



# AWARDS PROGRAMS AND CTDA SHOWS

## POLICIES AND PROCEDURES

### Awards

CTDA offers two year-end award programs, USDF Recognized and CTDA Schooling. Eligible Scores are earned January 1 through December 1 of the current calendar year (also termed “the current competition year”). Both programs offer awards per level for the following four divisions:

- Under 13
- Junior/Young Rider (ages 14-21)
- Adult Amateur
- Open.

Ages for Juniors and Young Riders are the age of the rider at the beginning of the competition year (for example, if the rider is 13 on January 1, they will be considered a Junior for the entire year).

Each horse/rider combination may be Champion or Reserve Champion in only one program per level.

The deadline for Year End Award applications is December 15.

### 1. Year End Awards Score Requirements (May 2018)

#### a. USDF Recognized Shows:

- i. At least one score submitted must be from a CTDA sponsored show. This is to demonstrate participation in CTDA shows, even if the score is not being used for award calculation if higher scores were earned at other shows. Actively serving CTDA Board of Directors members are exempt from this requirement.
- ii. Introductory – Fourth Level = 5 scores
- iii. FEI & Freestyles = 3 scores
- iv. Rider Tests = 3 scores from 3 different shows
- v. To be eligible, both the owner and rider of the horse must be current CTDA members in good standing at the time the tests are ridden.
- vi. Scores from CTDA recognized USEF shows will be downloaded from USDF Score Check by the Awards Coordinator and the top scores (5 or 3, depending on level) will be used to calculate awards. For scores earned at a non-CTDA recognized show, the rider is responsible for scanning and emailing the front of each test to the awards coordinator.
- vii. Each rider/horse combination must earn a minimum average score of 60.0 to be eligible for the Championship award. There is no minimum score for the Reserve Championship.

#### b. CTDA Schooling Shows

- i. All scores must be from CTDA hosted or sanctioned shows.
- ii. Introductory – Fourth Level = 5 scores
- iii. FEI & Freestyles = 3 scores
- iv. Rider Tests and Greenie Weenie = 3 scores from 3 different shows
- v. To be eligible, both the owner and rider of the horse must be current CTDA members in good standing at the time the tests are ridden.
- vi. Scores will be obtained from the CTDA Schooling Show Secretary by the Awards Coordinator and the top scores (5 or 3, depending on level) will be used to calculate awards.
- vii. For scores earned at a non-CTDA sponsored show, the rider is responsible for scanning and emailing the front of each test sheet to the awards coordinator.



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## 2. Year End Awards Volunteer Hours Requirements (Oct & Nov 2014, May 2018)

- a. A minimum of 8 volunteer hours per horse/rider combination earned by December 1. Or \$100 donation received by May 31 of the current competition year.
- b. Directors service on the CTDA Board is judged fulfillment of the volunteer hours required for Year End Awards.
- c. Volunteer hours may be performed by the rider personally or hours may be donated to the rider.
- d. Hours donated but not to a specific rider will be allocated at the Awards Coordinator's discretion. These hours should be used to encourage new or inactive members to become more engaged. The same person should not be awarded donated hours in subsequent years.
- e. Volunteer hours must be documented on the Volunteer Hours Report and signed by a CTDA official. Volunteers will sign in with the Volunteer Coordinator at each show on the Volunteer Hours Report form. This report will be submitted with the show results for each show to the Awards Coordinator.

## 3. 70% and 80% Club

- a. CTDA recognizes those members who have received 70% (or higher) and 80% (or higher) scores at CTDA hosted or sanctioned shows or at a USDF Recognized show during the competition year (January 1 through December 1). The Rider Report form containing this information must be submitted to the Awards Coordinator by December 15 of the current competition year. Scores earned at a show not CTDA sponsored or sanctioned are not eligible. No volunteer hours or ad/sponsorship monies are required for this acknowledgement.

## 4. Special Award Definitions (May 2018)

- a. **Volunteer of the Year:** This award recognizes CTDA members who have donated their time, effort, and passion for horses and riding over the previous season. This award is presented annually (at the discretion of the Board of Directors), to an honoree nominated and voted upon by the board. Selection criteria include hours and quality of service, dedication to horses and dressage, and enthusiasm and attitude. The award may be presented to a CTDA member of any age, riding level, or riding status. Volunteer efforts are critical to the success of the Central Tennessee Dressage Association and this award expresses our gratitude to our volunteers.
- b. **Hall of Fame:** This is an award that recognized a Life Time achievement in the world of dressage. This award is not always given annually as only so many horses, riders, trainers, breeders or horsemen reach this level of accomplishment. This is CTDA's highest level of recognition for accomplishments in the field of dressage.
- c. **Participation Award:** The CTDA Participation Award recognizes the member who has supported the club by participating in CTDA events –shows, clinics – throughout the year. This award is not restricted to riders or to participation by showing, but rather shows appreciation for the enthusiastic overall support of the CTDA, its members, and its sponsored events. Candidates for this award are nominated and voted upon by the CTDA Board of Directors.



