Executive Vice President and Treasurer shall be elected in odd numbered years.

In order to be nominated and run for an Officer position, members must meet the following prerequisites:

- a. President, Executive Vice President, Treasurer – Must have completed one full term as a member of the Board of Directors.
- b. General Secretary and Vice Presidents – ~~Must of~~ Must have attended^[2] at least one board meeting and served successfully on one National level committee.
- c. Notwithstanding the prerequisites identified in Section 1. b., the Nominating Committee, with the consent of a majority of the Board of Directors as documented through a mail/e-mail vote, may submit nominees for Vice President or General Secretary who fail to meet the prerequisites.

Section 2. Executive Board. The Executive Board shall consist of the President, Executive Vice President, General Secretary, Treasurer and such Vice Presidents and other officers as may from time to time be determined by the Board of Directors. The immediate Past-President and Technical Advisor shall serve in an advisory capacity to the Executive Board. The Executive Board shall have the power to transact all business of the Association between meetings of the Board of Directors and to make contracts in the name of or on behalf of the AVA. Contracts may only be entered into by direction of the Executive Board. One-half of the voting members shall constitute a quorum.

Section 3. President. The President shall be the chief executive officer of the Association.

- a. The President, with the Executive Vice President or General Secretary, shall sign all contracts and obligations of the Association and perform such other duties as may be assigned to him by the Board of Directors.
- b. The President shall appoint all committee chairmen with the approval of the Executive Board. He shall be ex-officio member of all committees except the Nominating and Ballot Committees.
- c. The President may, at any time, call a meeting of the Board of Directors and must do so at the request of eight (8) Directors, notice of such meeting to be given at least three (3) weeks prior to the meet-

ing date.

- d. The President, with the approval of the Executive Board, may fill by appointment any vacancies in Officer positions that occur during a term. The appointee shall serve until the next general election of the Association at which time the vacancy will be filled by election to serve the balance of the unexpired term.
- e. The President, after consultation with the affected Region, may fill by appointment any vacancies in Regional Supervisor positions that occur during a term. The appointee shall serve until the next general election of the Association at which time the vacancy will be filled by election to serve the balance of the unexpired term.

Section 4. Executive Vice President. The Executive Vice President shall provide oversight of and guidance to the National Office; shall assure that duties of and assignments to the National Office are completed within the defined standards of performance and shall assist with resolution of problems involving the National Office. In the absence of the President, the Executive Vice President shall exercise any power or duty of the President. In case of the resignation, removal or death of the President, the Executive Vice President automatically becomes President until the next regular election of officers.

Section 5. General Secretary. The General Secretary shall give notice to the members of the Board of Directors of all meetings; shall send out, in advance, the agendas prepared by the President to the Directors, Executive Board and others concerned at least ten (10) days prior to the meeting date. He shall take minutes of the meetings; shall distribute immediately following a summary of the minutes to the Board of Directors, Executive Board and others concerned; and shall attend to other matters pertaining to meeting procedures as directed by the President and attend to all Presidential correspondence of the Association. He shall oversee the Nominations and Ballot Committees and shall perform such other duties as may be assigned him by the President.

Section 6. The Treasurer. The Treasurer shall keep an accurate record of the receipts and disbursements authorized by the Board of Directors; shall prepare an Annual Budget; shall present a statement of account at every meeting of the Board of Directors; and shall have the account ready and available for inspection upon request of the Board. The books of the Association shall be inspected annually by a person(s) appointed by the Board of Directors.

Section 7. The Technical Advisor. The President, with approval of the Board of Directors, shall appoint a Technical Advisor. The Technical Advisor shall be appointed annually. The Technical Advisor shall act in an advi-

sory capacity to the Association and to the Executive Board. He shall advise the Association in matters of correct procedures, rules and technicalities concerning the sport and shall concern himself with what is going on in the sport in other parts of the world. He shall guide the membership toward the goals and purposes of the Society. The Technical Advisor does not have a vote on either the Executive Board or the Board of Directors except as elected as a Director or Officer.

Section 8. The President, Executive Vice President, Treasurer and/or National Office Manager shall have the authority to sign checks of the Association in amounts not to exceed the budgeted amounts approved by the Board of Directors.

Section 9. Any officer may resign by written resignation to take effect upon acceptance by the Board of Directors. The Board of Directors may remove, by not less than a majority of the full membership of the Board of Directors, any officer.

Section 10. Members shall, in case of absence at a meeting, wherever possible, communicate their positions in writing on the basis of the advanced agenda.

ARTICLE V — COMMITTEES (see Standing Rules, Section III, Committees for more information)

Section 1. There shall be such standing and temporary committees as are deemed necessary to carry on the work of the Association.

Section 2. Standing committees must include:

- a. **Nominations Committee** - The Board of Directors shall appoint a Nominations Committee. The Nominations Committee Chairperson shall be the immediate Past President. If the immediate Past President is unable or unwilling to serve, the President shall appoint a chair. The Nominations Committee shall consist of members from at least three regions and will include two directors (but not the President) whose terms do not terminate in the current year, and two eligible Individual Members in good standing who are not directors. The Nominations Committee and the Nominations Committee Chairperson shall be ratified by the General Membership at the Annual Meeting.
- b. **Ballot Committee** - A Ballot Committee of three members plus two (2) alternates of eligible Individual Members who are not

members of the Board of Directors or Nominations Committee shall be appointed by the President and approved by the Executive Board to count the ballots. No more than two (2) members of this committee (including alternates) may be members of the same Region and no two (2) members may be affiliated with the same Club. No one shall serve on the Ballot Committee for two (2) consecutive years.

- c. **Grievance Committee** - A Grievance Committee, composed of five (5) Individual Members, will be elected each year at the Annual Meeting of the Membership. No member of the Executive Board may serve on this Committee. Any given club may be represented by only one (1) member on this Committee. This Committee shall elect a chairman from its members.

Section 3. Temporary and Other Committees:

- a. All other committees shall be established by the President. All committees are subject to the orders of the Board of Directors, and none of their acts shall conflict with actions taken by the Board of Directors.
- b. Committee Chairmen are appointed by and serve at the pleasure of the President, with the approval of the Executive Board.

ARTICLE VI – CONFLICT OF INTEREST AND DUALITY OF INTEREST

Section 1. Generally. If any officer, Director or member of any other committee has a financial interest in any contract or transaction involving the Association, such individual shall not participate in the evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other officers, Directors, or other committee members, but he or she shall be counted in determining the quorum for the meeting relating to the matter. If such disclosure is made, the contracts or transaction shall not be voidable if the officers, Directors, or committee members in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested officers, Directors, or committee members and the contract or transaction is fair to the Association at the time it is authorized.

