



**BY-LAWS**

**STANDING RULES**

**AND**

**PROCEDURES**

Updated December, 2006

---

**C**  
**A**  
**L**  
**I**  
**F**  
**O**  
**R**  
**N**  
**I**  
**A**

**D**  
**R**  
**E**  
**S**  
**S**  
**A**  
**G**  
**E**

**S**  
**O**  
**C**  
**I**  
**E**  
**T**  
**Y**

## TABLE OF CONTENTS

<b>CDS BY-LAWS</b>	<b>3-7</b>
MEMBERSHIP	3
DUES & ASSESSMENTS	3
RIGHTS/PRIVILEGES	4
VOTING	4
ELECTION-DIRECTORS	4
APPOINTMENTS	5
DUTIES-OFFICERS	5
EXECUTIVE BOARD	6
MEMBERSHIP INITIATIVE	6
COMMITTEES	6 & 20
MEETINGS	7
AMENDMENTS	7
DISSOLUTION	7
CHAPTERS	7,19,25-29
<b>STANDING RULES 8-20</b>	
COMPETITIONS	8-12
ANNUAL AWARDS	13
HORSE OF THE YEAR	14
FUTURITY	15
CAL BRED	15
JUNIORS	16
SPORT HORSE	17
PROTEST	18
REGIONS	19
CHAPTERS	19
ATTENDANCE(CDS BOARD)	20
STANDING COMMITTEES	20
<b>APPENDIX 21-41</b>	
NOMINATING COMMITTEE	21
NOMINATING GUIDELINES	21
APTI	22-24
CHAPTERS	25-29
ANNUAL SHOW	31-35
SCHOLARSHIP	37
TRAVEL GRANT	37-38
CENTRAL OFFICE	39
BOARD POLICIES	39
DRESSAGE LETTERS	40
AMATEUR CLINICS	30
DISCIPLINARY	41
<b>FORMS</b>	
APTI	24
CHAPTER FINANCIAL	26
INSURANCE	29
FUTURITY	36
CAL-BRED	36
TRAVEL GRANT	38

## INDEX

ANNUAL/CHAMPIONSHIP SHOW	31-35
AMATEUR CLINICS	30
AMENDMENTS	7
ANNUAL AWARDS	13
APPENDIX	21-41
APPOINTMENTS	5
APTI	22-24
ATTENDANCE(BOARD MEETINGS)	20
BOARD POLICIES	39
CAL BRED	15 & 36
CDS BY-LAWS	3-7
CENTRAL OFFICE	39
CHAPTER FINANCIAL	26
CHAPTERS	7, 19, 25-29
COMMITTEES	6 & 20
COMPETITIONS	8-13
DISSOLUTION	7
DISCIPLINARY	41
DRESSAGE LETTERS	40
DUES & ASSESSMENTS	3
DUTIES-OFFICERS	5
ELECTION-DIRECTORS	4
EXECUTIVE BOARD	6
FUTURITY	15 & 36
HORSE OF THE YEAR	14
INSURANCE	28-29
JUNIORS	16
MEETINGS	7
MEMBERSHIP	3
MEMBERSHIP INITIATIVE	6
NOMINATING COMMITTEE	21
NOMINATING GUIDELINES	21
PROTEST	18
REGIONS	19
RIGHTS/PRIVILEGES	4
SCHOLARSHIP	37
SPORT HORSE	16
STANDING COMMITTEES	19
STANDING RULES	8-20
TRAVEL GRANT	37-38
VOTING	4

*This index is a guideline only and is not intended to be a substitute for complete reading of the documents.*

# CONSTITUTION AND BY-LAWS ~ CALIFORNIA DRESSAGE SOCIETY

## CONSTITUTION

The name of this organization shall be the California Dressage Society.

The purpose of the California Dressage Society (the "Society") shall be to foster an interest among horsemen in Dressage. Dressage (training or schooling), as an equitation term, means the gradual harmonious development of the horse's physical and mental condition with the aim being to achieve the improvement of its natural gaits and a perfect understanding with its rider.

The program of the Society shall be educational and shall be designed primarily to offer a framework in which individuals can progress with the schooling of themselves and their horses. Activities shall be directed toward a better general understanding of Dressage.

## BY-LAWS

*(Revised - 2002)*

### ARTICLE I - MEMBERSHIP

- Section 1. There shall be five (5) classes of membership: Active Members, Qualified Riding Members, Life Members, Family Members and Charter Members.
- Section 2. Active Members shall consist of all persons with an active interest in the purpose of the Society as described in the Constitution, and who have paid their annual dues and assessments.
- Section 3. Qualified Riding Members are Active Members who have demonstrated proficiency in the skills of riding, at least to the level of elementary dressage. The American Horse Shows Association Level I, Test 1, shall be the minimum qualifying test. The rider must receive a minimum score of fifty percent (50%) or higher on this or a higher test at a CDS recognized show.
- Section 4. Life Members are Active Members who at any one time contribute \$1000.00 or more to the Society or who are given Honorary Life Member status by the Executive Board. Such individuals shall have dues or assessments waived after such time as the initial contribution is made.
- Section 5. Family Members are Active Members who belong to the same family, living at one address.
- Section 6. All persons who entered any class of membership in the Society before December 31, 1968, shall be considered Charter Members.

### ARTICLE II - DUES AND ASSESSMENTS

- Section 1. Annual dues shall be set up by the Executive Board prior to October 1 of the year before they are to go into effect. The Executive Board may not increase dues (exclusive of the portion assigned to the payment of USDF dues) at a rate in excess of \$5.00 per year from the last increase, without consent of the membership.
- Section 2. If a new Member joins the Society after October 2, but before January 1 of the coming year, then he/she shall have dues for the coming year waived, if he/she has completed payment of dues for the current year.

### ARTICLE III - RIGHTS AND PRIVILEGES

- Section 1. All Active Members in good standing shall be entitled to one vote each, shall be eligible to hold office in the Society, shall be eligible to become Qualified Riding Members, and shall be eligible to manage or conduct any CDS approved function.
- Section 2. Life Members shall be entitled to all rights and privileges of Active Membership.

## **ARTICLE IV - VOTING**

Section 1. All Active Members in good standing shall be entitled to one vote each.

Section 2. Voting for directors and proposed changes in the By-Laws of the Society shall be by mail ballot.

## **ARTICLE V - ELECTION OF DIRECTORS**

Section 1: Eleven Directors shall be elected by and chosen from the Membership.

- a. Two of the Directors shall be elected by the Chapter Membership of the Southern Region.
- b. Two of the Directors shall be elected by the Chapter Membership of the Central Region.
- c. Two of the Directors shall be elected by the Chapter Membership of the Northern Region.
- d. Five Directors shall be elected by and chosen from the entire Membership.
- e. The Executive Board shall assign Chapters to Regions as outlined in the Standing Rules. Such assignments shall be published in Dressage Letters and the CDS Roster. Regional Directors shall reside within the regions they represent.

Section 2. Directors shall be elected for a term of three (3) years, starting in January, on a rotation basis.

- a. Directors may serve no more than two terms consecutively. After an absence of one year from the Board, an individual may run for office again. (Effective with the Election of 1995)

Section 3. Only Active Members in good standing shall be eligible to hold office.

Section 4. The Executive Board shall select a nominations committee no later than June. At that time the Active Membership shall be notified that nominations are open. Nominations shall close 30 days prior to the last date on which ballots must be returned.

- a. The nominations committee shall consist of three (3) Directors whose terms do not end in the year in question, and three (3) Active Members who are not voting members of the Executive Board.
- b. It shall be the duty of this committee to present a list of nominees for all offices open for election to the Executive Board. The committee shall receive nominations from the Active Membership and for Regional Directors from the active members from that region and shall, where necessary, nominate individuals for office. Nominations from the Membership shall be made by submitting a petition to the nominations committee, signed by ten (10) Active Members.
- c. All nominations must be received not later than midnight of closing date for nominations.

Section 5. In all cases, consent of the nominee must be obtained prior to the election.

Section 6. The Secretary shall prepare a ballot of nominees for directors. Such ballot shall be mailed to all Active Members no less than fifteen (15) days prior to the last date on which such ballots must be returned. This ballot shall be the only official campaign material to be recognized by the Society. The ballots shall be numbered consecutively and each ballot shall provide for one vote per member

- a. A committee of three (3) Active Members not connected with the Executive Board shall be appointed by the President with the approval of the Executive Board to oversee ballots cast.
- b. One (1) member of this committee shall receive the ballots by mail. Ballots shall remain sealed.
- c. The day after the closing date of the election, the committee shall, in the presence of each other, open and count the ballots. The result of this counting shall be the official election result.
- d. The ballots shall all be sealed in an envelope after counting. The outside of the envelope shall carry the date and

official result of the election, as well as the signatures of the committee members, and the envelope shall be returned to the Secretary to be filed.

- e. All ballots shall be kept for one year.
- f. Any ballot received after the closing day shall be discarded.
- g. A simple majority of the ballots cast will rule in election of directors.

Section 7. The President of the Society shall be one of the Directors. Such President shall be elected at the first meeting of the year by the Executive Board for a term of one year. No individual shall serve as President for more than three succeeding terms.

Section 8. The Vice-President of the Society shall be one of the Directors. Such Vice-President shall be elected at the first meeting of the year by the Executive Board for a term of one year.

Section 9. Directors shall attend Executive Board Meetings. Those Directors who fail to attend in person, without good cause, more than two (2) successive meetings will be expected to resign from the Executive Board.

Section 10. Directors who are unable to attend Executive Board meetings are encouraged to send a non-voting representative who may participate in discussion and serve as liaison to the absent Director. This representative will not be part of a quorum.

Section 11. The President of the Society shall appoint a replacement for any Director who is unable to complete his term. The appointment must be approved by a simple majority of the Board of Directors.

## **ARTICLE VI - ANNUAL APPOINTMENT OF OFFICERS**

Section 1. The Professional Advisor shall be appointed by the newly elected President with the approval of the Executive Board.

Section 2. The Secretary shall be appointed by the newly elected President with the approval of the Executive Board.

Section 3. The Treasurer shall be appointed by the newly elected President with the approval of the Executive Board.

Section 4. The CDS Representative to the Drug Advisory Council, Bureau of Animal Health, Department of Food and Agriculture, State of California, shall be appointed by the President with the approval of the Executive Board.

## **ARTICLE VII - DUTIES OF OFFICERS**

Section 1. The President shall preside over all meetings of the Society and the Executive Board. He/she shall approve the meeting agendas. He/she shall appoint all committee chairpersons with the approval of the Executive Board. He/she shall be an ex-officio member of all committees except the nomination committee. He/she shall make all appointments with the approval of the Executive Board. He/she shall act as representative of the Society.

Section 2. The Vice-President shall take over in the absence of the President. He/she shall actively maintain and improve communications between members of the Executive Board and perform other duties as requested by the President.

Section 3. Each Director shall attend Executive Board meetings. Directors shall serve as chairpersons of committees, as appointed by the President. They shall be sensitive to the thoughts and wishes of the Society Membership. Each Director shall be a voting member of the Executive Board. Regional Directors have a particular obligation to maintain contact with their constituencies and must make a reasonable effort to make themselves aware of Chapter concerns in their area.

Section 4. The Professional Advisor shall act in an advisory capacity to the Society and to the Executive Board. He/she shall be an ex-officio member of the Executive Board.

Section 5. The Secretary shall have the following duties:

- a. He/she shall take minutes of each meeting of the Society, and of the Executive Board.
- b. He/she shall notify all Executive Board members of meeting dates and locations, and shall attend to other matters pertaining to meeting procedures as directed by the President.
- c. He/she shall prepare meeting notices, meeting waivers, and agendas for all meetings with the approval of the President.

Section 6. The Treasurer shall have the following duties:

- a. He/she shall handle all funds received and paid out by the Society.
- b. He/she shall bank funds in a bank approved by the Executive Board.
- c. He/she shall maintain a complete record of all business transactions and be prepared to report on the financial status of the Society at all times.
- d. He/she shall prepare all regular government filings.

Section 7. Each officer at the expiration of his/her term of office, or upon resignation, shall transfer all records pertaining to his/her office to the succeeding officer within two weeks.

## **ARTICLE VIII - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of eleven (11) Directors, the Professional Advisor, the immediate past President, officers, and all standing committee chairpersons. Only the eleven (11) Directors shall be voting members of the Board.

Section 2. Meetings of the Executive Board shall be held at least quarterly. Every effort shall be made so that such meetings shall not be held more than twice in succession in the same region of California. Special meetings shall be called when deemed necessary by the President or by a written request of a majority of the Directors. Six (6) voting members shall constitute a quorum.

Section 3. It shall be the duty of the Executive Board to conduct all business of the Society between meetings of the Membership. The Executive Board shall expend those funds deemed necessary to carry on the activities of the Society.

Section 4. The Executive Board is subject to the orders of the Society and none of its acts shall conflict with the actions taken by the Society.

## **ARTICLE IX - COMMITTEES**

Section 1. There shall be such standing and temporary committees as are deemed necessary to carry on the work of the Society. Committee Chairpersons shall be appointed by the President and shall be approved by the Executive Board.

## **ARTICLE X - MEMBERSHIP INITIATIVE**

Section 1. Whenever ten percent (10%) of the Active Members indicate by written request to the Executive Board that any action be taken or that any action being taken be discontinued, the Executive Board shall submit such request to the Active Membership of the Society by mail ballot. Such ballot shall be mailed no less than fifteen (15) days prior to the last date on which such ballots must be returned.

Section 2. If ballots are returned by at least twenty-five percent (25%) of the Active Members who are entitled to vote, and if a majority of the ballots returned declare approval of such request, then the Executive Board shall fulfill the request.

