

TSDS POLICIES AND PROCEDURES

Competitions

- A. The association may conduct either schooling shows or recognized shows as the Board approves.
- B. The schooling shows will be conducted in keeping with the rules & regulations of USDF and USEF, with the exception of the requirements for a technical delegate, veterinarian and emergency medical personnel.
- C. Classes will be scored according to the rider's division: amateur, junior and open in USDF and as a Junior and Senior in USEF, and working equitation as needed.
- D. USEF/USDF dressage, prizes caprilli, quadrille and freestyle, western, and working equitation tests will be offered as interest dictates.
- E. Show management officials, such as show manager, show secretary, scorer and scribe may be volunteer positions for schooling shows. The Board shall hire a show secretary or show manager for shows if necessary or to maintain compliance with USEF and USDF regulations.
- F. Judges must be USEF licensed as either an "S", "R", "r" or "L", with no lower than an "L" graduate with distinction.
- G. A late entry at a show cannot bring about the re-pinning of a class or the refiguring of the Championship / Reserve Championship for a division or the high point award. The score does count for year end awards.
- H. A test ridden while a rider is not a member in good standing with TSDS (has an outstanding debt to the club) will not be counted when tabulating scores for year end awards.
- I. A horse will be allowed to compete in a fourth class providing that only training level, intro, lead line or other walk trot classes are entered. (An exception to USDF rules)
- J. Informal attire approved. Helmets, shirts with collars and boots are required.

Clinics

- A. Notification of clinics and workshops will be placed on the website and emailed to members.
- B. TSDS members are given preference to non-members.
- C. A link will be provided with sign up information. Participants will be billed by the Treasurer and payment needs to be made within 5 business days via PayPal or check. Refunds will be given only in the event that the spot can be filled.
- D. If a club member wants to organize a clinic and have it insured under the TSDS insurance policy, they must first obtain approval of the board of directors and are responsible for paying the daily insurance in full for days to be covered.

End of Year Championship Awards

- A. Qualifications:

1. The recipient must be a member in good standing at the time the score is earned.
2. There must be at least 4 scores earned by the same horse-rider combination in at least TWO TSDS CLUB SHOWS, all from within the same division of competition. Placings will be determined by averaging the highest four scores from each qualified horse-rider combination.
3. Qualifying scores may be earned at TSDS club sponsored shows, TSDS recognized shows, USDF rated shows, or USEF Events.
4. The scores from each TSDS schooling show will be recorded by a designee appointed by the President and tabulated at the end of the year for Year End Awards. Additional scores from shows other than TSDS schooling shows must be submitted to the designated score keeper by the last TSDS Show in November to be counted towards Year End Awards. Use the score reporting form on the Forms page of the web site.
5. Members in good standing must complete a minimum of 4 unpaid volunteer hours.

B. Award categories

1. Dressage levels (Intro, Training, First, Second, etc.)
 - a. Junior (until Jan 1 of the year in which they reach 18 yrs old)
 - b. Amateur
 - c. Open
2. Eventing levels (Beginner Novice, Novice, Training, etc.)
 - a. Junior (until Jan 1 of the year in which they reach 18 yrs old)
 - b. Senior

The TSDS Volunteer Award System

- A. Each member of the club or member's proxy has the opportunity to earn TSDS bucks. These "Bucks" will be awarded at \$10 for each 4 hours worked. These bucks are redeemable for entries into TSDS schooling shows and clinics.
- B. Volunteers must sign up with a show or event manager for their assignments. Volunteer credit will be issued by the TSDS Treasurer via receipt book receipt in accordance with the hours worked per show or clinic manager. Rider's copy of the receipt may then be redeemed as "Bucks" as stated in Section A. Managers will be responsible for completing a spreadsheet for their event to the Treasurer. Volunteer positions include: arena set up, runners, announcer, in-gate, warm up, scribes. Others by need per event manager.
- C. Volunteer Bucks may be transferred to a specified TSDS member.
- D. Volunteer Bucks will not be awarded for any activity for which the member receives financial or other consideration.