Section 2. Duality of Interest. Any duality of interest on the part of any Director shall be disclosed to the Board of Directors, and made a matter of record through an annual procedure and also when the inter-

est becomes a matter of Board action. Any Director having a duality of interest shall not vote or use his or her personal influence on the matter, but he or she shall be counted in determining the quorum for the meeting relating to the matter for which the duality exists. The minutes of the meeting shall reflect that a disclosure was made, the Director abstained from voting, and a quorum was present with the inclusion of the affected Director. Any new Director will be advised of this policy upon entering the duties of his or her office.

Section 3. Conflict of Interest Policy. The Board of Directors shall adopt a Conflict of Interest Policy including minimizing conflict of interest situations regarding the selection of athletes, horses, coaches, trainers, managers, administrators, veterinarians, officials and others for competitions. All Officers, Board members, Committee members, staff, and other volunteers as determined by the Board of Directors shall be required to sign the policy before taking office or assuming their duties.

ARTICLE VII — ELECTIONS AND VOTING (Refer to Standing Rules: Section IV, Nominations and Elections for further election guidelines)

Section 1. Adult Members in good standing shall be entitled to one vote.

Section 2. Voting method for Directors, Officers and Regional Supervisors may be determined or changed by the Board of Directors at the Annual Meeting each year, provided that the method selected does not jeopardize voting anonymity, the ability for members to vote from their home, and provides a written record of results. The default method shall be by electronic votes submitted through an on-line election using a web interface with a mail ballot option. Members must submit their election for a mail ballot to the National Office as part of their member profile during registration. If a member wishes to change their ballot option, requests to change the member profile relating to ballot option must be submitted no later than May 1.

Section 3. Nomination of the Board of Directors, Officers and Regional Supervisors:

- a. At the appropriate time, the General Secretary shall notify the membership that nominations are open.
- b. The Nominations Committee shall present a sufficient number of Director and Officer nominees to meet the required number as de-

terminated by the Board of Directors. The Committee shall also present a slate of Regional Supervisor candidates in all eligible Regions for all odd-year elections. The Committee shall receive nominations from the membership and shall, when necessary, nominate individuals for office.

- c. The Nominations Committee Chairperson shall mail questionnaires to all nominated candidates to be returned to the Nominations Committee Chairperson in order to be eligible for election.
- d. In all cases, consent of the nominee must be obtained prior to election.

Section 4. Election Procedures:

- a. The National Office Manager shall prepare the ballot of Nominees as provided by the Nominations Committee. Mail ballots shall be affixed with the Corporate Seal. The National Office Manager shall distribute the ballot as provided for in the Standing Rules, Section IV. B.
- b. Returned ballots shall remain sealed until delivered to the Ballot Committee. The Committee shall, in the witness of each other, open and count the ballots during the National Championships. The result of their counting shall be the election results. The ballots shall then all be sealed into an envelope. The outside of the envelope shall carry the date and official results of the election, as well as the signatures of the Committee Members. The envelope shall be placed in a file with the National Office. Ballots may be destroyed after the first Annual Meeting of the Membership following the election.
- c. Any ballot received after the closing date shall be discarded.

ARTICLE VIII — MEETINGS (see Standing Rules, Section VI, Meetings for more information)

Section 1. There shall be one Annual Meeting of the Association in each year in such month and on such day, time and place as the Executive Board may designate. The business at annual meetings shall include, at least, the Report of the Treasurer, Reports of the Board of Directors and of Committees, appointment of the Nominating Committee and appointment of the Grievance Committee.

Section 2. The President shall have the power to call a meeting of the Association at any time, and must call a meeting when requested in writing to do so by any eight (8) members of the Board of Directors or by two-thirds of the eligible Individual members of the Association. Written notice of such meeting must be given to all members at least three (3) weeks prior to the

meeting.

ARTICLE ~~IX~~ VIII — NATIONAL OFFICE

Section 1. A National Office Manager shall maintain permanent files of the Association, prepare and mail the ballots for all official elections, attend to member and outside correspondence, maintain all membership and other records, pay bills, issue and co-sign checks, attend to bookkeeping tasks of the Association, be custodian of the Seal of the Association, and attend to any other administrative tasks as directed by the Board of Directors.

ARTICLE IX — SEAL

Section 1. The Seal of the Association shall be in the form of a circle and shall bear the name of the Association, the name of the State in which it was incorporated, the year of its incorporation and the words “Corporate Seal”.

ARTICLE XI — AMENDMENTS

Section 1. This Constitution and Bylaws may be added to, altered or amended by a favorable vote of not less than two-thirds of the responding eligible Individual Members at a General Meeting of the Association or by mail.

Section 2. At any meeting of the Board of Directors at which a quorum is present, or at a General Meeting of the Membership, the Standing Rules of the Association may be added to, suspended, modified or rescinded by a majority vote, only after prior written notice is provided by way of identification in the meeting agenda or a special notice to Board members at least three (3) weeks in advance. A majority vote by mail of the Board of Directors is acceptable.

ARTICLE XII — DISSOLUTION

Section 1. If at any time the Association dissolves, any funds remaining in the treasury shall be distributed directly to the United States Pony Clubs, Inc.

ARTICLE XIII — PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern meetings of the Association when not in conflict with these Bylaws. *Robert's Rules of Order Revised* may be used as a guide to conducting the business of the Association for situations that are not specifically addressed by the By-Laws and Standing Rules.

STANDING RULES

The Standing Rules are the rules and standards for the conduct of the business of the Association. Standing rules are approved by the Board of Directors. *Robert's Rules of Order Revised* shall be used as a guide to conducting the business of the Association for situations that are not specifically addressed by the Bylaws and Standing Rules.