## **ARTICLE XI - MEETINGS**

Section 1. There shall be one (1) annual business meeting of the active membership each year. At this meeting, annual reports from the President, the Treasurer and the Secretary shall be presented to the membership. The outgoing President of CDS shall serve as Convention Chair.

## **6 BY-LAWS**

Section 2. The President may call a business meeting of the Society with at least fifteen (15) days notice.

Section 3. In addition to the Annual Meeting of the Society, there shall be a minimum of four Executive Board meetings of the Society.

## **ARTICLE XII - LOCAL CHAPTERS**

Section 1. Local chapters based on geography shall be formed of CDS members in good standing in order to promote educational activities on the local level and to carry out plans of the Executive Board for local competitions.

Section 2. Each chapter shall have a chairperson, chosen by the chapter membership. Duties of this chairperson shall be to encourage and organize at the local level activities which are educational for members interested in improving their riding abilities and their horses. The chairperson shall be responsible for reporting to the Central Office the details of all chapter activities. The chairperson shall be a non-voting member of the Executive Board.

Section 3. Local chapters shall keep their finances separate from the Society's accounts. All chapter functions must be financed through the CDS chapter's bank account. Accurate records must be maintained and a yearly financial report must be filed with the CDS Treasurer.

Section 4. A local chapter must hold at least one (1) open business meeting each year in order to be recognized by the Society.

Section 5. Specific responsibilities of the chapters are in the CDS Standing Rules.

Section 6. A local chapter must establish By-Laws and must place on file with the Society a copy of those By-Laws, which must not be in conflict with the By-Laws of the Society.

## **ARTICLE XIII - AMENDMENTS**

Section 1. These By-Laws may be amended by mail vote of the Active Membership.

Section 2. A simple majority of the ballots cast is required.

## **ARTICLE XIV - DISSOLUTION**

Section 1. If at any time the Society dissolves, any funds remaining in the treasury shall be distributed equally between the The Dressage Foundation and University of California at Davis Equine Research.

## **ARTICLE XV - PARLIAMENTARY AUTHORITY**

Section 1. Robert's Rules of Order, Revised, shall govern Executive Board and membership meetings when not in conflict with these By-Laws.

**General.** These rules are subject to periodic change, by vote of the Society’s Executive Board. Changes shall be published in the “Bulletin Board” section of “Dressage Letters” as they are made. Complete revisions of standing rules shall be prepared periodically and published.

## Section 1: CDS COMPETITIONS

### CDS SHOW RECOGNITION

It is at the discretion of the CDS Board to grant or deny show approval. Minimum requirements are:

**ELIGIBLE ORGANIZATIONS:** Only shows sponsored by organizations within the state of California, in contiguous states, or those sponsored by CDS chapters shall be recognized by the Society.

**NON-MEMBER FEES:** CDS members who participate in a CDS recognized show may not be required to pay non-member fees (National Federations excepted) in order to participate in the show. For CDS recognized shows in California, Nevada, Arizona and Oregon, CDS agrees to a reciprocal non-member system where CDS will waive the CDS non-member fee if the competitor and/or owner is a member of another USDF GMO and in return the show management will not charge CDS members a non-member fee for any other GMO. If the competitor and/or owner is not a member of CDS or any other GMO, then the show management will charge and collect non-member fees for CDS.

**DATES:** USEF cut-off dates for show recognition will be followed by the Society. The management of the competition must apply to the CDS Central Office at least 60 days prior to the date of the show in order for the show to be publicized in *Dressage Letters*. The manager of the competition must be a CDS active member in good standing.

**CONFLICTS:** The Society shall follow USEF recognition rules concerning show location conflicts, with the following specific exceptions: Society recognition shall not be denied to a non-chapter, triple rated show, provided that proper applications have been received by the Central Office in time for the USEF mandated cut-off date. In the event that triple rated chapter and non-chapter shows conflict for a specific time, all applications having been received in timely fashion, recognition preference shall be given by the Society to the chapter show.

No triple rated show shall cause recognition to be denied a chapter wishing to hold a “CDS only” show during the same time period. In the event of conflict, chapters applying for “CDS only” recognition shall be given preference over non-chapter shows. Chapters in conflict for a date shall be recognized for “CDS-only” shows based upon timely receipt of applications (first come/first served).

All agreements between show managements must be in writing and mailed to Central Office.

“Traditional” show dates shall be protected until the cut off date for applying.

**APPLICATION PROCEDURES:** The application must be mailed to the Central Office ASAP, including: show name, address, date; both show manager’s and show secretary’s names, addresses, and telephone numbers; names(s) of the judge(s); and names of other organizations recognizing the show. The current recognition fee must be included with the application. Also, applicant must provide a copy of liability insurance as required from non-Chapter and non-USEF shows. If USEF status is indicated, the USEF Competition Number or copy of the application form must be provided.

**FEES:** A recognition fee (per day), applicable to all shows, must be paid.

**ENTRIES:** The competition must be open to all CDS members and must not exclude any breed of horse. Horse owners must be members of CDS. The term horse denotes either a horse or pony. The CDS Membership card or facsimile of same must be presented at a CDS recognized show in order to avoid the \$10 non-member fee.

**PRIZE LISTS AND PROGRAMS:** Prize lists and programs must contain Society membership information and must be sent to the CDS Central Office at least three (3) weeks prior to the show. In addition to the requirements listed in Rule XIV of the USEF General Rules, the prize list must include: a. A **current** CDS membership application form; b. The **required** \$2.00/horse fee to the CDS Travel Grant Fund, preferably listed underneath the stated drug fee; c. A space for CDS Membership Number; d. The **required** \$10.00 CDS non-member fee for riders and owners,

**REPORTING OF RESULTS:** The show management must submit its show's competition report to CDS Central Office within two (2) weeks following the event. The report must be typed or printed clearly on the form provided. A computerized form which provides the same information is acceptable to the Central Office. Incomplete competition reports will be returned to the management.

**All scores** at USDF, USEF and FEI levels must be reported, regardless of the score, including ALL Training Level Scores and **all** scores from the USDF Qualifying Classes. Please list all classes separately; don't just put O, J or A next to the scores. Make sure that all raw scores are included and percentages are calculated and legible. You must indicate any duplicate scores from competitors who have cross entered two divisions (e.g. open/qualifying). **One ride only counts as one score.**

You must include Rider's full name, CDS number and Horse's name. Also provide Owner's name and CDS number. **The CDS numbers must be verified at the show by either a photocopy or actual copy of the CDS membership card being presented to the show office.**

The Travel Grant check **MUST** accompany the results. The CDS non-member fee must accompany this report, also. Please submit these fees on separate checks.

Management staff is responsible for the timely submission of reports and completed submission of fees. The management of each CDS activity is subject to the penalty fine of no less than fifty dollars (\$50.00) and/or suspension from membership in good standing for twelve (12) months for incorrect and/or late submission of reports

## RULES THAT GOVERN THE - **CONDUCT** - OF THE COMPETITION:

### **The USEF rules regarding dressage competitions must be followed with the following exceptions:**

The CDS Competition Year is defined as starting the day after the final qualifying date for the current year's CDS Championship show and ending on the final qualifying date for the next year's Championship Show.

Guest card status is not acceptable at CDS only shows.

Any show may be checked by a CDS representative before recognition is granted for the first time. Any recognized show may be checked if so requested by a CDS member-competitor.

The CDS Show Recognition, Show Standards, Awards and Qualifying Programs shall be published annually in the CDS Omnibus and distributed to all members. These documents shall be required procedure unless modified by the Executive Board. Modifications will be published in Dressage Letters.

**Violations of CDS Show requirements and standards may result in fines and/or loss of future show recognition.**

### **This summation of rules applies to CDS recognized competitions.**

The following statement, required in every prize list, insists that every show management be familiar with the Rule Book of USEF:  
***“Every class offered herein which is covered by the Rules and specifications of the current USEF Rule Book will be conducted and judged in accordance therewith.”***

**CDEA**

Shows recognized by CDS must register with the State of California, Department of Food and Agriculture, Animal Health Branch at least 30 days prior to the event, collect the prescribed fee per horse, and send it to their attention at: Rm. A-107, P.O. Box 942871, Sacramento, CA 94271-0001. (916) 654-1447; Fax (916) 653-2215.

**COMPETITION AND WARM-UP ARENA**

Regulation size - 20x 60 meters unless stated to the contrary. Should be flat and level of footing that is not deep, hard or dusty and is free of rocks. For information on setting up arena, see US Equestrian Rule Book. Warm-up must be far enough away from the performance arena so as not to disturb the competitors during their tests. Must be of sufficient size for several competitors to prepare their horses at the same time. Must have good footing, comparable in quality to performance arena.

**PARKING AND RESTROOMS**

Must be adequate to accommodate safely all competitors. Must not be so close as to interfere with the exhibitors during their warm-up or competition. Water must be available on the show grounds near the parking area. Clean lavatory facilities adequate to accommodate the anticipated number of people must be available to exhibitors and spectators.

**STABLING**

Shows of more than one day must have a statement in the prize list regarding the availability of stabling. If stabling is not readily available, the show must include in the prize list a tentative schedule of classes so competitors can decide on which date to attend the show.

**JUDGES**

The competition must be judged by a recognized USEF Dressage judge. This includes Training Level classes. Guest card status is not acceptable at CDS only shows. The show should confirm in writing its agreement with the judge as to fees, dates, accommodations, travel arrangements, and classes to be judged. Agreement should also be made as to remuneration in case of cancellation. No judge shall be required to officiate longer than 8 hours in one day. A judge should not be expected to officiate at the same test all day. Breaks, as specified by the USEF Rule Book, must be provided in the time schedule.

**RIGHTS OF MANAGEMENT**

Show Management reserves the right to arrange for additional judges and to cancel, combine or amend any class, including but not limited to class awards, scheduling and location.

Show Management reserves the right to interpret all questions and conditions in regard to, or arising out of, or incident to the show, without claims for damages or recourse of any kind. All questions not covered by these rules and regulations shall be decided by the Show Management and such determinations shall be final.

Show Management reserves the right to refuse, accept conditionally or to cancel any entries, disqualify riders or exhibitors, prohibit exhibition of entries, without claim to damages.

**EMT/MEDICAL PERSONNEL**

Qualified medical personnel with no other duties and with appropriate medical equipment, as required by their certifying State or EMS Region, must be present during all scheduled performances. Qualified medical personnel is a currently certified or licensed EMT, or Paramedic, or a Physician or nurse trained in pre-hospital trauma care and currently certified or licensed in their profession. A physician or nurse trained in pre-hospital trauma care is a physician or nurse who is currently certified in Advanced Trauma Life Support (ATLS), Basic Trauma Life Support (BTLs), Pre-hospital Trauma Life Support (PHTLS), or who has First Responder or comparable certification. Comparable certification requires review and written approval in advance by the Safety Committee. It is strongly recommended that EMTs and/or Paramedics be used to fill this position. Medical personnel must not exceed the scope of their practice. All medical personnel must be readily identified and the area where they are available must be designated and readily available. Unless prohibited by state or local law, this person must furnish the Steward(s) or TD(s) with a copy of his/her report(s), or assist these officials with documenting any findings and treatment for all injuries sustained in competition or on the competition grounds. An operational telephone and/or other emergency call priority system must be provided by the competition. Management must post in the office and by the telephone and/or emergency call equipment, emergency telephone numbers plus directions to the competition which could be quickly relayed to the off site responder. An ambulance must be on the competition grounds or on call.

**TESTS**

Official current USEF, USDF and FEI tests must be used. Tests may be obtained from USEF and USDF tests may be obtained from USDF.

**SHOW MANAGEMENT OFFICIALS**

Must be a current CDS member. Shall be responsible for the organization and operation of the show and shall enforce all Rules. Shall eliminate ineligible entrants. Shall disqualify any person who acts or incites others to act in a manner contrary to CDS Rules or in a manner deemed improper, unethical, dishonest, unsportsmanlike or prejudicial to the best interests of CDS. Shall receive and act upon any protests (see CDS Protest and Charge Procedures). Shall pay indebtedness of the show. Shall send results to organizations recognizing the show within two (2) weeks. Shall keep all records for seven years. The show must have enough officials so that it will run smoothly: a scribe for each judge, two (2) scorers, a paddock steward, and a secretary.

- ...Name of show and sponsoring group(s)
- ...Date and location of show
- ...Name(s) of judge(s) and Technical Delegate (if applicable)
- ...List of show management officials with phone numbers
- ...Statement as to organization(s) recognizing the show
- ...CDS Membership information, including current membership form or a reasonable facsimile
- ...CDS Travel Grant fee information (\$2.00/ horse required)
- ...CDS non-membership fee of \$10.00 for riders and owners
- ...Statement as to awards to be presented
- ...Statement as to entry and drug fees, and stabling fees if applicable
- ...Classes to be offered
- ...List of regulations including tests to be used, arena size, refund policy, and the statement:

*“Every class offered herein which is covered by the Rules and specifications of the current USEF Rule Book will be conducted and judged in accordance therewith.”*

- ...Statement as to stabling available
- ...Schedule of classes (it more than a one-day show)
- ...Statement as to post entries and closing date
- ...Entry form must have space for:
  - ...Class numbers
  - ...Names of horse, rider, owner, trainer and coach
  - ...Entry fees, drug fees, and CDS Travel Grant Fee and CDS non-member fees
  - ...Release and signatures
  - ...Exhibitor’s address and telephone number

- ...Classes will be scheduled to accommodate the judges, riders and management.
- ...Classes will not necessarily be scheduled in order of difficulty.
- ...Riders must not be required to ride prior to scheduled times unless notice of a minimum of one hour is given.
- ...Organizers should prepare a time schedule including all rides. Competitors should be notified of their riding times in advance if possible. At a minimum, the time schedule should be posted in a conspicuous place by noon the day before the competition.
- ...Time intervals should be allowed between rides for judge’s breaks and award presentations.
- ...Dressage classes must be run in their entirety and rides may only be scheduled out of sequence to allow a reasonable interval between two or more horses entered by the same rider in the same class.
- ...When preparing a time schedule consideration must be given to riders entered in more than one class or riding more than one horse. At least 50 minutes must be scheduled between start times for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests.
- ...Competitors will not be allowed in or around the arena while a class is in progress or inside the arena at other times except under the following conditions: (1) Management must post and announce, in advance, designated times that competitors may school inside the arena(s); and, (2) Competitors should be permitted by management or the Ground Jury to enter the arena prior to their ride if arena conditions do not permit riding around the perimeter of the arena prior to entry. Such permission must be announced prior to the start of the class.