TSDS Team Competition Rules

1. All competitors must be members of TSDS.
2. A team will consist of 3 riders, each riding two tests. (FEI riders need only ride one test).
3. Teams may be of mixed disciplines and at least two different levels.

4. Teams must be identified on the entry form prior to the start of the competition.
5. Those wishing to compete but have no team will be placed on teams at management's discretion.
6. Teams may represent barns, trainers, or groups of individuals.
7. Scoring will be done by percentage. USEF scores will be converted to USDF equivalent scores. The two lowest scores of the team will be dropped. The remainder of the scores will be averaged.
8. Riders may only be on one team per show.

Show Organizer Procedure

Show managers may not ride in the show they manage unless they arrange for coverage and the other organizer is agreeable. They may appoint a proxy in their stead and notify other Board members.

Before The Show

Ten - Fourteen Days Before the Show

1. Organize volunteers. Volunteers may earn TSDS bucks 4 hours equals \$10 in TSDS bucks, 8 hours equals \$20 in TSDS bucks.

Positions to cover:

Arena set up 3-5 people 2 hours each ring- as needed. Arenas may both be up or not there at all. Only schedule what you need.

Scribe per judge	8 hours of coverage
Runners	8 hours of coverage
Ring Steward	8 hours of coverage
Warm up Ring Steward	8 hours of coverage
Announcer	8 hours of coverage
Scorer/Office	6 hours of coverage
Clean Up	2 hours of coverage

2. Confirm awards and ribbons are available with the Awards Committee.

Two Days Before The Show

1. Set up arenas.
2. Bring TSDS trailer from back and set-up for announcing.

Day Before Show

1. Set-up sound system.
2. Put out "Trailer Parking Only" signs in circle at Holly Hill.
3. Put ribbons and score box in office.
4. Clean judge's stands.

5. Place basket containing a noise maker, clip boards, pens (including red pens) in show office for judges.
6. Arrange for purchase of breakfast and snacks for judges. Have snacks placed in the Bradford House.
7. Check entries for special classes ie: lead line, dressage trail for kids, and Prix caprilli classes.
8. Set up jumps for Prix caprilli classes.
9. Have obstacles near arena for dressage trail for kids classes. (Obstacles needed are on the course map on website).
10. Confirm Awards Committee has brought awards needed for current event to the show site.
12. Make sure walkie talkies are charged and ready to be used.
13. Set up volunteer sign-in table.
14. Put out flowers (weather permitting).

Day of The Show

1. Arrive no later than 7:00.
2. Place judge's packets, snacks/drinks (a cooler for drinks may be desired if temperature warrants) and judging baskets in judge's stands.
3. Be available at volunteer sign-in table making sure all positions are covered and volunteers have signed in.
4. Ensure judges have everything they need.
5. Move ribbons and score box to pavilion area.
6. Give walkie talkies to show secretary, each scribe, paddock master, warm up paddock master, announcer and runner. Ensure the walkie talkies are all on the same channel.
7. Ascertain from judges their lunch choice from food truck.
8. Be available to troubleshoot/fill in volunteer slots as needed throughout the day.
9. Give out high point awards. If rider has left for the day, make arrangements to get the prize to them.
10. End of day, Forward completed volunteer sign-in sheets with hours worked to Treasurer.
11. Collect Walkie-talkies.

Clean Up

1. Put everything back in TSDS trailer.
2. Sweep Tracy's office.
3. Return TSDS trailer to the back of the property or make arrangements to have someone do this.

Check Requests Form on Website

1. For authorized purchases, the check request form will need to be filled out and submitted within 30 Days of the date on the receipt.

Donations Form in Website

1. The donation form will need to be completed for money or items donated. Once signed, this will be your receipt for the donation for personal or IRS purposes.