SECTION I - MEMBERSHIP

A. General Information

1. Yearly memberships are valid January 1 through December 31 of each year.
2. Memberships paid between October 1 and December 31 of any year are valid through December 31 of the following year. Voting privileges become effective January 1 of the membership year.
3. Memberships must be renewed by January 1 of each year in order to remain current.
4. Checks for the proper fees must be made payable to AVA and mailed to the National Office Manager, along with a completed official AVA Membership Registration Form in order to be valid.
5. All fees must be paid in U.S. funds.
6. Any checks payable to the AVA or any agent acting on behalf of the AVA refused by the bank will be subject to a \$50.00 handling fee. In the event of two (2) consecutive refused checks, payment will be required by Certified Check or Money Order for a period of eighteen (18) months.
7. Any membership which has outstanding debts (including bad checks) to the AVA, any AVA official or the management of any AVA Recognized Competition or event will be notified in writing that they have 21 days to clear all debts.
8. A membership will be declared "not in good standing" if the club or member fails to clear all debts within the allotted time or a club fails to submit the required Safety Report.
9. Memberships declared not in good standing will be notified in writing that they have been removed from the list of Registered Clubs or Members, as appropriate. In order to be reinstated as a Registered Club in good standing all delinquencies must be cleared and a reinstatement fee of \$50.00 is required.
10. For an Individual Member to transfer membership from one club to another during a year in which dues are paid, a \$10.00 Membership Transfer Fee is required, accompanied by a completed official AVA

Membership Registration Form for each vaulter. Fee and form must be received by the National Office Manager before the transfer is valid.

11. Any individual who transfers Club membership after the close of entries of any AVA Recognized Competition in which he is already entered may not vault in any team event for his new club at that particular Recognized Competition(s).

B. AVA Membership Assessments and Benefits

1. Club Memberships - Regular Clubs in good standing:

a. **Regular Clubs** must complete a Club Registration packet each year. Packets are available from the National Office Manager. Regular Clubs shall pay an annual registration fee of \$65.00, if registration and payment is received or postmarked before January 1st. The registration fee for clubs registering on January 1st or later shall be \$75.00. Registrations will be returned if any information or fees are incorrect. Any number of individual vaulters may register with a club. Individual club members shall pay the appropriate dues as defined by their membership category. An Individual Member who vaults with a Club must be listed as a vaulter with that Club on his current membership form, on file with the AVA National Office Manager. All coaches, vaulters and longeurs 18 years of age and older must be Adult Members. Age is defined by age on February 1.

- i. May compete in AVA Recognized competitions as a Club.
- ii. Receive one subscription to *Equestrian Vaulting Magazine*.
- iii. Receive one printed copy of the *AVA Rule Book*.
- iv. Receive one printed copy of the *AVA Membership Directory*.
- v. Have access the AVA members-only section of the website.
- vi. Receive all *AVA Blasts*.
- vii. Have access to AVA Forums.
- viii. Receive members-only pricing on all AVA publications and merchandise.

ix. First year clubs: receive one copy of *Camps & Clubs Manual*.

b. **Affiliate Clubs** must complete an Club Registration Form each year. Forms are available from the National Office Manager.

Vaulters, coaches and longeurs need not be AVA members. Affiliate Clubs shall pay annual dues of \$35.00.

- i. Receive one subscription of *Equestrian Vaulting Magazine*.
- ii. First year clubs: receive one copy of the *Camps & Clubs Manual*.
- iii. May not compete at AVA Recognized Competitions as a Team.
- iv. May not take any Medal Exams.
- v. Individual Members of an Affiliate Club who are regular Indi-

vidual Members may compete at AVA Recognized competitions and represent their Affiliate Club.

- vi. Affiliate Club Members may earn the Horsemanship Badge.
- vii. Have access the AVA members-only section of the website.
- viii. Receive all *AVA Blasts*.
- ix. Have access to AVA Forums
- x. Receive members-only pricing on all AVA publications and merchandise.
- xi. An Affiliate Club Membership may be changed to a Regular Club Membership at any time by paying the difference between the Affiliate Membership fee and the Regular Club fee. One free *AVA Rule Book* will be included. All vaulters, coaches and longeurs must then become members of the AVA.

2. Individual Memberships:

- a. **Individual Members** (Youth and Adult) registering as a member of a Registered Club may do so only when that Club's dues are currently paid. The official AVA Membership Form, listing name, address, birth date and sex of each individual (new or renewal registration) must be sent to the National Office Manager along with the proper fees by the Registered Club Management, in order to be valid. Registrations will be returned if any information is incomplete or if the fees are incorrect.
- b. **Individual Members** registering as Independents (Youth, Adult and Life) must complete an AVA Member Registration Form for each Individual Member (new or renewal registration) and submit it to the National Office Manager along with the proper fees in order to be valid. Registrations will be returned if the Member Form is incomplete or the fees are incorrect.
- c. **Youth Members** must be less than 18 years of age. Youth Members shall pay annual dues of \$50.00. Youth Members in good standing shall be eligible to:
 - i. May compete in AVA Recognized competitions.
 - ii. May take AVA Medal Tests.
 - iii. Receive a subscription to *Equestrian Vaulting Magazine*.
 - iv. Receive one printed copy of the *AVA Rule Book*.
 - v. Receive one printed copy of the *AVA Membership Directory*.
 - vi. Have access the AVA members-only section of the website.
 - vii. Receive all *AVA Blasts*.
 - viii. Have access to *AVA Forums*.
 - ix. Receive members-only pricing on all AVA publications and merchandise.
- d. **Adult Members** must be 18 years of age or older. Adult Members shall pay annual dues of \$50.00. Adult Members in good standing shall be eligible to:

- i. May compete in AVA Recognized competitions.
 - ii. May take AVA Medal Tests.
 - iii. Receive a subscription to *Equestrian Vaulting Magazine*.
 - iv. Receive one printed copy of the *AVA Rule Book*.
 - v. Receive one printed copy of the *AVA Membership Directory*.
 - vi. Have access the AVA members-only section of the website.
 - vii. Receive all *AVA Blasts*.
 - viii. Have access to *AVA Forums*.
 - ix. Receive members-only pricing on all AVA publications and merchandise.
 - x. May vote in all AVA elections.
 - xi. May serve as a member of the AVA Board of Directors
 - xii. May hold Office.
- e. **Life Members** shall pay a one-time fee of \$750. Life Members in good standing shall be eligible to:
- i. May compete in AVA Recognized competitions.
 - ii. May take AVA Medal Tests.
 - iii. Receive a subscription to *Equestrian Vaulting Magazine*.
 - iv. Receive one printed copy of the *AVA Rule Book*.
 - v. Receive one printed copy of the *AVA Membership Directory*.
 - vi. Have access the AVA members-only section of the website.
 - vii. Receive all *AVA Blasts*.
 - viii. Have access to *AVA Forums*.
 - ix. Receive members-only pricing on all AVA publications and merchandise.
 - x. Adult Life Members may vote in all AVA elections.
 - xi. Adult Life Members may serve as a member of the AVA Board.
 - xii. Adult Life Members may hold Office.
 - xiii. Receive special recognition in *Equestrian Vaulting Magazine*.
 - xiv. Receive an AVA “Lifetime Member” plaque.
 - xv. Receive special recognition at AVA functions.
 - xvi. Receive special recognition on the AVA website.
 - xvii. Sponsorship of one AVA National Championships event for the first year of Life membership (event manager’s choice).
3. **Associate Members** shall pay an annual fee of ~~\$25~~ **\$35**. Associate Members in good standing shall be eligible to:
- i. Receive designated issues of *Equestrian Vaulting Magazine* as determined by the Executive Board;
 - ii. Attend all AVA functions including the Annual Meeting, educational clinics and seminars.
 - iii. Access the AVA members-only section of the website.
 - iv. Receive all *AVA Blasts*.
 - v. Have access to AVA Forums.