- ...Tests should be collected after each ride, added **twice**, and the scores posted **immediately**, NOT at the end of each class.
- ...Tests must be given to exhibitors when the class is completed and the awards presented. Privacy must be maintained.
- ...Exhibitors must be kept away from the scorers to avoid distractions which could lead to errors, and must never be allowed to see the other exhibitors’ test sheets.

## PROTEST PROCEDURE

A protest or charge must state the full name and address of the accused and contain a complete and definite statement of the acts which constitute the alleged violation. Precise detail regarding a violation of rules is necessary. Each rule allegedly violated must be listed from the USEF Rule Book. The maker must be prepared to substantiate the protest or charge by personal testimony. If the violation occurs at an US Equestrian recognized show then USEF protest procedures must take precedence. If the violation occurs at a CDS only recognized show then the protest may be filed with the CDS Board. Protests may be made to the CDS Executive Board by an exhibitor, owner, agent, trainer or the parent of a junior for any violation of rules. It must be:

- In writing
- Signed by the Protester
- Copies to the show manager and CDS Executive Board
- Accompanied by a deposit of \$75.00
- Received by the show manager and CDS Executive Board within one week of the alleged violation.

**Non-protestable decisions include:** Soundness of a horse, when determined by the judge of the competition. A judge's decision representing his individual preference, as to performance, unless alleged to be in violation of USEF Rules.

Any person, group of persons or competition against whom a protest is filed are entitled to a hearing. Initial written notice of a protest or charge must be given to the accused. Hearings will be held at the next CDS Executive Board meeting available, within 30 days notice. Results of all hearings will be forwarded to the protesters and the accused following the meeting. Upon reaching a decision, CDS may temporarily suspend recognition or deem any person or manager "not in good standing."

Protests should be mailed to the current CDS President and a copy to the CDS Secretary, the CDS Central Office and appropriate Show Manager.

---

## JUNIORS

All minors/juniors must be supervised by their parent/guardian or authorized agent at all times while at or on the show grounds, whether riding or on foot. The parent/guardian or authorized agent shall assume all responsibility to protect juniors from any injury, damage, harm and/or loss and shall indemnify, defend and hold CDS, the facility, show management and volunteers harmless therefrom.

Except as may otherwise be mandated by local law, all juniors, while riding anywhere on the competition grounds, must wear properly fitting protective headgear which passes or surpasses ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. Harness must be secured and properly fitted. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place. Any exhibitor may wear protective headgear (ASTM/SEI) in any division or class without penalty from the judge. Except as may otherwise be mandated by local law, the Federation strongly encourages all riders, while riding anywhere on the competition grounds, to wear protective headgear with harness secured which passes or surpasses ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. It is the responsibility of the rider, or the parent or guardian or trainer of the junior exhibitor to see to it that the headgear worn complies with appropriate safety standards for protective headgear intended for equestrian use, and is properly fitted and in good condition, and the Federation, Show Committee, and Licensed Officials are not responsible for checking headgear worn for such compliance. The Federation makes no representation or warranty, express or implied, about any protective headgear, and cautions riders that death or serious injury may result despite wearing such headgear as all equestrian sports involve inherent dangerous risk and as no helmet can protect against all foreseeable injuries.

Minors who do not have a valid driver's license which allows them to operate a motorized vehicle in the state in which they reside will not be permitted to operate a motorized vehicle of any kind, including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles, on the competition grounds of licensed competitions. Minors who have a valid temporary license may operate the above described motorized vehicles as long as they are accompanied by an adult with a valid driver's license. Violations of this rule will be cause for sanctions against the parent(s), guardian(s) and/or trainer(s) who are responsible for the child committing the offense. Penalties may include exclusion of the child, parent(s), guardian(s), and/or trainer(s) from the competition grounds for the remainder of the competition and charges being filed against any of the above individuals in accordance with Rule 7. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule.

Owner/Agent/Participant agrees that show management is merely providing stabling for the convenience of the participant and management and CDS shall have no responsibility whatsoever for any injury, loss, damage, etc., as a result of using said stabling. Owner/Agent/Participant agrees to indemnify, defend, and hold CDS, USEF, Show Management, their officials, officers, directors, employees, agents, personnel, volunteers and affiliated organizations harmless from any loss, damage or claims as a result of said use. Owner/Agent/Participant assumes all care, custody, and control with regard to this use.

Owner/Agent/Participant agrees that every horse entered, or which they bring to the show grounds, will be subject to the rules of the Horse Show management. Show Management will, in no case, be responsible for any loss or damage that may occur to any horse entered or on the grounds, and it shall be a condition of entry that each exhibitor shall hold all recognizing organizations, including but not limited to the California Dressage Society, as well as the facility at which the show/event is held, and the horse show and its management and employees and volunteers, harmless for any loss or accident to his horse, horses or equipment which may occur from sickness, fire, theft or any other occurrence, whether from negligence or otherwise.

At any CDS Championship where dressage tests are ridden, the horse must be a minimum four years of age.

Where applicable, the membership requirements of the USEF, California Dressage Society, Federation Equestre internationale, United States Dressage Federation or any other recognizing organization will be strictly followed and the show will collect non-member fees for any individual or horse registration that is required and cannot be proven by presentation of the current card.

## Section 2: CDS ANNUAL AWARDS

**ELIGIBILITY:** *Awards may be earned only at shows recognized by the Society, and only by current members in good standing. Only a horse ridden and owned by a current member of the Society in good standing shall be eligible to receive Society awards. Scores from any CDS recognized show are accepted in the award system.*

**Qualified Riding Member Certificate:** (and an asterisk after his name in the Roster)—awarded to a member the first time he/she receives a score of 50% or better at Level I or above at a CDS recognized show. *It is the responsibility of the rider to apply directly to the CDS Central Office for this award. Application consists of a photocopy of the cover of a test, submitted to the Central Office.*

**Certificates:** awarded for four (4) or less scores of 60% or better at Training Level and above achieved during the period October 1 to October 1. (Freestyle scores are included in the count.)

**Plates:** In the place of certificates, a plate shall be awarded when the rider earns five (5) or more 60% scores during one show year. Plates will be engraved with the name of the horse and the level and number of award-winning scores. These are awarded for the period October 1 to October 1. Once a plate has been issued, a plate will be issued for all future years in which one or more scores has been achieved.

**Osierlea Trophy:** awarded to the senior rider (50 and over as of January 1) who has achieved the highest number of scores of 60% or above, on one horse, during a single show season. Those eligible must apply for this award.

**Henry Burchard Memorial Trophy:** awarded to the owner/rider on a single horse receiving the highest number of scores of 60% or better during the show year. Those eligible must apply for this award.

**High Score Pony Award:** awarded to the pony that receives the highest percentage score at each CDS recognized show. USEF pony measurement card is required. An overall high percentage pony award will be given at the end of the year.

## Section 3: CDS HORSE OF THE YEAR

**ELIGIBILITY:** Awards are earned only at shows recognized by the Society, and only by current members in good standing. Only a horse ridden by a current member in good standing of the Society and owned by a current member in good standing of the Society shall be eligible to receive Society awards.

Scores from any CDS recognized show are accepted in the award system.

When two or more judges score a single ride, the combination of judges counts as one judge and the average of their scores counts as one score.

Horse/rider combinations that have competed in the Horse of the Year competition at Levels Training, I and II and have placed Champion or Reserve in either the Open or Amateur section are no longer eligible to compete for Society awards at that level. They may compete for USEF and USDF awards at these levels but must ride hors de concours where CDS awards are concerned.

At any CDS Championship where dressage tests are ridden, the horse must be a minimum four years of age.

The Horse of the Year awards shall be determined in a special competition to be held at the Society Annual Show. The standards for the competition, as outlined in “Requirements - California Dressage Society Annual (Championship) Show” are to be followed. In order to be eligible for this competition, a horse and rider combination must receive the following qualifying scores during the period of the published qualifying dates for the Annual Show:

- Training: 5 of 67% or better with 4 different judges at two highest tests of the level  
5 of 65% or better with 4 different judges at two highest tests of the level (Adult Amateur)
- Level I: 5 of 64% or better with 4 different judges at two highest tests of the level  
5 of 63% or better with 4 different judges at two highest tests of the level (Adult Amateur)
- Level II: 5 of 64% or better with 4 different judges  
5 of 62% or better with 4 different judges at two highest tests of the level (Adult Amateur)
- Level III: 5 of 62% or better with 4 different judges  
5 of 60% or better with 4 different judges at two highest tests of the level ((Adult Amateur)
- Level IV: 5 of 62% or better with 4 different judges  
5 of 60% or better with 4 different judges at two highest tests of the level (Adult Amateur)
- PSG: 4 of 62% or better with 3 different judges  
4 of 60% or better with 3 different judges at two highest tests of the level (Adult Amateur)
- Int 1: 4 of 62% or better with 3 different judges  
4 of 60% or better with 3 different judges at two highest tests of the level (Adult Amateur)
- Int II: 3 of 60% or better with 2 different judges
- GP: 3 of 60% or better with 2 different judges
- Freestyle: 3 of 62% or better with 2 different judges (applies to all levels of Freestyle)

## Section 4: CDS FUTURITY AND CAL BRED

**CDS FUTURITY:** The Futurity is designed to encourage young horses in dressage. Entrants ride two USEF First Level tests, each of which is judged by two different judges. The total number of points determines the placing. There are two divisions, Open and Adult Amateur, with an award to first and ribbons to 10<sup>th</sup> place in each division. All horses with an average of 55% or better on the two tests receive a recognition award. The overall winner receives the Futurity Perpetual Trophy. All nomination fees received go into the purse which is divided among the six highest scoring entrants in each division - Amateur or Open, as follows: 1<sup>st</sup>-30%, 2<sup>nd</sup>-25%, 3<sup>rd</sup>-20%, 4<sup>th</sup>-15%, 5<sup>th</sup>-5%, and 6<sup>th</sup>-5%.

**CAL BRED FUTURITY:** is open to horses entered in the CDS Futurity who were foaled in California or Nevada. The Perpetual Trophy, ribbons and cash awards are based on the total point scores, regardless of Adult Amateur or Open status. The Cal-Bred purse, which consists of all nomination fees from entered horses, is divided on the same percentage basis as the CDS Futurity.

**ELIGIBILITY:** Only a horse ridden by a current member of the Society shall be eligible to receive Society awards. The owner of a horse nominated for the CDS Futurity must be a member of CDS at the time of nomination and that membership must be maintained.

1. All horses entered must be 4-5 years of age at time of participation UNLESS ridden by an Adult Amateur in which case they may be 6 years of age at the time of participation in the Futurity. (e.g.: Horses in the 2006 Futurity would be born in 2001 or 2002 in the Open Division. Adult Amateur Division horses may also have been born in the year 2000.)
2. Horses may not have competed at Level I or above in any show recognized by any dressage organization in the US prior to nomination. After OCTOBER 1 of the year before its Futurity show year, and once the nomination is received by CDS, the horse may compete on any level at any show.
3. Substitutions will be allowed provided the substitute horse meets the requirements of Rules 1 and 2 at the time of the substitution.
4. Late nominations will be accepted at double the fees past due.
5. All nomination fees must be paid by August 1 of the year entered.
6. Nomination fees are held in a special account and put into the purse the year the horse is shown in the Futurity. If the horse is not shown in the Futurity, the fees are put into the purse the year the horse turns 5 (if registered Open) and 6 (if registered Adult Amateur).

### **NOMINATION PROCEDURES FOR CDS FUTURITY AND CAL BRED:**

1. Before January 1 of the year you plan to enter the Futurity, nominate your horse by sending the nomination form and the first nomination fee to CDS.
2. Before July 1, if you still plan to enter the Futurity, send the second nomination fee to CDS.
3. Nomination fees close for the Futurity and the Cal-Bred on August 1 of the year entered.
4. If you miss a deadline, you must pay double the fee past due. Before the entry deadline, send show entry to the Show Secretary with the final show (class) fee.
5. If you plan to enter the Cal-Bred Futurity, you must nominate your horse by specifying Cal-Bred on the Futurity Entry Form and by sending the appropriate fee. You may nominate a horse any time after it foals; the horse will remain eligible even if the ownership changes. The fee schedule is based on the age of the horse on the date on which the payment is made. The older the horse is when nominated, the more the payment will be. The following time schedule will apply:

payment	by	7/1	of the yearling year
OR		by	7/1 of the two year old year
OR		by	7/1 of the three year old year
OR		by	7/1 of the four year old year
OR		by	8/1 of the year entered

6. At the time of nomination of a horse to the Futurity, the nominee is required to declare as Open or Adult Amateur. After the date of nomination, if the nominee chooses to change divisions, payment of all fees due, including late charges, will be required to renominate into the other division. The USEF Amateur card must be presented with the entry to the competition.

## Section 5: CDS JUNIOR/YOUNG RIDER DIVISION

*CDS Junior/Young Rider Championship Show(s) will be held in the summer of each competition year. One show may be designated as the CDS Junior/Young Rider Championships or two shows—one in the North and one in the South. If two shows are held, the winners at each show shall share the titles. The CDS Executive Board shall be the final authority on the conduct and management of the show(s).*

**ELIGIBILITY:** ALL qualifying scores MUST be earned at CDS recognized shows. The scores must be earned in the stated competition year. The rider must be a member of CDS at the time the score is earned and the owner of the horse must be a member of CDS at the time the score is earned. Horses must be four years of age to compete in the Championship.