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d. **Dee Minault Memorial Award:** Named in memory of a CTDA member who exemplified the true spirit of 'equestrianism'. The equestrian is more than an accomplished rider. This person earnestly works to improve all their equestrian skills, champions the horse, seeks more education, and who is continually growing in their knowledge of the horse and equitation. The CTDA equestrian is someone with a comprehensive tool box for the many aspects of riding, care of the horse, competition, and who shares their knowledge with others. This award is presented annually to a member nominated by the general CTDA membership and voted on by the CTDA Board of Directors. Nominations for the Dee Minault Memorial Award must be submitted by the CTDA membership to the Board of Directors by December 15 of the applicable competition year. Nominations shall be submitted in electronic format (email) to the CTDA Secretary. The award winner will be selected by majority vote of the Board of Directors at the January Board meeting preceding the Year End Awards Banquet. (January 2015)

### 5. Repeat Year End Winners (Sep 2014)

a. If a horse and rider pair has won a CTDA Year End Champion at a specific level, this horse and rider pair is NOT eligible for Champion at the same level in subsequent years. However, a horse and rider pair who is awarded Reserve Champion at a specific level IS eligible to compete for Reserve or Champion at the same level in subsequent years.

## Shows

### 1. Guidelines for CTDA Sanctioned Shows (June 2011, Apr 2015)

- a. Unlimited Schooling Shows at one facility using same secretary – \$100 per season sanctioning fee, paid to CTDA.
- b. Must use "L" judge or higher and abide by USEF and USDF rules.
- c. Sanctioned show dates may not conflict with CTDA schooling shows.
- d. A minimum of 3 of the 5 required scores for Year End Awards shall be obtained at CTDA hosted shows.
- e. Must provide adequate parking including in bad weather.
- f. Must provide adequate warm up area.
- g. Schooling Show scores and results are to be communicated to the CTDA Schooling Show Secretary within one week of the show date.

### 2. Under 13 and Greenie Weenie Categories in Schooling Shows (Apr 2015, May 2018)

a. In the Under 13 and Greenie Weenie categories, the same horse may be ridden in the same class and age group by up to, but not more than, 2 different riders.

### 3. Maximum / Minimum Number of Entries (June 2016, Nov 2016)

- a. The maximum number of entries per schooling show date shall be 60.
- b. Fewer than 35 entries shall constitute grounds for canceling a CTDA schooling show no later than 5 days prior to the show date, at the discretion of the Schooling Show Secretary.



## **AWARDS PROGRAMS AND CTDA SHOWS POLICIES AND PROCEDURES**

### **4. Cancelled Schooling Shows (Aug 2014)**

- a. The venue/facility will retain the facility fee. These fees are not refundable or usable for future shows.
- b. The Schooling Show Secretary will retain the office fees. These fees are not refundable or usable for future shows.
- c. If a show is cancelled due to weather or safety issues, management will automatically apply the class entry fee(s) towards a subsequent CTDA schooling show in the same calendar year. Otherwise, upon written request by the competitor to the show secretary, class entry fees will be refunded.

### **5. Heat Index – Schooling Shows (Oct 2016, May 2018)**

- a. If the heat index is forecast to be 180 or above, the show to be cancelled for safety issues.
- b. Venues are always required to provide adequate water source for horses.
- c. CTDA will provide water for riders.

### **6. Schooling Show Volunteers (Nov 2015)**

- a. The Board of Directors Representative for each schooling show will be primarily responsible for recruiting the required volunteers, with assistance of the Volunteer Chairperson as needed. The venue should be encouraged to help supply volunteers.
- b. The Board of Directors Representative shall tabulate volunteer names, contact information and hours served. This information shall be conveyed to the Volunteer Chairperson who will maintain such records for each competition year for the purposes of verifying Year End Award qualification and to serve as a source for recruiting volunteers in subsequent competition years.

## **OTHERS**

### **1. CTDA Arena Rental**

- a. CTDA will permit rental of our dressage arenas at \$100 per arena per event. The renter is responsible for transporting the ring, cleaning it, and returning it within two days of the conclusion of the event. The renter will be responsible for replacement cost, including shipping, of any pieces damaged or lost.

### **2. CTDA Facebook (Dec 2015)**

- a. Sales and event announcements are only allowed by members and those who have purchased CTDA ads and/or sponsorships for the competition year.

### **3. USDF Convention (April 2015)**

- a. CTDA will pay for at least one Board of Directors representative to attend the annual USDF Convention. Covered costs include registration fee, travel and hotel for the nights associated with the convention. The Board of Directors member(s) attending shall be responsible for Gala costs and meals.