- vi. Receive members-only pricing on all AVA publications and merchandise.
4. **Family Membership:** Family Memberships must complete an AVA Member Registration Form for each Individual Member (new or renewal registration) and submit it to the National Office Manager along with the proper fees in order to be valid. Registrations will be returned if the Member Form is incomplete or the fees are incorrect. A Family Member who vaults with a Club must be listed as a vaulter with that Club, on his current membership form, on file with the AVA National Office Manager. All Rules relating to an Individual Membership apply to Family Memberships. All Family Memberships shall pay annual dues of \$125.00. Family Memberships in good standing shall:
- i. May compete in AVA Recognized competitions.
 - ii. May take AVA Medal Tests.
 - iii. Receive a subscription to *Equestrian Vaulting Magazine*.
 - iv. Receive one printed copy of the *AVA Rule Book*.
 - v. Receive one printed copy of the *AVA Membership Directory*.
 - vi. Have access the AVA members-only section of the website.
 - vii. Receive all *AVA Blasts*.
 - viii. Have access to *AVA Forums*.
 - ix. Receive members-only pricing on all AVA publications and merchandise.
 - x. Adult Family members may vote in all AVA elections.
 - xi. Adult Family members may serve as a member of the AVA Board of Directors
 - xii. Adult Family members may hold Office.

SECTION II - VICE-PRESIDENTS

A. Vice President Membership: Shall represent and serve as liaison between Regional Supervisors and all categories of AVA membership and the AVA Board of Directors; shall identify and implement needed member services and strategies for recruitment and retention of members; shall assist members with resolution of problems; and shall be responsible for overseeing the planning of the Annual Membership Meeting.

B. Vice President Competitions: Shall be responsible for overall management of the National Championships, and work with AVA regions to encourage and facilitate vaulting competitions at all levels, coordinate policy and procedures for vaulting competitions, and serve as liaison regarding competition issues with the AVA Board of Directors. Shall oversee the National Championship Committee; sign contracts and arrange payments as necessary

to guarantee site availability and competition services; develop and maintain a budget for the National Championships; and investigate sites for future National Championships. Shall develop materials for and provide assistance to new competition management. Shall act as a liaison between competition management, the Comp Web developer, the HOTY Awards Department and USEF Competitions Department and USEF Vaulting Committees.

C. Vice President Development: Shall oversee activities of the Association involving Publicity, Promotions, Fund Development and Sponsorships; shall identify and distribute information for inclusion in non-AVA publications; shall arrange for AVA marketing events, demonstrations and trade shows featuring the AVA and its resources; shall authorize the distribution of press releases and photographs to local, state and national publications; shall work in connection with local and regional AVA officials to secure sponsors for the Association and events such as the National Championships and International Events; and shall oversee AVA coordinated demonstrations.

D. Vice President Education: Shall oversee the identification and targeting of the educational needs of the AVA's membership; shall develop and oversee educational committees created for specific educational publications, programs, events, or projects; shall facilitate the communication and dissemination of educational information to the membership.

E. These officers shall hold office during the ensuing two years, until their successors are installed at the first Board of Directors meeting following the election. The Vice President Membership and Vice President Development shall be elected in even numbered years; the Vice President Competitions and Vice President Education shall be elected in odd numbered years.

SECTION III - COMMITTEES — GENERAL RULES

A. Committee Chairmen shall annually prepare a Charter for approval by the Executive Board. The Charter shall address the following: Mission, committee membership criteria, the scope of responsibility of the committee, the authority to act on its work or to make recommendations to the Board of Directors or the Executive Board, and annual priorities. The Charter shall be prepared in the format provided by the National Office.

B. Committee Chairmen shall submit an end-of-the-year report in December to the General Secretary for the Board of Directors.

C. Committee Chairmen shall submit a budget request form for the up-

coming year to the Treasurer in March/April.

D. Committee Chairmen shall submit at least one Committee Report per year to *Equestrian Vaulting Magazine*.

E Expenditures for special projects, which have not been previously budgeted for nor approved by the Board, must be approved by the Executive Board.

F. Only Committee Chairmen may submit requests for reimbursement. All requests must be itemized on the appropriate reimbursement form and accompanied by receipts.

G. Nothing may be sent out as an AVA publication, survey, statistical poll, questionnaire, pamphlet, manual or book without prior approval of the Executive Board.

SECTION IV - NOMINATIONS AND ELECTIONS

A. Nominations

1. The Nominations Committee shall solicit nominations from each Region through the Regional Supervisors for the Executive Board and the Board of Directors, not necessarily from their particular Region. The slate of nominees for each officer position and each Director position will be accepted by the Nominations Committee, as well as any nominations from the Membership at large.
2. The General Secretary shall issue a call for nominations to the general membership by placing a notice in the information packet at the Annual Meeting of the Membership and through any membership-wide official communications of the Association, such as *Equestrian Vaulting Magazine* and AVA Blasts, no later than March 31 of each year.
3. Nominations shall close April 30.
4. Nominee acceptance of nomination and questionnaires shall be returned to the Nominations Committee Chairperson by May 21. Nominees who fail to return the acceptance notice shall not be included on the ballot.

B. Elections

1. The National Office Manager shall send a notice containing voting instructions, registration code and commencement date of the election, to all Individual Members, at least four (4) weeks (28 days) prior to the start of the National Championships, and the closing date for voting through an electronic ballot shall be one (1)

- week before the National Championships. Notice shall be sent by e-mail to the e-mail address of record with the AVA National Office.
2. Ballots for Individual Members who elect to submit their Ballot via the mail, shall be mailed by the National Office at least four (4) weeks (28 days) prior to the start of the National Championships. A return envelope shall be provided with each ballot and any ballots not returned in said envelope shall be declared void. Ballots must be received by the National Office at least one (1) week before the National Championships.
 3. Ballots shall be counted at the National Championships. The results shall be reported to the General Secretary within 24 hours of counting.
 4. The General Secretary shall announce the election results in written or verbal form at the National Championships and by mail to all Board Members and candidates by August 31.