Those eligible may enter either the Northern Show or the Southern Show but not both.

Previous Championship winners may not compete at the Championship at the same level with the same horse at Training, First or Second Level.

**SCORES:** To compete in the CDS Junior/Young Rider Championships, the following scores must have been earned during the current show season:

Training	-	3 scores of 62% or better with 2 different judges
First	-	3 scores of 60% or better with 2 different judges
Second	-	3 scores of 57% or better with 2 different judges
Third	-	3 scores of 57% or better with 2 different judges
Fourth	-	3 scores of 57% or better with 2 different judges
FEI	-	3 scores of 57% or better with 2 different judges
*FEI/YR	-	3 scores of 57% or better with 2 different judges
**FEI/JR	-	3 scores of 57% or better with 2 different judges

\*Open to Young Riders only

\*\*Open to Juniors only

Note: When two or more judges score a single ride, the combination of judges counts as one judge and the average of their scores counts as one score.

**CDS Junior/Young Rider Team Competition:** to be held at the CDS Junior/Young Rider Championship Shows. They will be held at Training, First, Second, Third, Fourth and FEI Levels. A Level will be recognized as a division for the purpose of awarding cash prizes when there are three teams entered in the division. There are no pre-qualification requirements for the CDS Junior/Young Rider Team Competition except that the rider must be a member of CDS.

### **JUNIOR CODE OF CONDUCT:**

- 1. Sport is something done for the fun of doing it.**
- 2. Good manners are fundamentally important in Society and Sport.**
- 3. Fair and Friendly competition develops Sportsmanship.**
- 4. All facets of sport should reflect the positive virtues of courage, patience, good temper and unselfishness.**

### **CLUB 100**

Club 100 is a fund set aside for the use of the Junior/Young Rider programs. Club 100 funds may be made available for Club 100 educational events, specifically to those Junior/Young Riders who have participated in the JR/YR Championship shows. Each applicant would be eligible for a maximum funding of \$100 to participate. \$3000 per year is available for this program.

## Section 6: SPORT HORSE AWARDS

1. Shows must be registered with CDS and will receive all benefits of other CDS shows (calendar listing, publishing results, show packet with rules, etc.)
2. Non-member rules and scholarship fees apply.
3. Results must be reported within two weeks days of show date. Failure to report will result a loss of recognition of the show. All classes must be reported separately (even if combined for awards).
4. Manager must be a member of CDS.
5. Shows must follow USEF's Dressage/Sport Horse Breeding rules. Current USDF Sport Horse/Breed Score Sheets must be used. No TD is required.
6. An USEF licensed Dressage/Sport Horse judge is required.
7. Any classes can be offered but only yearling, two-year-old and three year-old filly, colt and gelding, as well as mature mare and mature stallion in-hand classes on the triangle will count for CDS awards.
8. The official USDF score sheets must be used.
9. A sporthorse division may be held with a dressage show.
10. The owner of the horse must be a current member of CDS. This individual must be named on the show reports in addition to any barn, farm, ranch or stable listed as owner.
11. It is the responsibility of the owner to check scores.
12. The results will be recorded in the name of the owner at the CDS Central Office. Results must include the membership number and name of the individual member of CDS in whose name the horse has been shown.
13. All handlers will sign the release form (under "Trainer") and must be current members of CDS or pay non-member fees.
14. Scoring will be on a point system: 5pts-1<sup>st</sup>, 4pts-2<sup>nd</sup>, 3pts-3<sup>rd</sup>, 2pts-4<sup>th</sup>, 1pt-5<sup>th</sup>. Horses must actually be shown in order to achieve points; there will be no points awarded for classes that are awarded on presentation in a previous class.
15. If there are fewer than three in the class, the point system changes to: 2pts-1<sup>st</sup>, 12pts-2<sup>nd</sup>.
16. Show championship classes can be held in age groups with 2pts to the winner and 1pt to reserve.
17. Overall show championship class may be held with 2pts to the winner and 1pt to reserve.
18. Classes to count: yearling filly, yearling colt, yearling gelding, two-year-old filly, two-year-old colt, two-year-old gelding, three-year-old filly, three-year-old colt, three-year-old gelding, mature mare and mature stallion. In order to earn points, the horse must be presented in the arena. Only USDFBC classes will count for the CDS Sport Horse awards.
19. Double points will be awarded for the USDFBC Finals.
20. Ten (10) points is required to qualify for year end awards.
21. At the end of the show year, the list of those who have qualified and their points will be published in Dressage Letters.
22. Annual Champion and Reserve ribbons will be presented to horses that accumulate the most points in the CDS sport horse breed award program in the following categories: Mare/Filly and Stallion/Gelding.
23. Conservative apparel and running shoes are recommended to be worn to show on the triangle.

## **Section 7: CDS PROTEST PROCEDURE**

A protest or charge must state the full name and address of the accused and contain a complete and definite statement of the acts which constitute the alleged violation. Precise details regarding a violation of rules are necessary. Each rule allegedly violated must be listed from the USEF Rule Book or the Rules for CDS Competitions. The maker must be prepared to substantiate the protest or charge by personal testimony.

If the violation occurs at an USEF recognized show, then USEF protest procedures must take precedence. If the violation occurs at a CDS only recognized show, then the protest may be filed with the CDS Executive Board.

Protests may be made to the CDS Executive Board by an exhibitor, owner, agent, trainer or the parent of a junior for any violation of rules. The protest must be:

- a. In writing, spelling out details (name, location, time, date, etc.), witnesses, etc.
- b. Signed by the protester
- c. Copied to the show manager and CDS President and Secretary
- d. Accompanied by a deposit of \$75.00
- e. Received by the show manager, CDS President and CDS Secretary within one week of the alleged violation

Non-protestable decisions:

- a. The soundness of a horse, when determined by a judge of the competition is not protestable
- b. A judge's decision, representing his/her individual preference is not protestable unless it is alleged to be in violation of USEF Rules.

Any person, group of persons or competition against whom a protest is filed are entitled to a hearing. Initial written notice of a protest or charge must be given to the accused.

CDS may temporarily suspend recognition or deem a person "not in good standing". Any person or manager, against whom a protest or charge has been filed and who has been found guilty may be prohibited from participating in any manner in the affairs of the Society, and CDS may extend the suspension for a further period.

Hearings will be held within 30 days or at the next CDS Executive Board meeting available. Results of all hearings will be forwarded to the protesters and the accused following the meeting.

Protests should be mailed to the current CDS President with copies to the CDS Secretary.

**NOTE: SEE DISCIPLINARY POLICY SECTION  
FOR INFORMATION ON MEMBERSHIP INFRACTIONS**

## Section 8: CDS REGIONS

**CDS BY-LAWS/ARTICLE V:** Six Regional Directors shall be elected by and chosen from the membership of their respective Regions as follows: The Executive Board shall assign chapters to appropriate regions, considering equal representation, as well as community of interests. Such assignments shall be published in Dressage Letters. Regional Directors shall reside within the regions they represent.

### REGIONAL BOUNDARIES

- A. Northern Region consists of the following Chapters - Foothills, Lake County,, Marin, Mendocino, Northcoast, Reno, San Francisco Peninsula, Shasta, Sierra Nevada, Sonoma, Sacramento Valley
- B. Central Region: consists of the following Chapters - Carmel Valley, Delta Sierra, East Bay, Eastern High Sierra, Fresno, Gavilan, Kaweah, Kern River, Santa Cruz, San Luis Obispo, Santa Barbara, Santa Ynez Valley, Tehachapi Mountain, Ventura County, Valley Oaks
- C. Southern Region consists of the following Chapters: High Desert, Inland Communities, Los Angeles, Las Vegas, Pomona, Palos Verdes, Santa Clarita Valley, San Diego, San Juan Capistrano, Temecula Valley

## Section 9: CDS CHAPTERS

### CDS BY-LAWS/ARTICLE XII:

1. Local chapters based on geography shall be formed of CDS members in good standing in order to promote educational activities on the local level and to carry out plans of the Executive Board for local competitions.
2. Each chapter shall have a chairperson, chosen by the chapter membership. Duties of this chairperson shall be to encourage and organize at the local level activities which are educational for members interested in improving their riding abilities and their horses. The chairperson shall be responsible for reporting to the Central Office the details of all chapter activities. The chairperson shall be a non-voting member of the Executive Board.
3. Local chapters shall keep their finances separate from the Society's accounts. All chapter functions must be financed through the CDS chapter's bank account. Accurate records must be maintained and a yearly financial report must be filed with the CDS Treasurer.
4. A local chapter must hold at least one (1) open business meeting each year in order to be recognized by the Society.
5. Specific responsibilities of the chapters are in the CDS Standing Rules.
6. A local chapter must establish By-Laws and must place on file with the Society a copy of those By-Laws, which must not be in conflict with the By-Laws of the Society.

### GUIDELINES

1. Chapters shall annually send to the CDS Central Office a current roster of officers and board members. This information should be submitted by December 31.
2. Chapters shall maintain one checking account with the CDS IRS number on that account. This account will be maintained by the current Chapter Treasurer and shall have a back-up signature.
3. Each Chapter Treasurer shall complete the report form for chapter activities. Records of payments to judges are to be submitted with the show report. Records/reports of other activities are submitted directly to the CDS Treasurer.
4. The Chapter Treasurer shall annually submit a chapter financial report to the CDS Treasurer, by January 31.
5. Chapter By-laws will be standardized by the CDS Executive Board. Chapter Standing Rules must be submitted to the CDS Board for review and approval.
6. Chapters may not require dues. They may access members for newsletter expenses.
7. Events requiring insurance certificates should apply for them at least two months before the event they wish covered.
8. A Chapter must be made up of 25 or more CDS members. Exceptions may be made if the area in question is geographically isolated. Any chapter dropping membership below the minimum will be given one year to achieve minimum membership.
9. Non-compliance with directives for reporting income and payments to individuals will seriously jeopardize the good standing of a chapter.
10. Standard By-Laws will be enforced for all matters that are covered in the state By-Laws. Chapters that do not submit acceptable Standing Rules in an electronic version, will be denied all recognitions and coverage for all events.
11. Any Chapter event with a budget over \$10,000 must present a proposed budget to the CDS Board.
12. Oversight audit of Chapter finances shall take place every three years.
13. Financial responsibility for all Chapter events is the responsibility of the Chapter.

## **Section 9: STANDING COMMITTEES**

- A. Annual Show
- B. Futurity
- C. Junior/Young Rider
- D. Annual Meeting
- E. Central Office
- F. Dressage Letters
- G. Scholarship
- H. Travel Grant
- I. APTI
- J. Publicity
- K. Insurance
- L. Chapters
- M. Budget
- N. Amateur Clinics

## **Section 10: ATTENDANCE AT MEETINGS**

Attendance by Directors is expected. The tenure of a Director who has missed two meetings of the Board in a year shall be subject to review.

# CALIFORNIA DRESSAGE SOCIETY GUIDELINES FOR THE NOMINATING COMMITTEE

**ELECTION OF DIRECTORS/BY-LAWS ARTICLE V:** *Section 1:* Eleven Directors shall be elected by and chosen from the Membership. a. Two of the Directors shall be elected by the Chapter Membership of the Southern Region. b. Two of the Directors shall be elected by the Chapter Membership of the Central Region. c. Two of the Directors shall be elected by the Chapter Membership of the Northern Region. d. Five Directors shall be elected by and chosen from the entire Membership. e. The Executive Board shall assign Chapters to Regions as outlined in the Standing Rules. Such assignments shall be published in Dressage Letters and the CDS Roster. Regional Directors shall reside within the regions they represent. *Section 2.* Directors shall be elected for a term of three (3) years, starting in January, on a rotation basis. a. Directors may serve no more than two terms consecutively. After an absence of one year from the Board, an individual may run for office again. (Effective with the Election of 1995) *Section 3.* Only Active Members in good standing shall be eligible to hold office. *Section 4.* The Executive Board shall select a nominations committee no later than June. At that time the Active Membership shall be notified that nominations are open. Nominations shall close 30 days prior to the last date on which ballots must be returned. a. The nominations committee shall consist of three (3) Directors whose terms do not end in the year in question, and three (3) Active Members who are not voting members of the Executive Board. b. **It shall be the duty of this committee to present a list of nominees for all offices open for election to the Executive Board. The committee shall receive nominations from the Active Membership and for Regional Directors from the active members from that region and shall, where necessary, nominate individuals for office. Nominations from the Membership shall be made by submitting a petition to the nominations committee, signed by ten (10) Active Members.** c. **All nominations must be received not later than midnight of closing date for nominations.** *Section 5.* In all cases, consent of the nominee must be obtained prior to the election. *Section 6.* The Secretary shall prepare a ballot of nominees for directors. Such ballot shall be mailed to all Active Members no less than fifteen (15) days prior to the last date on which such ballots must be returned. This ballot shall be the only official campaign material to be recognized by the Society. The ballots shall be numbered consecutively and each ballot shall provide for one vote per member a. A committee of three (3) Active Members not connected with the Executive Board shall be appointed by the President with the approval of the Executive Board to oversee ballots cast. b. One (1) member of this committee shall receive the ballots by mail. Ballots shall remain sealed. c. The day after the closing date of the election, the committee shall, in the presence of each other, open and count the ballots. The result of this counting shall be the official election result. d. The ballots shall all be sealed in an envelope after counting. The outside of the envelope shall carry the date and official result of the election, as well as the signatures of the committee members, and the envelope shall be returned to the Secretary to be filed. e. All ballots shall be kept for one year. f. Any ballot received after the closing day shall be discarded. g. A simple majority of the ballots cast will rule in election of directors.

