



AWARDS PROGRAMS AND CTDA SHOWS

POLICIES AND PROCEDURES

Awards (May 2026)

CTDA offers two year-end award (YEA) programs, USDF Recognized and CTDA Schooling. Eligible Scores are earned **December 1 through November 30** of the current USDF and CTDA membership year(also termed “the current competition year”). Both programs offer awards for the following divisions:

- U13 (ages 0-13)
- Junior/Young Rider (ages 14-21)
- Adult Amateur
- Open.

To determine the correct division, the age of the rider at the beginning of the competition year is considered: for example, if the rider is 13 on January 1, they will be considered U13 for the entire year.

Each unique horse/rider combination may be Champion or Reserve Champion in only one program per level, with USDF Recognized Show taking precedence.

1. YEA Score Requirements (May 2018, May 2026)

a. USDF Recognized Shows:

- At least one score must be from a CTDA recognized 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.
- Introductory – Fourth Level = 5 scores
- FEI & Freestyles = 3 scores
- Rider Tests = 3 scores from 3 different shows
- To be eligible, the rider of the horse must be a current CTDA member in good standing at the time the tests are ridden.
- All recognized USEF show scores will be downloaded from USDF Score Check and the top scores (5 or 3, depending on level) will be used to calculate awards.
- 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

- All scores must be from CTDA hosted or sanctioned/affiliated shows.
- Introductory – Fourth Level = 5 scores
- FEI & Freestyles = 3 scores
- Rider Tests and Greenie Weenie = 3 scores from 3 different shows
- To be eligible, the rider of the horse must be a current CTDA member in good standing at the time the tests are ridden.
- 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. No minimum average score is required for the horse/rider combination to be Champion at their level.
- For scores earned at a CTDA sanctioned/affiliated show, the show organizer is responsible for providing the results in an Excel spreadsheet to the CTDA Schooling Show Secretary for inclusion in the calculation within 5 days.

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2. YEA Volunteer Hours Requirements (Oct & Nov 2014, May 2018, May 2026)

- a. A minimum of 8 volunteer hours per horse/rider combination earned by November 30 of the current competition year is required to be eligible for YEA.
- b. Serving on the CTDA Board is judged fulfillment of the volunteer hours required for YEA.
- c. Volunteer hours may be performed by the rider personally or hours may be donated to the rider by a parent or other volunteer.
- d. Hours not donated 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. Volunteers must sign in at each show on the CTDA Volunteer Hours Report form. This signed report will be submitted by the Volunteer Coordinator to the Schooling Show Secretary who will keep track of the total hours throughout the year.

3. 70% and 80% Club (May 2026)

- a. CTDA recognizes those members who have received 70% (or higher) and 80% (or higher) scores at CTDA hosted or sanctioned/affiliated shows or at a USDF Recognized show during the competition year (December 1 through November 30). Scores earned at a show not CTDA sponsored (recognized) or sanctioned/affiliated (schooling shows) are not eligible. No volunteer hours are required for this acknowledgement. Schooling Show scores are tracked by the Schooling Show Secretary. Recognized show scores are downloaded from USDF Score Check.

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/Affiliated Shows (June 2011, Apr 2015, May 2026)

- 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 in Excel to the CTDA Schooling Show Secretary within one week of the show date.
- h. Volunteering at a CTDA sanctioned/affiliated show does not count towards the YEA volunteer hour requirement.

2. U13 and Greenie Weenie Categories in Schooling Shows (Apr 2015, May 2018)

- a. In the U13 and Greenie Weenie divisions, 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, May 2026)

- a. The maximum number of rides per schooling show ring shall be 60 unless the CTDA show secretary obtains written agreement by the judge to stay overtime. The overtime pay is \$50/hour.
- b. Fewer than 35 rides 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.

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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, May 2026)

- a. If the heat index is forecast to be 150 or above, the show will be cancelled for safety issues.
- b. Venues are always required to provide adequate water source for horses.
- c. CTDA will provide free water for riders at all shows.

6. Schooling Show Volunteers (Nov 2015, May 2026)

- a. The Volunteer Coordinator will be primarily responsible for recruiting the required volunteers in conjunction with the Schooling Show Secretary or Recognized Show Manager. The schooling show venues should be encouraged to help supply volunteers.
- b. The Volunteer Coordinator shall tabulate volunteer names and hours served at each show. This information shall be conveyed to the Schooling Show Secretary 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.