SECTION V - REGIONS

A. The Vice President Membership shall oversee AVA Regions, Regional Supervisors and Regional Resource Persons.

B. An Individual Member's Region shall be determined by the Region of the Club with which they are registered. An Individual Member who is registered as an Independent will be a member of the Region in which they reside.

[3]

C. In order to apply to become an AVA Region, an area must have a minimum of three (3) Registered Clubs and nine (9) Individual Adult Members for a period of two (2) consecutive years.

D. Region Application Forms are available through the Vice President Membership. Completed forms must be submitted to the Vice President Membership for approval by the Executive Board and the Board of Directors.

E. Regions may be registered as subordinate organizations under the Associations 501 c 3 status with the Internal Revenue Service by completing the appropriate paperwork with the AVA National Office.

F. Once regional status is approved, a Regional Supervisor shall be appointed for the new Region by the AVA President, with the approval of the Board of Directors.

G. The appointed Regional Supervisor becomes an ex-officio member of

the Board of Directors.

H. After one (1) year of existence as an AVA Region, and once there are fifteen (15) Individual Adult Members and three (3) Registered Clubs in the AVA Region, the position of Regional Supervisor becomes an elected office of two (2) years. This election shall take place at the next scheduled election of Regional Supervisors. This position is to be nominated and voted on by all eligible Individual Adult Members in the given Region.

I. The newly elected Regional Supervisor then becomes an ex-officio member of the Board of Directors in place of the previously appointed Regional Supervisor.

J. The Regional Supervisor's responsibilities are to function as a liaison between the AVA and his Region, to interpret AVA standards, and to support area growth. He is required to report any changes in administrative structure of the Region to the Vice President Membership.

K. The internal structure of each Region (administrative, financial, competitions, etc.) shall be determined by the particular needs of that Region in accordance with existing AVA standards.

L. If an approved Region's AVA membership drops below three (3) Registered Clubs AND fifteen (15) Individual Adult Members for more than two (2) years, the Region loses its right to an elected Regional Supervisor, and the AVA President shall again appoint a Regional Supervisor.

M. If an approved Region's AVA membership drops below three (3) Registered Clubs for more than two (2) years, the Clubs in that Region shall be returned to the General Club status.

N. If an approved Region's AVA Individual Adult Membership level drops below nine (9) Individual Adult Members for more than two (2) years, the Region's Individual Members shall be returned to General Membership status.

O. The AVA assumes no financial responsibility for Regions.

P. The responsibility of organizing and selecting Resource People will fall under the jurisdiction of the Vice President Membership.

Q. All Regional Supervisors are required to attend at least one AVA Board of Directors Meeting, preferably the AVA Annual Meeting, per calendar year. Failure to fulfill this obligation will result in appointment of a new Regional Supervisor by the AVA Executive Board with approval of the

AVA Board of Directors for the duration of the unexpired terms.

SECTION VI - MEETINGS

A. Any duly called meeting of the Board of Directors or the Executive Board, regardless of format (including teleconferencing and other technology based business communications), and attended by the required quorum shall be an official meeting of the body. All actions taken shall be considered official actions and all requirements for meetings as further defined in this section shall be met.

B. Open Meetings

1. All Board of Director and Executive Board meetings shall be open. Open meetings are defined as the opportunity for non-Board or Executive Board members to attend and observe the meeting. Participation in the meeting is at the discretion of the President.
2. Meeting dates, times, and locations of regularly scheduled meetings shall be published in *Equestrian Vaulting Magazine*, AVA Blasts, and on the AVA website at the earliest possible opportunity, but not later than 14 days in advance of the meeting. In addition, meeting notices shall be included in all AVA Blasts. For telephone conference calls and/or electronic meetings, the location information will be replaced by the means in which non-board or Executive Board members may call or sign-in as an attendee.
3. The Board of Directors and Executive Board may hold emergency meetings without the 14 day notice provided that:
 - a) A majority of the Board or Executive Board members certify by majority vote that the meeting was an emergency.
 - b) Information regarding the date, time, and location is posted on the AVA website at the earliest possible time before the meeting takes place.
 - c) A summary of the meeting is posted on the AVA website within one week of the meeting.

C. The Board of Directors and Executive Board may hold closed sessions for the purpose of discussing legal issues, contract negotiations, Board Member and Committee Member performance matters. The Executive Board shall conduct contract negotiations for the National Office Manager in closed session. The Board of Directors and Executive Board shall confirm that only matters permitted to be discussed in Closed Session were discussed immediately upon return to open session.

D. The Annual Meeting of the Membership and Board of Directors shall

be held on the first full weekend of March unless ordered otherwise by the Board of Directors.

E. Board of Directors Meetings shall also be held each year at the National Championships and the first weekend in November. [5]

F. A summary of each Board of Director and Executive Board meetings shall be posted on the AVA website within 14 days of the meeting; draft minutes of each meeting with a disclaimer that the minutes are draft minutes, subject to amendment and approval at the next Board of Director or Executive Board meeting, will be posted on the AVA website with 30 days of each meeting. Upon approval, the final, approved minutes of all meetings shall be posted on the AVA website to replace draft minutes.

SECTION VII - NATIONAL CHAMPIONSHIPS

A. The National Championships shall be held at a time and location approved by the Board of Directors at an Annual Meeting of the Membership at least one year prior to the year of the Championships.

B. Vaulting Class lists at the National Championships shall be approved by the Technical Committee.

C. Judges for the National Championships shall be appointed and scheduled by the Technical Committee.

D. It is the responsibility of the Vice President Competitions to guarantee that all competing Club, Vaulters, Coach and Longeur registrations are current and to notify any of the above of any discrepancy prior to the start of the AVA National Championships.

SECTION VIII - RECOGNIZED COMPETITIONS

There are two categories of AVA Recognized Competitions, as follows:

Level I - Open. Any and all events, including team, individual, Pas de Deux and barrel are allowed.

Level II - Limited. Any and all individual events are allowed. Team compulsories are allowed. No team freestyle and no Pas de Deux on the horse are allowed. All barrel classes are allowed.

1. Application to hold a Recognized Competition must be received in

writing by the National Office Manager, postmarked at least 45 days before the date of the Competition.