1. The CDS Board of Directors will appoint a Nominating Committee no later than June. The names of the members of this committee will be published in Dressage Letters at least one time prior to the closing of nominations.
2. Candidates must submit a Declaration of Intent to run for the CDS Board to one of the members of the Nominating Committee and indicate which position they are running for, i.e. Director at large or Regional Director. Along with this declaration should be the required petition with ten signatures of CDS members in good standing and a short biography to be published on the ballot.
3. Deadline for receiving Declarations of Intent will be October 15 of the current year. **BIOGRAPHY MUST ACCOMPANY THE DECLARATION!**
4. Ballots are to be mailed to the membership as soon as the Central Office can accommodate the mailing and must be returned postmarked no later than December 1.
5. Ballots shall be counted five days after the postmark deadline by a group of three persons and the CDS Board President shall be notified.
- 6.. Candidates shall be notified by the Board President as soon as possible.

# CDS ASSOCIATION of PROFESSIONAL TRAINERS AND INSTRUCTORS

*Mission Statement: Committed to the support of the dressage professional through recognition and continuing education*

**GOALS:** 1. To give recognition to CDS trainers and instructors who have had superior results instructing students and training horses. 2. To provide educational opportunities to instructors to upgrade their teaching skills and network with fellow professionals.

**STRATEGY:** 1. Give recognized membership status in the CDS Association of Professional Trainers and Instructors to a broad base of instructors who are currently teaching. 2. Require continuing education of all members to maintain status.

## MEMBERSHIP

**RECOGNIZED MEMBERSHIP** is available to all CDS members who hold USDF Medals and meet minimum teaching requirements at the following levels.

- Bronze - Bronze medal holder (B)
- Silver - Silver medal holder (S)
- Gold - Gold medal holder (G)
- Bronze/Silver - Holds these two medals (BS)
- Bronze/Gold - Holds these two medals (BG)
- Silver/Gold - Holds these two medals (SG)
- Bronze/Silver/Gold - Holds these three medals (BSG)

**ADDITIONAL BENEFITS FOR MEMBERS**

Listing of Recognized Instructors and Associates in CDS Roster - Increased opportunity to share ideas and form a cohesive community - Recognition for quality instructors

**ASSOCIATE MEMBERSHIP** is available to all other instructors who meet the minimum teaching requirements and currently belong to CDS. The minimum number of lessons that must be taught per month to qualify as an instructor is 20 lessons. ( This is not the same as 20 students - you can have 10 students that take 2 lessons each month for instance)

**Scores accumulated in the past can be sent to USDF to obtain your medals. You need to get documentation from the show organizer of the shows at which you received the scores.**

## CONTINUING EDUCATION

**is a requirement for maintaining both full and associate membership in APTI.**

The requirements are as follows:

- a. One day course from Red Cross CPR and Basic First Aid) every 4 years plus familiarity with the safety sections of the Pony Club Manual and the British Horse Society Manual.
- b. 6 credits every 3 years from the USDF University APTI approved courses.

## PROGRAM

1. A committee appointed by the CDS Board will be responsible for administration of the educational effort. The Board will appoint 8 committee members. Two will be from the San Diego area, three from the Los Angeles area, and 3 from northern California. Two will be appointed for one year, two will be appointed for 2 years, 2 will be appointed for three years, and two for four years. A member must be a medalist to sit on the committee. There should be an experience range within the committee ( membership divided between Gold, Silver and Bronze level instructors- associate instructors cannot hold a committee position.)
2. Committee members will serve 3 year staggered terms with 2 members going off each year on a rotating basis. The committee shall be made up of 8 Medal Instructors, plus one CDS Board member and Paula Langan acting ex-officio. After 1995 the membership will vote to replace the 2 committee members rotating off the Steering Committee. The general membership will meet once a year at the CDS Annual Show. Election of the 2 new committee members will take place at the Annual Show general meeting.
3. The committee will meet at least 3 times a year to hire the faculty, decide on curriculum, to accredit both in house and outside activities and to review special applications. It will be the job of the committee members to promote the association in their areas, to develop faculty and programs, and accredit activities and courses.
4. CDS APTI will arrange enough Teacher Training sessions to enable recognized instructors to fulfill their continuing education requirements.
5. CDS APTI Teacher Training sessions will include teaching strategies, new information, (Eeg., biomechanics and sports psychology), and emphasize the teaching of seat and position as well as the teaching of performance at specific levels.
6. CDS APTI can take advantage of specific events and expertise by granting credits for attendance at courses run by individuals, CDS Chapters, USDF, USET, or AHSA.

7. An ongoing list of accredited courses will be published monthly in Dressage Letters in the APTI Column.

## **IMPLEMENTATION**

1. BSG, SG, BG, BS, G, S, and B Recognition or associate membership will be granted to qualified instructors for a period of three years according to their qualifications.
2. To be eligible for renewal an instructor must complete six (6) credits in three years.
3. Ten hours of course work be worth one (1) credit. Paula will keep track of hours in the CDS office and convert them to credits as they accumulate. Two credits is the maximum allowed for any one course regardless of the number of hours. To receive credit a participant must be present for the whole course. Auditors will not receive credit. Organizers are encouraged to limit courses to three days. Courses to be divided according to the USDF University system and run through the University.
4. CDS APTI courses will be open to all members. All courses will have attendance limits set by instructor, organizer and APTI Steering Committee. Non-instructor participants and auditors will be permitted when appropriate.
5. Fees for the individual courses shall reflect the cost of obtaining the chief instructor, cost of the facility used, and may include a daily fee to the organizer. Within the guidelines of CDS programs the courses designed specifically for continuing education by the committee should be self supporting. It is the intent of CDS that the courses are not to maximize profit but provide continuing education at a reasonable price.
6. Educational events other than those specifically designed by the CDS APTI may be designated as "Accredited-Courses" and attendance given credit in the same manner as attendance for "in house" courses. **COURSE POSSIBILITIES:**

- Lunging the horse and rider. ( lecture, demonstration, instructor participation)
- Biomechanics of the Rider. ( lecture and demonstration)
- Teaching the FEI rider. ( lecture, demonstration, instruction, participation)
- Teaching Effective Body Use to Advanced riders ( lecture and demonstration)
- Teaching Seat and Position to Novice riders ( lecture and demonstration)
- Teaching Strategies ( lecture)
- Presenting Test Figures Levels I and 2 (lecture, demonstration, inst. participation) Using NLP as a Teaching Model ( lecture and demonstration)
- Presenting Test Figures Levels 3 and 4 ( lecture, demonstration, inst. participation). The Kinesthetic of the Correct Seat
- The Mind of the Effective Rider
- Lecture and Demonstration Tools and Strategies Finding your Client the Right Horse
- Specific Courses designed by Guest Instructors according to their interests or expertise

*These are sample suggestions of courses that could be offered and not specific recommendations!!!! Committee will develop specific curriculum.*

7. A course on safety including CPR techniques as well as first aid and safety procedures specific to the horse industry will be mandatory for every instructor every year for continued recognition and membership in the Association. At the current time the Red Cross one day CPR and Basic First Aid course plus familiarity with the Safety sections of the Pony Club Manual and British Horse Society Manual will satisfy this requirement. You can either attend this course given by the Red Cross in your area or get together with local professionals to set up a specific day with the Red Cross for all to attend. ( If most of the participants are riding instructors they can direct the teacher to the kinds of injuries most likely to happen to the rider.)
8. CDS Central office will tabulate the credits for courses attended. Member instructors will send attendance verification forms to the CDS Central Office to document their attendance.
10. Courses already available and recommended by the startup committee as worthy of accreditation are "L" judge sections A, B, C., Precert and Certification Courses, USET/USDF Trainers Symposium and the USDF Symposium. Members joining before August 1 who have participated in those courses may use them to fulfill CE requirements.

## **SETTING UP COURSES**

1. The CDS APTI Steering Committee will decide the courses for the year. Instructors will be engaged with specific parameters for each course.
2. Organizers and/or Faculty Instructors (instructors the committee contacts to develop a course to disseminate their particular expertise) will be contacted to administer specific courses. Organizers will be encouraged to contact the committee and apply to have their events or courses accredited. The committee will also designate specific events ( The USDF Forum with Lindgren, Lette and Kyrklund for instance) as applicable for credit. Individual Instructors may also apply for credit for work done or courses completed on an individual basis. ( For instance, proof of completion of a college level class in teaching techniques, or working with particular instructors or trainers as an apprentice (guidelines/ parameters to be set).
3. Organizer to set participation fee for their course to cover costs. These fees may vary slightly due to differences in personnel, transportation, accommodation or facility costs.
4. Organizer will follow specific guidelines for CDS sanctioned programs.

# ASSOCIATION of PROFESSIONAL TRAINERS AND INSTRUCTORS

CDS is setting up a program for the recognition and education of instructors. Dressage instructors who teach regularly and hold USDF Bronze, Silver or Gold Medals are invited to join. There will also be an associate membership available to instructors who do not currently hold Medals. Enclosed is an application.

This program will be administered through the CDS Association of Professional Trainers and Instructors Steering Committee. Educational courses on dressage instruction material will be provided FOR recognized instructors.

CDS APTI courses will begin in 1995. All member instructors, recognized and associate, will need to take six (6) units in a three year period to retain membership.

The available courses will include teaching strategies, new information (such as biomechanics of horse and rider or sport psychology), the teaching of seat and effective position as well as the teaching of performance at specific levels. A safety course will be a mandated requirement every six years. These courses will provide an exceptional opportunity to exchange information among instructors.

Instructors will be given continuing education credits for attendance and completion of a course. Courses will be run through the USDF University. A listing of member instructors including their recognized status and courses completed will be added to the CDS Roster.

## Recognition Procedure:

1. Applicant for full membership must be a USDF Medalist.
2. Applicant must be a current instructor teaching at least 20 lessons a month.
3. Instructors must return enclosed application to the CDS Central Office before credits for participation will apply.
4. Membership fee is \$25.00 / year.
5. Associate membership is available for instructors who do not have Medals but who meet the teaching criteria.

## Application for Recognition and Membership

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CDS MEMBERSHIP NUMBER \_\_\_\_\_ USDF NUMBER \_\_\_\_\_

USDF MEDALS HELD (circle medals held) BRONZE SILVER GOLD

NUMBER OF LESSONS TAUGHT PER MONTH \_\_\_\_\_

DO YOU TEACH CLINICS \_\_\_\_\_ NUMBER OF CLINICS TAUGHT \_\_\_\_\_

DO YOU TEACH AT ONE FACILITY \_\_\_\_\_ OTHER \_\_\_\_\_

If you do not meet these requirements, but you feel you have equivalent qualifications, you may apply to the Committee under special review.

*I hereby apply to CDS for recognition based on my medals, competitive record and teaching experience. I understand that I will be required to participate in ongoing teacher education to retain recognition. I further understand that this recognition is renewed every three years based on completion of required course units from CDS approved continuing education courses. I understand that this is a professional association (excluding the FEI definition). Therefore, I do not hold an AHSA Amateur Card, do not consider myself an AHSA Amateur according to AHSA Amateur rule Chapter III, Article 808., and do take remuneration for my teaching.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Membership fee \$25.00 / year made out to CDS APTI

Application form must be filled out completely and membership fee included for your membership in the Association of Professional Trainers and Instructors to be considered. Membership year is December 31 to December 31. APTI members will be listed in the CDS Roster and will receive attendance forms to verify their continuing education. Send application and fees to the CDS Central Office, P O Box 417, Carmel Valley, CA 93924



# THE CHAPTERS

## CDS Chapter Chairs, Treasurers, and Show Managers

Monies paid by a CDS Chapter to any judge, TD, clinician, lecturer, show manager, EMT, etc. must be reported to the IRS and the Franchise Tax Board in California. A CDS report format has been created and will accompany Show Recognition Packets in the future and is to be returned to the Central Office along with the Show Report. This format is also acceptable for clinicians and others who become Chapter employees. File the form immediately when the event is finished.

When you receive the reporting forms, please read them carefully and if you have questions call Diana Muravez - CDS Treasurer (951) 699-9837 or your Regional Director. Call the CDS Central Office if you need additional forms, or copy them.

Along with the CDS reporting format, you will receive an IRS W-9 form to obtain the information you will need. If an out-of-state resident is employed by a CDS Chapter, we must withhold 7% from the total fee contracted. If the person insists they will not receive more than \$1,500.00 in income from CDS functions in the year, that person must sign a Form 587, provided by the treasurer, which must be submitted to the Franchise Tax Board before payment is made. Taxes withheld must be sent directly to the CDS Treasurer, along with the W-9.

If you hire a foreign person, contact the CDS Treasurer. Withholding can vary depending on the United States treaty status with their country. If you have this situation, file the paperwork as soon as possible in order to prevent complications.

All current Chapter Chairs must send their names and the names of the Chapter Treasurers to the CDS Central Office.

**PENALTY FOR NON-COMPLIANCE: The minimum penalty will be immediate loss of CDS recognition for any Chapter shows.**

**DUE NO LATER THAN JANUARY 31ST OF EACH YEAR**

### Year End Chapter Financial Report

For period beginning January 1 \_\_\_\_\_ through December 31 \_\_\_\_\_

Cash on hand (beginning bank balance at January 1) \$ \_\_\_\_\_

**RECEIPTS**

Education (clinics etc) \$ \_\_\_\_\_  
 Interest (bank) \$ \_\_\_\_\_  
 Newsletter \$ \_\_\_\_\_  
 Shows \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**TOTAL RECEIPTS** \$ \_\_\_\_\_

**DISBURSEMENTS**

Education (clinics etc) \$ \_\_\_\_\_  
 Meetings \$ \_\_\_\_\_  
 Postage \$ \_\_\_\_\_  
 Printing (newsletter + ?) \$ \_\_\_\_\_  
 Shows \$ \_\_\_\_\_  
 Telephone \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**TOTAL DISBURSEMENTS** \$ \_\_\_\_\_

Cash on hand (ending bank balance at December 31) \$ \_\_\_\_\_

Mail to: CDS TREASURER

Diana Muravez

P.O. Box 893455

Temecula, CA 92589

Questions? Phone: (951) 699-9837 Phone/Fax

<i>SUBMITTED BY:</i> _____
<i>PHONE #:</i> _____
<i>CHAPTER NAME:</i> _____

## CDS GUIDELINES FOR FORMING A NEW CHAPTER

### Step One - Prepare locally

Local **group** should: 1) Obtain 25+ CDS members; 2) Select a Chairman; 3) Set up an operating fund/budget  
**Chairman** should: 1) Contact the appropriate CDS Regional Director; 2) Contact the existing chapters in the area to advise them of the intent to form a new Chapter. Reasons for the formation should be included.