2. Application must be signed by the Competition Manager (who must be an active member of the AVA in good standing). By signing the application form, the manager confirms that he or the sponsoring organization is financially responsible for the competition, insuring that the competition is conducted in accordance with all AVA rules, regulations, and procedures, and will hold the AVA harmless in all respects.
3. Application must contain the following:
 - a. Date
 - b. Place
 - c. Events, divisions and classes offered
 - d. Name and address of secretary or manager
 - e. Entry closing date (must be a minimum of two weeks before competition date)
 - f. Description of facilities, including dimensions of arena and height, if indoor or covered
 - g. Judge(s)
4. A check for \$40.00 must accompany the application. The check will be refunded if the date is not available or the Competition cannot be recognized.
5. Recognition may be granted to any Competition offering at least one Recognized National Event. (See AVA Rules, Article 102.3 and 4) However, all Recognized National Event classes, if offered, must be run according to current AVA Rules.
6. The National Office Manager will notify both the show secretary and the AVA Competition Secretary, in writing of approval for recognition. The AVA Competition Secretary will provide the necessary score sheet masters and other pertinent paperwork for Recognized Competitions to the show secretary identified on the Application for Recognition. The National Office Manager will provide a list of current AVA members as of the closing date of entries to the show secretary.
7. No more than one Recognized Competition may be held on the same day within a 300-mile radius. Preference for dates will be given to the team whose application is received first. The competition with priority may agree to allow another competition within 300 miles.
8. A copy of the prize list of a Recognized Competition must be sent to the AVA Competition Secretary, the Technical Committee Chairman, the Judges, and all Registered Clubs in the region at least 30 days

- prior to the competition, otherwise, recognition will be rescinded.
9. The prize list must contain the following:
 - a. Date, time and place of competition
 - b. Fees
 - c. Entry closing date
 - d. Judge(s)
 - e. Availability of stabling, housing and eating facilities
 - f. Events, divisions and classes offered
 - g. Names of classes or divisions which are recognized
 - h. Description of footing and dimensions of arena, including height of ceiling, if applicable
 - i. Time and place of draw
 - j. Type of music system available (cassette tape, compact disk, and/or mini disk)
 10. Judges must be chosen from the current list of Recognized Judges in good standing. Foreign Judges may be granted a guest card by the Technical Committee to judge a specific competition.
 11. An AVA Judging Contract form and current list of active Judges are available from the National Office Manager.
 12. The Technical Committee shall approve the class list/entry for National Competitions.

B. Insurance

1. A recognized competition must obtain insurance naming the AVA as additional insured for each day of the competition, including set-up and take-down days, with minimum limits of \$1,000,000 third party general liability insurance and \$50,000 on equipment and property.
2. A certificate of insurance for each competition must be received by the National Office at least fourteen (14) calendar days prior to the competition, by mail with proof of delivery or submitted electronically via e-mail or via fax. Competitions faxing their certificate of insurance must retain a copy of the fax confirmation. If the certificate is not received fourteen days prior to the competition, the AVA may rescind Recognition status.

C. Entries

1.
 - a. For Recognized Competitions, entries (clubs, coaches, longeurs and vaulters) must be Registered Clubs and Individuals of the AVA in good standing as of the close of entries, or must pay a non-member fee. (See Section VIII. C. 2.). This rule does not apply to foreign teams or individuals.
 - b. If an individual's name is not included on the list of active members provided by the National Office to Competition Man-

- agement as of the close of entries for a competition, the individual must pay the non-refundable, non-member fee.
2. Non-Member Fee - Individuals, including vaulters, coaches and longeurs, who are not current AVA members as of the close of entries must pay a non-member fee in order to participate in an AVA Recognized Competition. A non-member fee allows the individual to participate in said AVA Recognized Competition and to receive ribbons and placings. However, as the individual was not an AVA member as of the close of entries for the competition, their scores may not be used for any Year-End awards. (See Section VIII.C.1. b)
 3. At National Championships, foreign individual and teams are allowed to compete but are ineligible for National Championship titles. They may compete for scores and may be awarded ribbons and placings.
 4. At National Championships, a team may have up to two foreign vaulters as members and be eligible for awards provided that each of the foreign competitors has complied with United States Equestrian Federation (USEF) membership requirements. Foreign competitors and longeurs who desire to compete in National Championships must have proof, in English, of membership in good standing from their National Federation or must be members in good standing of the American Vaulting Association and the USEF. These documents must be made available to Competition Management prior to the start of the first day of competition for any USEF competition.
 5. Post entries will not be accepted for AVA Recognized Competitions. Post entry is defined as an entry received by Competition Management postmarked (or otherwise delivered) after the close of entries. Close of entries must be a minimum of two weeks prior to the competition date. Allowing additions, deletions, and changes of classes by competitors already entered in a Recognized Competition is left strictly up to the Competition Management and must be published in their entries.
 6. If only one Registered B or C Team enters a division, that team has the option to compete at the next higher (not lower) division. The team's coach must initial the division change on the score sheet. Scores can count toward Annual Awards in the division originally entered. Management must indicate on the score sheet in which division the score is to count.
 7. For all Recognized Competitions, a \$5.00 surcharge per vaulter, including foreign vaulters, will be assessed by and paid to the AVA.
 8. Composite teams
 - a. Composite Teams made up of Registered Vaulters from two or more Clubs and/or Independents may be permitted to enter a

Recognized Event.

- b. In order to compete in a Recognized Event, Composite Teams must be recorded on an AVA Composite Team form. This form must be submitted to Competition Management within a timeframe specified by Competition Management, as published in the prize list. This completed form must be sent to the AVA Competition Secretary, along with all other post-competition paperwork. (See Section VIII.C.9.)
 - c. The AVA Composite Team form shall list the Clubs, Independent and/or foreign competitors participating in the Composite Team. Any registered vaulter may be part of the Composite Team, subject to the rules governing the event.
 - d. Regardless of the timeframe specified by Competition Management, the Ground Jury of a competition may allow an emergency Composite Team during the competition.
 - e. All vaulters and substitutes on a Team competing in a Recognized Event must be members of a single Club, or the team must enter as a Composite Team. Otherwise, the team will be an illegal Composite Team, subject to elimination.
 - f. Composite Teams are not eligible for annual awards.
9. Following the close of a Recognized Competition, Management must send to the AVA Competition Secretary:
- a. A Competitor List including all participating vaulters, coaches and longeurs, showing AVA Membership numbers, sorted alphabetically within Clubs, and clearly indicating all foreign competitors.
 - b. Original score sheets for all Recognized Classes.
 - c. Any Composite Team forms submitted.
 - d. Any Non-Member Forms submitted. (See Section VIII.C.2)
 - e. All competition and non-member fees due to the AVA, including vaulter surcharge fees;
 - f. A hard copy of the competition results, vaulter names, AVA numbers, scores and placings for all classes;
 - g. A list of all horses, and their AVA number if they have one; and
 - h. All Horse of the Year forms collected from the judge(s).
- This packet, including all documents, must be postmarked or otherwise delivered, within 10 days of the close of a Recognized Competition or a late charge of \$50 will be assessed.
10. The AVA Competition Secretary will notify the Show Secretary (Management) within six (6) days of receipt of the above materials, of any errors and/or omissions regarding the submittals. Competition Management shall have 7 days from the date of the notification to

correct the errors. In the event the proper paperwork and fees are not sent to the AVA Competition Secretary as of that date, a \$100 fine shall be assessed to the Show Secretary (Management).

D. Facilities

1. Footing in the vaulting arena should be level, soft and springy — neither slick nor too deep. Shavings, sand or a mixture of shavings and sand is suitable.
2. The arena should be groomed and maintained during the competition.
The Judge(s) may request that the ring be groomed at any time.
3. Regulation Barrel must meet specifications as indicated (See “Barrel Specifications” at the back of this book).
4. Footing in the barrel arena must be suitable for vaulting. The top of the barrel must measure 48” from the ground. If extra footing is placed around the barrel, the top of the barrel must still measure 48” from the top of the extra footing.

E. Scoring

1. The Score Sheet
 - a. AVA Score Sheets must be used.
 - b. Score Sheet masters will be provided by the Competition Secretary
 - c. Score Sheets must contain the following information:
 - 1) Name of team or individual vaulter(s)
 - 2) Division entered
 - 3) Name of each team vaulter
 - 4) Final score and final placing
 - 5) Name of longeur and horse
 - 6) Signature of Judge
 - 7) Name and date of competition

F. Format

1. Recognized Competitions must be held according to AVA Rules.
All Recognized National Event classes, if offered, must be held according to AVA Rules.
2. Order of go.
 - a. In Team Competition, order of go must reflect a complete level.
All Trot teams go together; all C teams go together; all B teams go together; all A teams go together.
 - b. In individual classes, order of go must reflect a complete level.
All Trot go together; all Copper/Unrated go together; all Bronze go together; all Silver go together; all Gold go together.
 - c. In 2-Phase Team, order of go for each phase must be different

- and shall reflect a complete level in Team Event as stated
- a. b. o. v. e.
 - d. In the event the same horse goes twice in a Competition, the times for the horse to go may be scheduled as far apart as possible.
 3. A veterinarian must be on call for all Recognized Competitions. Phone number must be conspicuously posted in stable area and show office and readily available by management.
 4. An emergency medical service must be on call for all Recognized Competitions. Phone number and directions to the nearest hospital must be conspicuously posted in stable area and show office and readily available by management.
 5. A score board must be conspicuously placed, and scores kept posted as currently as possible. Score sheets may be examined only by the office management and Judges until they are officially posted.
 6. Score sheets must be made available to the coach at close of competition.
 7. Protocol
 - a. All longeurs and vaulters must be properly turned out.
 - b. Horse's mane must be braided or roached.
 8. If an infraction of the rules is discovered within fifteen (15) days of the close of the competition, it shall result in immediate notification by Show Management to the coach. Appropriate action shall be taken by the Show Management in consultation with the Chief Judge. The Club or Individual involved will have fifteen (15) days from the date of the notification to appeal the action, and the AVA will have fifteen (15) days from the date of receipt of the appeal to respond to the appeal.

SECTION IX - MEDAL EXAMINATIONS (See also AVA

Rules for Vaulting, Chapter VII) Medal tests are available for the following individual levels: Trot, Bronze, Silver and Gold. Novice pins are available at walk, trot and canter. (Novice canter pin is the Copper award.)

A. Fees

1. Fees for Trot, Bronze, Silver and Gold are \$20.00 per Vaulters per Exam. Fees for Novice are \$10.00 per Vaulters per Exam.
2. If Application is received less than 30 days prior to date requested for Exam, an additional \$10.00 late fee will be applied to the basic Medal exam fee for each Exam and must be included in the check or money order. The late fee shall be waived for retakes within 48 hours.
3. All fees must be in U.S. funds.
4. An application received less than 20 days prior to the date requested

- for the Exam may be impossible to process.
5. All expenses of the Examiner (travel, food, lodging, etc.) are the responsibility of the management of the Exam. In addition, a fee of \$50.00 is a standard minimum for an Examiner. Expenses should be discussed before the Exam.
 6. An AVA Judging Contract is available from the National Office Manager.
 7. Individual fees may be transferred to another vaulter in the same Club for an Exam on the same day only. However, individual fees will not be refunded or credited to a later exam.
 8. In the event an entire Exam is canceled, fees will be refunded.

B. Procedures

1. Application Forms
 - a. Application Forms must be submitted to the Medal Test Secretary. Application Forms are available from the Medal Test Secretary for Registered Clubs, Individual Members or Affiliate Groups in good standing.
 - b. Forms must be completed correctly, typed or clearly printed.
 - c. All incomplete or incorrect forms will be returned. Late fees will apply where applicable.
 - 1) All applications must be accompanied by a check or money order for the full amount, including any late fees, made payable to the AVA.
 - 2) All vaulters on the application must be current AVA members at the time the application is sent to the Medal Test Secretary.
 - 3) A list of all bronze, silver and gold freestyle exercises must accompany the application for approval by the Medal Test Secretary.
 - d. Applications not accompanied by a check or accompanied by a check incorrectly made out will be returned.
 - e. Applications not accompanied by the list of bronze, silver and/or gold freestyle exercises will be returned. Late fees will apply where applicable.
 - f. Applications must be on the official form. Applications by telephone, fax or personal note will not be accepted.
2. The Medal Test Secretary will do the following:
 - a. Send score sheets, medals and ribbons to the Registered Club, Individual Member or Affiliate Group requesting them.
 - b. Send a list of paid candidates to the Club, Individual Member or Affiliate Group to be given to the Examiner prior to the start of the Exam.
 - c. Send a Club Excellence form to the Club, Individual Member or Affiliate Group to be given to the Examiner prior to the start

of the Exam.

- d. Send list of approved Freestyle exercises for bronze, silver and/or gold exams to be given to the Examiner prior to the start of the Exam.