### Step Two - Prepare at the State level

Proposal submitted by the Regional Director to CDS Executive Board

1. Local Chairmen is encouraged to attend this CDS executive board Meeting
2. Regional Director should notify existing Chapter Chairmen in the area
  - a. Chairman or members of involved Chapters may wish to attend meeting also

Proposal voted on by Executive Board. If proposal approved, turned over to Chapter Liaison Officer who should:

- 1) Check with Central office to verify 25 members; 2) Check with existing Chapter if Chairman did not attend meeting or potential problems; 3.) Report back to Regional Director and local Chairman

### Step Three - Write Standing Rules and select name

A. Submit to Regional Director and Liaison Officer at least 15 days prior to next CDS Executive Board Meeting

### Step Four - State approval

Liaison Officer must review Standing Rules and recommend approval, and then CDS Executive Board may vote.

## CDS BY-LAWS/ARTICLE XII:

1. Local chapters based on geography shall be formed of CDS members in good standing in order to promote educational activities on the local level and to carry out plans of the Executive Board for local competitions.
2. Each chapter shall have a chairperson, chosen by the chapter membership. Duties of this chairperson shall be to encourage and organize at the local level activities which are educational for members interested in improving their riding abilities and their horses. The chairperson shall be responsible for reporting to the Central Office the details of all chapter activities. The chairperson shall be a non-voting member of the Executive Board.
3. Local chapters shall keep their finances separate from the Society's accounts. All chapter functions must be financed through the CDS chapter's bank account. Accurate records must be maintained and a yearly financial report must be filed with the CDS Treasurer.
4. A local chapter must hold at least one (1) open business meeting each year in order to be recognized by the Society.
5. Specific responsibilities of the chapters are in the CDS Standing Rules.
6. A local chapter must establish By-Laws and must place on file with the Society a copy of those By-Laws, which must not be in conflict with the By-Laws of the Society.

## GUIDELINES

1. Chapters shall annually send to the CDS Central Office a current roster of officers and board members. This information should be submitted by December 31.
2. Chapters shall maintain one checking account with the CDS IRS number on that account. This account will be maintained by the current Chapter Treasurer and shall have a back-up signature.
3. Each Chapter Treasurer shall complete the report form for chapter activities. Records of payments to judges are to be submitted with the show report. Records/reports of other activities are submitted directly to the CDS Treasurer.
4. The Chapter Treasurer shall annually submit a chapter financial report to the CDS Treasurer, by January 31.
5. Chapter By-laws will be reviewed by the CDS Board every five years. Chapter Chairs will be notified the year they are to submit this information.
6. Chapters may not require dues. They may access members for newsletter expenses.
7. Events requiring insurance certificates should apply for them at least two months before the event they wish covered.
8. A Chapter must be made up of 25 or more CDS members. Exceptions may be made if the area in question is geographically isolated. Any chapter dropping membership below the minimum will be given one year to achieve minimum membership.
9. Non-compliance with directives for reporting income and payments to individuals will seriously jeopardize the good standing of a chapter.
10. Standard By-Laws will be enforced for all matters that are covered in the state By-Laws. Chapters that do not submit acceptable By-Laws in an electronic version, will be denied all recognitions and coverage for all events.
11. Any Chapter event with a budget over \$10,000 must present a proposed budget to the CDS Board.
12. Oversight audit of Chapter finances shall take place every three years.
13. Financial responsibility for all Chapter events is the responsibility of the Chapter.



California Dressage Society  
**INSURANCE**  
**ATTN: CDS CHAPTERS**

**LIABILITY INSURANCE**  
**INFORMATION AND PROCEDURES**

The following information should explain how the Liability Policy for CDS works and what is expected of the Chapters to have all their events properly insured.

**ALL EVENTS MUST BE REPORTED TO THE  
INSURANCE AGENT IF THEY INVOLVE HORSES.**

Application for Insurance for Events: Events are shows, clinics or seminars offered by CDS or its chapters to members and nonmembers alike. Insurance certificates for events must be applied for a minimum of sixty (60) days prior to the event. Each individual event must be submitted on an event coverage request form completely filled out and submitted to the CDS Central Office. Certificates of insurance will be issued from the event coverage request form so please be sure to submit the right mailing address for all parties to receive certificates. Any certificates that must be reissued due to erroneous information provided by the chapter will be subject to a \$10 administrative fee.

Clinicians **MUST** provide proof of their own insurance coverage in order for the event to be covered by CDS' insurance policy.

Cancellation/Rescheduling: If an event is cancelled or rescheduled, Equine Insurance must be notified within 24 hours of the decision to cancel or reschedule, in any event no later than the first day of the event. One rescheduling is allowed per event day and the reschedule date must be provided within 48 hours of the notification to reschedule.

Charges and Fees to Chapters: Charges for certificates are as follows:

- ~ when there is more than one additional insured (except USEF and USDF) - \$10
- ~ when a certificate must be faxed - \$10
- ~ when a certificate must be overnighted - \$20
- ~ if a certificate must be reissued due to missing or erroneous information on the application - \$10
- ~ if an event is rescheduled and certificates must be reissued for the new date - \$10

Notice: Any notice in writing may be provided by mail, fax or E-Mail. For events requiring a fee, said event must be submitted by mail with payment attached in the form of a chapter check.

---

**CDS CENTRAL OFFICE**  
P.O. BOX 417  
CARMEL VALLEY, CA 93924

**EQUINE INSURANCE**  
Donna Chopp  
P.O. Box 661030, Arcadia, CA 91066  
(800) 321-5723 - (626) 445-1200  
Fax: (626) 445-5100  
E-Mail: [donna@equine-ins.com](mailto:donna@equine-ins.com)

CALIFORNIA DRESSAGE SOCIETY  
**HORSE SHOW/CLINIC/SPECIAL EVENT  
INSURANCE COVERAGE REQUEST FORM**

**ONLY ONE EVENT PER FORM PLEASE!**

Chapter Name \_\_\_\_\_  
Chapter Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Name of Event \_\_\_\_\_ Type of Event \_\_\_\_\_  
Location of Event (full address) \_\_\_\_\_  
Event Dates: Start \_\_\_\_\_ End \_\_\_\_\_ Clinician \_\_\_\_\_

Does the **facility** require a certificate of insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, you must provide the complete name of the facility owner(s) and one mailing address in order to issue a certificate of insurance. Example: "John Doe dba Horse Creek Ranch", or "Jane & John Doe, Bill Sellers and Horses, Inc. dba Show Facilities International:.". If in doubt, check with the facility for their exact required wording. Only one certificate will be issued for the facility owner(s) naming all entities required. If any separate certificates are required, they must be shown below as "other entities".*

Name and Mailing Address of FACILITY to be included as additional insured.

\_\_\_\_\_  
\_\_\_\_\_

If show, is it recognized by USEF? Yes \_\_\_\_\_ No \_\_\_\_\_ USEF # \_\_\_\_\_

Do any other entities require proof of insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, you must provide the complete name of the entity and their mailing address below in order to issue a certificate of insurance as well as the relationship requiring the proof of insurance (e.g., corporate sponsor, vendor from which you rented equipment, other sanctioning organization such as USDF). Vendors and corporate sponsors cannot be named additional insured but can be issued proof of insurance.*

Other Certificates required and relationship:

\_\_\_\_\_  
\_\_\_\_\_

Complete one form for each event and mail to: CDS Central Office, P.O. Box 417 (9 Del Fino Pl #202), Carmel Valley, CA 93924 - phone: (831) 659-5696 fax: (831) 659-2383 email: paula@california-dressage.org

**AT LEAST TWO MONTHS PRIOR TO OPENING DAY OF EVENT**

Charges: No charge for certificates for facility, USDF and USEF  
\$10. per certificate to other entities or reissuance of certificates for rescheduled events  
\$10. *additional* for each certificate that must be faxed (provide fax #)  
\$20. *additional* for each certificate that must go overnight mail (must provide street address)

Payments should be CDS Chapter checks made payable to Equine Insurance and remitted with this form.

Unless otherwise indicated for certificates issued, the original will be sent directly to the certificate holder with a copy to the chapter contact and a copy to the CDS Central Office.

**REQUIREMENTS**  
**CALIFORNIA DRESSAGE SOCIETY ANNUAL (CHAMPIONSHIP) SHOW**

It is understood that USEF and CDS Rules for the general running of a show are to be observed. The official goal is to create the best possible show for participants and volunteers with the financial goal of at least breaking even.

**AUTHORITY AND RECOGNITIONS**

- A. The CDS Board of Directors reserves the right to approve any and all recognition by other organizations.
- B. The CDS Board of Directors reserves the right to approve any and all additions to and deletions from the class schedule.
- C. The CDS Board of Directors reserves the right to approve any and all exhibitions planned at the show.

**D. SHOW COMMITTEE**

- 1. The Show Committee shall consist of one Board Member, one previous Annual Show Manager, the current Show Manager, and two others selected by the Board of Directors. At least one committee member, other than the Show Manager, shall not be a member of the CDS Board of Directors. At least one committee member shall be a currently active competitor.
- 2. The Committee is responsible for reporting to the Board of Directors and for the monitoring of Show problems and questions between scheduled meetings.
- 3. The Committee is responsible for modifying and updating these standards.
- 4. The President of CDS, with the approval of the Board of Directors, will sign a contract with management.

**CLASSES THAT MUST BE OFFERED BY THE SHOW:**

**CDS HORSE OF THE YEAR** AT THE FOLLOWING LEVELS AND WITH THE STATED DIVISIONS:

TRAINING LEVEL	Open, Adult Amateur
FIRST LEVEL	Open, Adult Amateur
SECOND LEVEL	Open, Adult Amateur
THIRD LEVEL	Open, Adult Amateur
FOURTH LEVEL	Open, Adult Amateur
PRIX ST GEORGES	Open, Adult Amateur
INTERMEDIAIRE I	Open, Adult Amateur
INTERMEDIAIRE II	Open
GRAND PRIX	Open
FIRST LEVEL FREESTYLE	
SECOND LEVEL FREESTYLE	
THIRD LEVEL FREESTYLE	
FOURTH LEVEL FREESTYLE	
INTERMEDIAIRE FREESTYLE	
GRAND PRIX FREESTYLE	

THE FOLLOWING **PERPETUAL TROPHY CLASSES**:

- FIRST LEVEL WARM-UP (TEST 3) SHELLEY SIEGEL PERPETUAL
- SECOND LEVEL WARM-UP (TEST 3) SAN FRANCISCO PENINSULA PERPETUAL
- THIRD LEVEL WARM-UP (TEST 2) CHARLES DEKUNFFY COIN CHALLENGE
- FOURTH LEVEL WARM-UP (TEST 2) CDS CAROUSEL HORSE PERPETUAL
- GRAND PRIX SPECIAL - SWEDISH WARBLOOD PLATE PERPETUAL
- MUSICAL PAS DE DEUX - WESTERN AIRLINES CHALLENGE

**WARM-UP CLASSES (IN ADDITION TO THE PERPETUAL TROPHY CLASSES)**

- ONE ADDITIONAL WARM-UP CLASS AT LEVELS TR-IV
- ONE WARM-UP CLASS AT PRIX ST. GEORGES, INT I, INT II, AND GRAND PRIX.

THE **CDS FUTURITY** - WHEN SO INSTRUCTED BY THE BOARD OF DIRECTORS OF CDS

**CDS ANNUAL SHOW -CLASS QUALIFICATIONS**

Qualifications to enter the classes are the responsibility of the CDS Board of Directors and are published in the CDS OMNIBUS, the CDS ROSTER, the CDS STANDING RULES and periodically in Dressage Letters. It is the responsibility of Show Management to ascertain that they have a current list of the qualifying criteria for each of the classes. The Central Office will submit the applicable criteria for inclusion in the Prize List no later than June 1. If the criteria have not been received, it is the responsibility of the Show Management to contact the Central Office.

To qualify, a horse/rider combination must have achieved scores at CDS recognized shows during the current show season. (This includes the CDS Junior Championships.) If two or more judges scored a single ride, the combination of their scores were averaged to count as one score. The criteria are determined by the CDS Board of Directors and maintained by the CDS Central Office.

Horse/rider combinations that have competed in the Horse of the Year Competition at Training, First and/or Second Level and who have placed Champion or Reserve will no longer be eligible for CDS awards at those levels.

At any CDS Championship where dressage tests are ridden, the horse must be a minimum four years of age.

OPEN - open to all CDS horse/rider combinations who have qualified.

ADULT AMATEUR - open to those who hold the USEF Amateur Card and are Adult Amateurs according to the definition of USEF (“...may not compete as Amateurs until the year in which they reach the age of 22...”).

No cross-entry allowed between the Open, and Adult Amateur Divisions. Once a Division has been declared by a rider, it shall apply at every level entered at this show.

All who enter the Horse of the Year Classes at Training through Fourth Levels will be required to ride the first test offered in the Horse of the Year class. Ties will not be broken. Each of the two championship tests will be judged by two judges for a total of four different judges on the class. Placings will be determined by adding the total point score of both tests. Tests will not be available for distribution until after the second ride is scored and placed. The FEI Horse of the Year Classes will consist of one test only, to be judged by a minimum of two judges.

The USEF rules on conduct of championship shows shall apply.

**CONDUCT OF THE HORSE OF THE YEAR CLASSES**

The tests to be used for the Horse of the Year Classes at Levels Training-IV will be determined at the beginning of the year. The tests for the Futurity will be determined at the beginning of the year.

Horse of the Year Classes and the Futurity will be conducted with each test of the Class on a separate day. No Horse of the Year Class will be held on the first day of the show (Warm-up Day) unless it consists entirely of entrants who have entered no Warm-up classes with that horse or have otherwise acquiesced.

When the Show includes USDF and Futurity Championships in addition to the Horse of the Year, every effort will be made to offer a variety of Judges at each of the levels.

While a class is in progress, the Announcer may not read biographical material on any contestant until after the final halt and salute of that contestant.

CDS ANNUAL/CHAMPIONSHIP AWARDS

PERPETUAL TROPHIES - Any perpetual trophies being offered to CDS for inclusion on this list must be approved by the CDS Board of Directors. The following perpetual trophies, in addition to those mentioned in the required Warm-Up classes are assigned to the Annual/Championship Show

<u>Training Level</u>	Training (Open)
<u>Training Level</u>	Training (Adult Amateur)
<u>McCleod Perpetual</u>	Level I HOTY (Open)
<u>Full Cry Perpetual</u>	Level I HOTY (Adult Amateur)
<u>Bengt Ljungquist</u>	Level II HOTY (Open)
<u>Two Tone Malone Perpetual</u>	Level II HOTY (Adult Amateur)
<u>Judith Elias</u>	Level III HOTY (Open)
<u>Stanford Dressage Club</u>	Level III HOTY (Adult Amateur)
<u>Pal Kemery</u>	Level IV HOTY (Open)
<u>Fox Run Perpetual</u>	Level IV HOTY (Adult Amateur)
<u>Bent Roswall</u>	Prix St George HOTY (Open)
<u>Global Imaging</u>	Prix St George HOTY (Adult Amateur)
<u>CDS</u>	Intermediaire I HOTY (Open)
<u>T.D.I.</u>	Intermediaire I HOTY (Adult Amateur)
<u>Pelton Family</u>	Intermediaire II HOTY
<u>Sherry DeLeon Memorial</u>	Grand Prix HOTY
<u>Velona Peoples Memorial</u>	Level I HOTY Freestyle
<u>Dawn West</u>	Level II HOTY Freestyle
<u>CDS DeMedici</u>	Level III HOTY Freestyle
<u>Ran Averett Memorial</u>	Level IV HOTY Freestyle
<u>Lilian Van Dahn Memorial</u>	Intermediaire I HOTY Freestyle
<u>Lt. Col. Hans Moeller</u>	Grand Prix HOTY Freestyle
<u>Guy de Roaldes Memorial</u>	for the highest percentage in a USEF or FEI test (free styles excepted) by a CDS member
<u>American Trakehner Association</u>	for the horse/CDS member rider combination earning the highest individual score for an U.S. EQUESTRIAN Level III or IV test
<u>Tambu Perpetual</u>	awarded to the stallion ridden by a CDS member which receives the highest percentage in any one test
<u>Atherton Dressage Society</u>	awarded to the horse/CDS member rider combination that accumulates the most points in all TESTS (freestyles excepted). 1 <sup>st</sup> -5 pts, 2 <sup>nd</sup> -4 pts, 3 <sup>rd</sup> -3 pts, 4 <sup>th</sup> -2 pts, 5 <sup>th</sup> - 1 pts. (This means that each test in the HOTY and Futurity classes will be counted.)
<u>Parker Perpetual</u>	awarded to the horse/CDS member rider combination that accumulates the most points in any FEI Level class including freestyles. Use the same point schedule as the Atherton.
<u>Keen Memorial</u>	awarded to the horse/CDS member rider combination that earns the highest combined score for CDS Grand Prix Horse of the Year and the Open FEI Freestyle Class. (Percentages to be added.)
<u>Major Anders Lindgren</u>	awarded to the high percentage rider at Level IV
<u>Doug Downing Memorial</u>	awarded to the high percentage rider at Prix St. Georges
<u>Contada Memorial</u>	awarded to the highest scoring mare in a CDS HOTY class
<u>Rubinstein Perpetual</u>	awarded to highest percentage Adult Amateur at Grand Prix
<u>Robert Walker Perpetual</u>	High percentage Thoroughbred in Horse of the Year classes
<u>AM Trakehner</u>	High percentage Trakehner in Horse of the Year classes
<u>AM Holsteiner</u>	High percentage Holsteiner in Horse of the Year classes
<u>NAWPN</u>	High percentage NAWPN in Horse of the Year classes
<u>NADWA</u>	High percentage NADWA in Horse of the Year classes
<u>American Warmblood</u>	High percentage American Warmblood in Horse of the Year classes

When the CDS Futurity is held at the Championship Show:

Futurity Perpetual Trophy & Sally Gross Memorial Perpetual Trophy (CAL-BRED)

The Warm-up Class Trophies

Shelley Siegel Perpetual

San Francisco Peninsula Perpetual

Charles deKunffy Coin Challenge

CDS Carousel Horse Perpetual

First Level Warm-up (Test 3)

Second Level Warm-up (Test 3)

Third Level Warm-up (Test 2)

Fourth Level Warm-up (Test 2)

**CARE OF THE ANNUAL SHOW TROPHIES**

**DISPLAY:** The trophies are to be on display throughout the show. The trophies are not available for distribution but are available for photos on the grounds of the show.

**RESPONSIBILITY:** An Awards Chairman shall bear overall responsibility for the maintenance and updating of the Trophy Book, for the retrieval of trophies, for repair when needed and for storage of those which were not awarded. This person may be a volunteer assigned by the Board of Directors or one chosen specifically by Show Management. Due to the value of the trophies, the Award Chairman will be responsible to the CDS Board of Directors. This person shall bear the additional responsibility of updating and verifying requirements for the trophies for the Prize List and shall update the past recipients list which must be published in the official show Program.

**CDS ANNUAL SHOW RIBBONS are to be awarded as follows:**

Horse of the Year

Futurity

USEF/USDF

Warm-up and Open

Pas de Deux

Championship and Reserve Sashes

Ribbons third through tenth

Same as HOTY

as specified in contract

Ribbons through sixth

Double sets of ribbons

Classes that consist of two tests (e.g. Horse of the Year) will receive awards for the combined score of the two tests, but not for the individual tests.

Top quality ribbons and sashes are to be chosen for the Horse of the Year, and Futurity classes. Open and warm-up classes will have deluxe ribbons just below the HOTY standard.

Wording on the ribbons is to include, as a minimum, the name of the class (e.g. California Dressage Society Horse of the Year), the level, the year and the location.

**AWARDS FOR CHAMPIONS AND OTHER CLASS WINNERS:** Trophies will be awarded to first place in all classes. Monetary awards are subject to the approval of the Board of Directors or Show Committee. Winners of all perpetual trophy classes receive a separate “keeper” trophy.

**BREED ASSOCIATION AWARDS:** Breed association awards are permitted, provided they are offered to both the Open and Adult Amateur Divisions.

**CEREMONIES:** Award ceremonies are mandatory for all classes. A minimum of two hours must elapse between the last ride of any class which requires the combining of classes (e.g. Horse of the Year, Futurity) before the Award ceremonies for the classes. Honor Rounds for some or all awards ceremonies may be required at the discretion of Show Management.

**OFFICIALS AND VOLUNTEERS**

A. Show Management is responsible for the hiring of and hospitality to Judges and Technical Delegates. The Show Committee shall give a list of acceptable Judges to the Show Manager. The Show Committee will consult with the Show Manager on the list of Judges and the Show Committee must approve any not on the original list. A contract detailing daily fees, transportation, housing and meal arrangements shall be issued with copies available to the CDS Show Committee for audit purposes.

B. Show Management may hire other such personnel as is necessary for the efficient running of the show with the understanding that any individual personnel cost which exceeds \$300 shall be subject to the review of the Show Committee. A list of all personnel paid out of operating funds (as opposed to the Management Fee) shall be submitted to the Show Committee.

C. It is understood that Judges, Technical Delegates, Major Volunteers will be provided meals, drinks and other amenities on a daily basis.

D. Show Management is responsible for hospitality/entertainment for volunteers, competitors and officials as the budget allows. CDS authorizes the distribution of mementos if the budget allows.

**FACILITY**

A. Show Management is responsible for the review of any contract with the facility to be used. The Show Manager and the CDS President are both to sign and retain copies of the contract. It is understood that the CDS Board of Directors must vote on and approve the choice of location and dates for the show.

B. Once the contract has been negotiated and signed, the Show Manager is responsible for the ongoing interactions with the management of the Facility.

**\$\$\$\$**

A. Since the Prize List functions as an invitation to the show, any expenses which would be incurred by spectators must be listed prominently in the Prize List as well as in all advertising.

B. Show Committee must submit a budget for the show to the Board of Directors for their approval on or before June 1.

C. Class fees are subject to approval of the Board of Directors.

D. With the approval of the Board of Directors, a show account will be opened with two signatures required: the Show Treasurer and the Show Manager.

E. A preliminary Treasurer's Report will be issued at the next scheduled meeting of the CDS Board of Directors. The Final Report will be issued at the next Annual Meeting of CDS. The Treasurer's Report is to include actual expenses compared to the amount budgeted for the expense.

**PRIZE LIST and PROGRAM**

USEF Requirements and CDS Rules are to be observed and so stated. The final draft for the Prize List must be approved by the Show Committee. The classes must be described as set out in this document. Any schedule or expense which will impact a spectator or any other participant must be described in the Prize List.

Minimum requirements for the program include: Officials page, Table of Contents, Daily Schedules, Class lists with descriptions of the classes, Alphabetical list by rider (horse information included) , Numerical list (horse information included), Trophy pages, Map of the grounds.

## 2006 - CDS FUTURITY NOMINATION FORM

Horse Name \_\_\_\_\_  
 Breed \_\_\_\_\_  
 Birthdate \_\_\_\_\_  
 Sire \_\_\_\_\_  
 Dam \_\_\_\_\_  
 Dam/Sire \_\_\_\_\_  
 Breeder \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Amateur     Open

Owner's CDS Membership No. \_\_\_\_\_  
***CDS Membership required at time of nomination;  
 membership application and fees may accompany this form.***

Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (Area Code) \_\_\_\_\_  
 Fax (Area Code) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 1st Fut Fee (1/1/06) \$25 \_\_\_\_\_  
 2nd Fut Fee (7/1/06) \$75 \_\_\_\_\_  
 Late Fee (double amount past due) \$ \_\_\_\_\_

Please make check  
payable to "CDS"

Total \_\_\_\_\_

*I submit this entry with full knowledge that the horse nominated  
 herein is eligible according to the rules.*

Signature - **REQUIRED** \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO: CDS CENTRAL OFFICE, P.O. BOX 417,  
 CARMEL VALLEY, CA 93924**

## 2006 - CAL-BRED FORM

(For horses that will be or already have been nominated in the CDS Futurity.)

Horse Name \_\_\_\_\_  
 Breed \_\_\_\_\_  
 Birthdate \_\_\_\_\_  
 Birthplace \_\_\_\_\_  
 Sire \_\_\_\_\_  
 Dam \_\_\_\_\_  
 Dam/Sire \_\_\_\_\_  
 Breeder \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Owner's CDS Membership No. \_\_\_\_\_

***CDS Membership required at time of nomination;  
 membership application and fees may accompany this form.***

Owner's Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (Area Code) \_\_\_\_\_  
 Fax (Area Code) \_\_\_\_\_  
 E-mail \_\_\_\_\_

CAL-BRED Fee (refer to schedule on page 15)  
 \$ \_\_\_\_\_

Please make check payable to "CDS"

*I submit this entry with full knowledge that the horse nominated  
 herein is eligible according to the rules as stated in this Omnibus.*

Signature - **REQUIRED** \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO: CDS CENTRAL OFFICE, P.O. BOX 417,  
 CARMEL VALLEY, CA 93924**

Chapters and members are encouraged to apply for scholarships. Scholarships may be awarded by the scholarship committee. The Scholarship Committee consists of two individuals from each of the Regions of CDS, appointed by that Region's Directors and with the approval of the CDS Board of Directors. One of the members of the CDS Board will serve as liaison between the Board and the Committee. The Scholarship Committee Treasurer is an ex-officio member of the Scholarship Committee.

## **POLICIES AND PROCEDURES OF THE CDS SCHOLARSHIP COMMITTEE**

1. Scholarships will be awarded on the basis of need and merit of the proposal. All applications will be evaluated on a year by year basis.
2. The deadline for application for consideration of scholarships will be January 1 to be considered at the first meeting, April 1 for the second meeting, August 1 for the third and fourth meetings. If a particular application is denied it can be resubmitted for consideration at subsequent meetings. Scholarships may be considered after the fact for activities already held when those activities are judged to meet the criteria of need and merit.
3. All chapters must submit a current Treasurer's Report with their applications.
4. Scholarships will be awarded to CDS chapters or CDS members who are domiciled in the State of California or Nevada.
5. The scholarship committee will hold a minimum of one face-to-face meeting each year. This meeting will be at the annual meeting of the California Dressage Society. Other meetings will be by conference call.
6. In order to conduct business, the scholarship committee must have a quorum of members present, whether personally present or present by telephone. A quorum is four out of six committee members.
7. All deliberations and applications of the committee will be absolutely confidential. All deliberations will be held in closed sessions.
8. At the first meeting of the year, the scholarship committee will determine the money available for rider education scholarships and other (eg. Chapter) educational scholarships.
9. The amounts available for scholarships will comprise 75% of the prior year's interest income and dividend income earnings. The remaining 25% will be returned to the capital of the scholarship fund.
10. All individual donations will be deemed donations to capital unless stipulated otherwise by the donor at the time of making the donation.
11. The committee will not invade capital to award scholarships except in extraordinary circumstances.
12. The CDS Treasurer must be a signatory on the Scholarship account.
13. The CDS Board of Directors will approve all scholarship grants upon recommendation of the Scholarship Committee.
14. Individuals may apply for the Hans Moeller and Travel Grant in the same year. Individuals may apply for the Jane Jackson and Travel Grant in the same year.