Note: No medal test materials will be sent if the application and enclosures are incomplete in any way. (See Section. IX.B.c above)

3. Any substitutions or additions to the official list of candidates must be given to the Examiner prior to the start of the Exam. Proof of AVA membership must be shown and all fees, including late charges, must be paid to the Examiner for any additional vaulters before the start of the exam.
4. No vaulter will be tested who has not paid all his fees.
5. The completed and signed score sheets, the Club Excellence Form and any additional fees must be returned by the Examiner to the Medal Test Secretary within one week after the Exam.
6. All unused ribbons and medals must be returned by the Club's manager or coach to the Medal Test Secretary within two weeks after the Exam.
7. A \$100.00 fine will be imposed if unused ribbons and medals are not returned within the allotted time.
8. A \$50.00 fine will be assessed to the judge and/or club for improper procedure reported by the Medal Test Secretary to the Executive Board.

C. Examiners

1. See AVA Rules, JUDGES.
2. Clubs should choose their own Examiner but may not engage the same Examiner for two consecutive Exams. Contact the Medal Test Secretary if help is needed in finding an Examiner.

D. General Information

1. See AVA Rules for Vaulting, Chapter VII - MEDALS.
2. The score sheets must be filled out completely and indicate clearly how, and in what order, the Freestyle exercises are to be performed.
3. Medals to the left shall have different colored ribbons designating Commended or With Honors.
4. Medals to the right shall have a bar attached to the ribbon designating Commended or With Honors. Said bars shall be sent to the team after the results are submitted to the Medal Test Secretary.

E. Protocol

1. Management should provide a suitable place for each Examiner to sit, protected from sun, wind, dust, etc., including chairs for each Examiner and Clerk, table, score sheets, sharp pencils with erasers, a bell, and a calculator. The Clerk or scorekeeper should tally the

results as soon as the Examiner releases them. Results should be announced as soon as possible with the Examiner's approval.

2. Horses, longeurs and vaulters should be smartly turned out.
3. Horse's mane must be braided or roached.
4. The vaulting arena must be groomed.
5. A team must salute the Examiner upon entering and exiting the arena.
6. The Examiner may give a critique at the end of the Exam.

SECTION X - AWARDS

A. Team of the Year Award

1. An annual award, presented at the AVA Annual Meeting, is given to the Team in each division (Trot, C, B, A) with the highest average score over three Recognized Competitions, held in the previous competition year, under at least two different Judges or Judge combinations. The competition year begins at the conclusion of National Championships one year and runs through National Championships the following year.
2. If a team attends more than three Recognized Competitions, the top three scores will be used to obtain the average score.
3. Composite teams are not eligible for Team of the Year Award.

B. Club Excellence Award

1. An annual award, presented at the AVA Annual Meeting, is given to the Club which has, throughout the previous calendar year, shown during two Medal Examinations, which it hosts (Trot, Bronze, Silver or Gold), the most consistently high quality in the following areas:
 - a. General Impression: Team punctuality, entrance, salute, exit, line-up, discipline, comportment (manners, attentiveness, etc.), sportsmanship, longeing and presentation of the horse, and horse (gaits, way of going, behavior).
 - b. Turn-out: Horse and equipment, longeur and vaulters.
 - c. Preparedness of Vaulters and Management: Individuals' promptness and readiness during exam, knowing proper order of compulsories (including vault-off) and Freestyles, facilities suitable, facilities well prepared (arena level and groomed), footing (soft, springy and free of rocks and clods), clerks properly briefed and efficient, score sheets properly filled out and in sufficient number, adequate supplies (table, chairs, pencils, bell, etc.).
2. All scores are based on 0 to 5. Total score achievable is 100 points.

3. If a club has more than two medal exams in a year, the top two scores will be averaged.
4. Club excellence scores apply only to clubs hosting the Medal Exam.
5. A different Judge must be used for each of the two Medal Exams from which the scores are averaged.

C. High Point Awards

1. An annual award, presented at the AVA Annual Meeting, is given to the individual male and female vaulter in each AVA Recognized class level who has the highest average score, as defined below for the previous vaulting year.
2. Individuals must have scores in at least three AVA Recognized Competitions.
3. Each competition score includes an average of both compulsories and freestyle. Vaulters must complete both components for scores to count.
 - a. For Gold: Final overall score will count. Vaulters must complete both rounds.
 - b. For Silver: Final overall score will count. Vaulters must complete both rounds.
 - c. For Bronze: Final overall score will count. Vaulters must complete both rounds.
 - d. For Copper: Horse Compulsories and Freestyle Average.
 - e. For Trot: Horse Compulsories and Freestyle Average.
4. Scores are averaged to three decimal places.
5. The "National High Point Award" is calculated by taking a vaulter's top three scores and averaging them for the class.
6. The competition year is defined as from after the end of Nationals one year through Nationals the following year.

D. Horse of the Year

1. An annual award, presented at the AVA Annual Meeting, is given to the Club/Owner of the horse that has received the most points as outstanding horse in Recognized Competitions throughout the competition year. The competition year begins at the conclusion of National Championships one year and runs through National Championships the following year. The criteria for this award are the horse's way of going, attitude, and appearance/turnout. Only current AVA Judges will be involved in scoring the horses for this award.
2. In order to be eligible for Horse of the Year, the horse owner must be a member of the AVA.

SECTION XI - JUDGES PROGRAM (See also AVA Rules for

Vaulting, Chapter VIII, JUDGES)

A. Fees

1. A \$50.00 fee is required on promotion to Registered Judge (R).
2. A \$50.00 fee is required on promotion to Recorded Judge (r).

B. Apprentice Program Application

1. Application forms for the program are available upon written request from the Chairman of the Technical Committee.
2. Applicants must complete the application form and return it to the Chairman of the Technical Committee along with a non-refundable \$25.00 application fee.

C. Procedure

1. Apprentice applications will be accepted October 1 through December 31 of each year.
2. Any number of applicants may be accepted in any one year.
3. The screening and selection panel appointed by the Technical Committee will review applications and questionnaires.
4. Applicants will be notified of the decision of the screening panel by March 1. Applicants must then pass a written exam before acceptance into the program. Applicants who are not accepted into the program may reapply the following year.
5. A non-refundable fee of \$50.00 will be required from the applicants accepted into the Apprentice Judge's Program.

SECTION XII - PROTESTS & GRIEVANCES (See AVA

Rules for Vaulting, Chapter IX, Protests and Grievances for further information)

A. Fees

1. Protests must be submitted with a filing fee of \$50.00
2. Grievances must be submitted with a filing fee of \$50.00

AVA RULES FOR VAULTING

Rules for Vaulting are the rules for the performance of the sport of vaulting. Rules for Vaulting are developed by the Technical Committee and presented to the Board of Directors for consideration and, upon concurrence, adoption.

CHAPTER I. GENERAL