## **CDS TRAVEL GRANT**

1. The Travel Grant Committee will be appointed annually by the CDS Board of Directors.
2. The Travel Grant Committee will establish a list of eligible competitions.
3. An application for Travel Grants will be made available through the CDS Central Office and Dressage Letters.
4. The Travel Grant Committee will determine the amount of money to be granted to successful applicants. The list will be submitted to the CDS Executive Board for final approval.
5. The General Fund of CDS will provide the funding, based on the income from the Travel Grant Fee that is collected on horse show entries and any other specific income designated by the Executive Board.
6. The CDS Central Office Manager is to serve as ex-officio secretary for the Committee.

# CDS Competition Travel Grant Letter of Intent

The CDS Travel Grant Committee has budgeted certain funds for the calendar year. CDS would like to support riders who are selected to participate in international and national competition. If you are interested in a Competition Travel Grant to attend one of the final selection trials mentioned below, please send in this letter of intent on or before April 30. Only riders who have sent in this form will be eligible for a grant (exceptions: the Young Rider Coordinator must send in the form for the team). Both rider and owner must be members of CDS in good standing for either one to be eligible for grants. In the case of the NAYRC, the grant, or some part of it, may be sent to the Chef or the Team member, at the discretion of the Committee. The 2006 maximum amount per person is \$2500. No travel grants will be awarded to events within California.

Date: \_\_\_\_\_ Name of Rider: \_\_\_\_\_

Permanent Address of Rider \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

CDS Membership Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name of horse(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's CDS Number: \_\_\_\_\_

Owner's Social Security Number: \_\_\_\_\_

To whom should the check be made out: \_\_\_\_\_

Please check the eligible competition(s) you are hoping to attend:

- |  |  |
|--|--|
| <input type="checkbox"/> North American Young Rider Championship | <input type="checkbox"/> USEF Junior Team Championship         |
| <input type="checkbox"/> Festival of Champions                   | <input type="checkbox"/> US League Final for the FEI World Cup |
| <input type="checkbox"/> Grand Prix Championship                 | Check with CDS Central Office                                  |
| <input type="checkbox"/> Intermediaire Championship              | for updated list of eligible competitions.                     |

If awarded a grant are you willing to write an article on your experience for Dressage Letters? Yes No  
Speak at Event/Meeting? Yes No

I plan to contribute back to the CDS Membership by (check your preference):

- ( ) working with Juniors/Young Riders
- ( ) help on Annual Meeting
- ( ) adopt a CDS Chapter to help
- ( ) working with Amateurs
- ( ) help/support Championship Show
- ( ) other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Payment will normally be made upon return from the event for which the grant has been made.  
Return Letter of Intent to the CDS Central Office - P.O. Box 417 - Carmel Valley, CA 93924

# CENTRAL OFFICE

The CDS Board of Directors established a Central Office to execute the on-going business of the Society and to maintain records of the activities of the Society.

The Central Office is managed by a contracted service provider. The contract for services is reviewed annually by the CDS Board of Directors. The responsibilities of the Central Office are assigned by and under the control of the CDS Board of Directors.

## SERVICES

include, but are not limited to the following:

Office hours, agreed to by the CDS Board of Directors are to be published and observed. These hours must take into consideration the needs of the members of the Society.

Dressage Letters: Production, Editing and Mailing. News items, announcements, advertising, show calendar, show results, letters. 12 issues per year including two stallion issues.

Maintenance of membership records, cards, mailings and address list updates. Publication, editing and mailing of the Annual Membership Roster.

Competitions: show scheduling, recognitions and publication of the show calendar. Production, editing and mailing of the Omnibus.

Year end awards: maintenance of the records and dispersal of the awards.

Maintenance of the film/video library: rentals and information

Maintenance of the CDS Supplies: Omnibus, Roster, Chapter Handbooks, Decals, Miscellaneous forms, brochures.

## CDS Board Policies

1. The President and Vice President shall have the discretion to approve reimbursement of expenses for Committee members.
2. CDS Delegates to the USDF Convention are required to attend the entire Board of Governors meeting and the days of committee council meetings, in order to receive reimbursement.
3. CDS Directors, the Secretary, Treasurer and Central Office Manager will receive reimbursement for expenses to travel to meetings of the CDS Board.

# GUIDELINES FOR THE EDITOR OF DRESSAGE LETTERS

The Purpose of Dressage Letters is to be : Communication, Education, Entertainment.

**COMMUNICATION:** Upcoming events and on-going programs of the state organization are to be offered space at no charge, whether in the form of advertisement(s) or feature articles. There is to be no free advertising for any other organization, including CDS chapters. DRESSAGE LETTERS IS TO AVOID PUBLISHING ANYTHING THAT COULD BE INTERPRETED AS FREE ADVERTISING, THEREBY LEADING TO REQUESTS FOR EQUAL TIME.

The newsletter is to offer the following on a regular basis: Show Results, President's Column, Central Office Information, Excerpts from the Minutes of the Executive Board, Calendars, (Recognized Shows, Clinics, Miscellaneous) Applications for the Scholarship Fund, Futurity Applications and Information, USEF News, USDF News...

**EDUCATION:** Original articles from members and others may be published with those of a technical nature reviewed by one or more knowledgeable members of the Editorial Board. Articles may be reprinted from other publications. The final decision as to the newsworthiness of any article is the responsibility of the Editorial Board.

**ENTERTAINMENT:** Articles of a lighter nature are encouraged, provided they do not demean or defame.

**LETTERS TO THE EDITOR:** All letters from members of CDS, addressed to the Editor, are to be considered for publication, subject to editing for length. All Letters to the Editor must be signed. There is no provision for any of the other types of columns and editorial opinion pieces commonly found on the editorial pages of newsletters.

**FORMAT:** At the discretion of the Editor, the newsletter may be presented with divisions (Features, Shows, Personalities, Chapters, etc.) or certain issues may be devoted to one subject (Stallions, Annual Show, Juniors, etc.)

**ADVERTISING:** Rates are subject to the review of the Board of Directors but are mainly determined by the marketplace. There will be no "Thank You" or congratulatory type ads. The first two pages of the newsletter are NOT to have large ads. Stallions may be advertised from November through April. See Communication for warnings against free advertising.

**EDITORIAL BOARD:** The Editorial Board is appointed by the President of CDS. It exists to review articles submitted to Dressage Letters. The Board is to look for technical correctness, monitor the length and ascertain if the articles are appropriate for the membership.

**SUBSCRIPTIONS:** There will be no separate rate for newsletter subscribers only.

# AMATEUR PROGRAM & CLINIC SELECTION PROTOCOL

- ◆ The Amateur clinics will be held annually in the Northern, Central and Southern Regions.
- ◆ Amateur applications to the Amateur clinics have first priority in the selection process. If additional riders are needed to fill the clinic, the organizer should choose these riders in the order in which the applications were received.
- ◆ After sufficient publicity, each Chapter Chair shall request that all interested members submit a written application to the Chapter Secretary at least one month prior to the clinic date. Chapters may limit applications to Adult Amateur applicants if they so wish.
- ◆ One month prior to the clinic, the Chapter Chair and one other board member should put the names in a hat and the rider be selected by a draw. An alternate rider should also be drawn. The rider(s) should be notified immediately.
- ◆ That rider is responsible for having the Chapter Secretary/Treasurer mail a check for \$100 to the clinic organizer, two weeks before the clinic, in order to guarantee a space in the clinic. If the chapter does not send a check in time, the rider must send a personal check to secure a slot.
- ◆ If the organizer does not receive the contribution from the chapter or its rider in time, she may open the clinic to other Adult Amateurs who have submitted an application and a check for \$100.
- ◆ The present clinic format starts with a required introductory lecture session the evening prior to the first day of the clinic and three days of riding sessions.

Outline of general rules for disciplinary action for our Association's membership:

1. Disciplinary action requested by any chapter, member, or organization shall be considered by a committee appointed by the CDS Executive Board. After consideration, any recommendation for suspension of membership shall be presented to the Executive Board for a vote. In the interest of confidentiality the committee shall be comprised of the Board President, the Central Office Manager, the Board Secretary.
  - a. Prior to each regularly scheduled Executive Board meeting the committee will communicate with each other to go over any names to be presented to the Executive Board.
  - b. In the event of the need of immediate action the committee has the right to poll the board by email for vote to institute disciplinary action in a timely manner.
  - c. The Board Secretary will write official correspondence from the Board.
2. The Committee shall maintain a list of any members suspended, or "not in good standing". This list will be provided upon request to Show Managers and Chapter Chairs.. Technical Delegates in Region 7 would automatically be provided with an update.
3. A member on the suspension, or "not in good standing" list will not be able to participate in CDS recognized shows, whether by being the trainer, rider, or owner of a horse, CDS award programs, or any other CDS event. No privileges of membership will be extended, including rosters, Dressage Letters or an Omnibus.
4. The following are offenses that may require disciplinary action:
  - a. Suspended by USEF
  - b. Suspended by USDF
  - c. On the Drug Suspension list whether USEF list and/or CDFA.
  - d. Owe outstanding debt to a Chapter, CDS recognized show, or the CDS Central Office, or events/meetings of any type that are sponsored or recognized by CDS, whether the recognition or sponsorship is CDS State or Local Chapter in nature. Note: the definition of an Event includes but not limited to meetings, seminars, symposiums, clinics, programs, entertainment shows.
  - e. Sign an entry for a CDS recognized show, or event for which payment is required, thereby forming a contract, but not produce funds to pay for the entry fees. These fees will be due and payable to the show or event, and subject to all show or event rules in regard to refunds and/or cancellations, including any fees imposed by the management for late payment or non-negotiable checks and credit cards. The clock will begin running on the debt as of the first day of the show/event.
  - f. Fees paid to a CDS recognized show that are drawn against insufficient funds or are paid by a credit card that cannot be processed. Such offenses may be recommended for disciplinary action if they are not made good within 10 days of notice to the member.
  - g. Outrageous conduct at a USEF recognized competition that is reported officially by a Technical Delegate or Show Manager. Outrageous is defined, as acting in a manner deemed improper, unethical, dishonest, unsportsmanlike or intemperate or prejudicial to the best interest of the sport. If a regular member of CDS reports outrageous behavior they will be referred to use the USEF hearing process. It will not be reviewed at the Regional Level.
  - h. Outrageous conduct at any event recognized by CDS, whether at the State or Local Chapter level, may be considered for review by this process.
  - i. Being convicted in a court of law of cruelty to horses.
  - j. If a non-member who is a family member of a CDS member commits any actions described herein, the actions may be deemed to have been committed by the member and subject him/her to penalties.
  - k. Non-members will be treated the same as members in regard to penalties, except that their status will be under the heading "not possible to be considered for membership." This will stay in effect until the penalties are satisfied.
1. Any activity deemed by the Executive Board to be not in the best interest of the California Dressage Society.
5. Process of review for "member in not good standing" and suspension list;
  - a. Upon being notified of any of the above qualifying misconduct, the committee will confer as to the justification for taking further action.
  - b. Upon agreement that further action is necessary, a letter requesting compliance from the Board Secretary will be sent to the member. This letter shall be sent certified. The member will be given 10 days to comply. If an individual chapter has already sent such notice certified, it can be accepted as due notice and no further notice need be sent to request compliance.
  - c. A fine of \$100 may be assessed to any member found "not in good standing" made payable to CDS. Notice of impending fine will be included in original certified notice sent by Board Secretary.
  - d. If there is no response from the offending member their membership will then be referred to the Executive Board for formal vote to suspend said membership and assess appropriate fine.
  - e. Resolving the debt involved can restore membership, including the payment of any fines. Settlement will be made by Cashier's Check. Such membership will be restored to all rights and privileges offered by the California Dressage Society.
  - f. For review of complaint of outrageous conduct filed by a Technical Delegate or Show/Event Manager, the committee, after review for merit, will send a notice to member at least 15 days prior to an Executive Board meeting that it will be on the agenda for review. They may be present, but not required to be, at the Board meeting or may send information for review to the Board meeting. The Technical Delegate or Show/Event Manager may also be present, but not required to be, at the Board meeting. Review for such a matter must take place at a Board meeting. A vote, without representation, cannot be made by phone or email vote of the Board for a non-financial matter. This vote requires a 2/3 vote of the Board.
- g. In addition to the prescribed \$100 fine, anyone suspended by the Executive Board for outrageous behavior may lose membership privileges. If the fine is paid, the case will be reviewed for membership reinstatement after one year.

#### Addendum to Policy

1. In the event a member's actions are not egregious enough to merit full membership suspension and/or fine, the Executive Board may, at its discretion, censure a member in response to any of the offenses listed in Item # 4, page one.
2. This censure will give notice that the behavior is out of the boundaries of the ethics and guidelines held by CDS and that those actions are detrimental to CDS.
3. Censure will be, after board vote, delivered to the offending party in writing, relaying the following information:
  - a. Offense for which member is censured.
  - b. Length of censure.
  - c. The activities or positions member may not participate in during period of censure.
4. Censure will require a majority vote of the Executive Board to pass.

The above rules are intended for the use of management of the membership of the California Dressage Society, inc. and are not intended to manage any other membership of an affiliated organization.