

# 2008-2009

## Rules, Standards and Regulations for Recognized Competitions

*Join the Team!*

**NOTE:** All IDA competitions shall be run under US Equestrian Federation rules, *unless covered specifically within these rules.*

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# ***INTERCOLLEGIATE DRESSAGE ASSOCIATION***

## **Code of Conduct**

*Intercollegiate Dressage Association (IDA) Members, including riders, coaches, officials, and volunteers must conduct themselves in a sportsmanlike manner, and are responsible for their actions in competitions, going to and from competitions, and while at areas hosting competitions. Members are responsible for adherence to IDA competition rules and procedures.*

*In all equestrian sports the well being of the horse shall be above the demands of trainers, riders, owners, organizers, sponsors or officials. In the interests of the horse, the fitness and competence of the rider is essential. All riding and training methods must demonstrate respect for the horse as a living entity and may not include any technique considered to be abusive or overtaxing of the horse's ability or fitness.*

**NOTE:** Anyone may approach the steward or show management to report violation(s) to the IDA Code of Conduct. Unsportsmanlike conduct may result in disqualification from an event, loss of points earned at the event and possibly prevent participation at future IDA events at the discretion of show management, show steward and/or IDA Board.

# Intercollegiate Dressage Association, Inc.

## 2008 –2009 RULES, STANDARDS AND REGULATIONS For Recognized Competitions

\*All IDA competitions shall be run under US Equestrian Federation rules, *unless covered specifically within these rules.*

### Article 1- Recognized Shows

For a show to be recognized as an Official IDA Show with points earned counting towards regional standings and qualification for Nationals, the show must be posted on the official IDA Calendar. It is preferred that the dates be submitted to the calendar by Sept. 1 for fall semester and January 15 for spring semester. In the event that a show is added after these dates, it must be submitted to the Regional Representative for approval a minimum of 6 weeks prior to the show. Approved show dates must be submitted to the IDA President.

### Article 2 - Officials

#### 2.1 Judges

The Judge(s) – It is strongly recommended that judges used at all IDA recognized competitions be either US Equestrian Federation licensed judges (“F”, “R”, or “S”). If these are not available a USDF “L” graduate may be used.

- a. It is strongly recommended that within one region, a judge only judges one IDA show in the fall and one in the spring.
- b. At least 2 US Equestrian Federation licensed judges are required in each ring for all rides at Championships or Finals.

#### 2.2 Show Officials

Includes and refers to all persons directly engaged by the show. All show officials should be clearly and appropriately identified on the day of competition. Show officials shall include:

- a. Show Management
  1. Deciding upon the groupings of the horses. There shall be four horses in each group. The groups should be composed of horses of as equal as possible quality to ensure a fair competition. A list of alternate horses must be made in the event of a competition horse being unsuitable on the day of the competition
  2. Deciding to exchange an unsuitable horse for an alternate horse before saddling or during warm-up.
- b. *Horse Master*, who shall be in charge of:
  1. Overseeing the horse handling crew, ensuring that all horses are presented properly, efficiently and humanely.
  2. Ensuring that each horse is ready for mounting at the appropriate time. It is recommended that on cold days horses *waiting to be mounted* are hand walked, and kept warm.
- c. *Secretary*, who shall be in charge of:
  1. Submitting a request for show dates to the Regional Representative for approval.
  2. Hiring the Judge(s) and organizing the officials necessary for the operation of the show.
  3. Mailing *or e-mailing* the prize lists to the colleges to active members within their region at least 3 weeks prior
  4. Processing the entries and verifying that the teams and riders are active IDA members. Verification can be made on the website or, in the case of riders joining at the show, by a completed membership form and check for fees.

5. Making the ballots for the horse draw.
  6. Making the competitors packets.
  7. Confirming receipt of entries and acceptance of the College competitors.
  8. Presiding over the registration.
  9. Making copies of the schedule after the declaration of horses. \*One copy shall be given to the Judge(s), one to the Announcer, one to the Horse Master, and one copy shall be the Official Show Program. *An Official Show Program must be posted for the competitors' and spectators' reference;*
  10. Supplying the Judge with the correct score sheets; and ensuring that collective marks have been altered to gaits having a co-efficient of 1x and rider a co-efficient of 4x with the exception of the Introductory test where gaits remain 1x and rider coefficient 3x.
  11. Familiarizing the Judge with the objectives and procedures of Intercollegiate Dressage Competitions.
  12. Familiarizing the scorer with scoring procedures.
  13. Providing copies of competition results to each competing college representative.
  14. Mailing competition results and monies to Regional Representatives no more than one week (7 days) following the competition.
- c. *Scorer*, who shall be in charge of:
1. Calculating the percentage points earned for each test;
  2. Calculating the overall team score as outlined in 7.7d
  3. Creating an official score board to be posted for public reference as efficiently as possible.
- d. *Ring Person*, who shall be in charge of:
1. Observing the warm-up area, with a view toward maintaining a safe schooling environment.
  2. Ensuring the riders mount at the appropriate time.
  3. Giving the rider a 3-minute warning for the end of the warm-up period.
  4. Telling the rider when the warm-up period is over.
  5. Telling the rider when to leave the warm area to proceed to the competition area.
- e. *Rules Stewards*, shall consist of three (3) coaches from visiting colleges whose names are drawn at the coaches' meeting. The Rules Stewards are responsible for overseeing the event and settling all problems that may arise concerning the rules.

## Article 3 -Show Staff

### 3.1 Show Staff

Includes and refers to all persons performing duties under the direction of the Show Officials. The Show Officials may organize the Show Staff in any manner that contributes to the quality of the show. The Show Staff and their duties may include:

- a. Announcer who shall be in charge of:
  1. Reading the horses' description during the Parade.
  2. Giving the competitor's name, number, and the horse's name before the test and during the awards ceremony.
  3. Announcing the results of the horse draw.
- b. *Scribe* who shall be in charge of:
  1. Writing the judge's comments during the test.
  2. Serving as a link between the Judge and the Show Officials.
- c. Horse Handlers who shall prepare and present the horses.
- d. Parade Riders who shall show the horse during the parade. It is encouraged to select parade riders that present the horses well for their levels. *Ideally non-competing riders serve as parade riders, however if the host college can not provide a sufficient number of non-competing riders, competing riders may act as parade riders. The goal is for each horse to be warmed up and presented to the best of his ability.*

3.1 continued

- e. Riders are permitted to wear safety vests in IDA dressage warm-ups and tests.
- f. Ring Crew who shall prepare, reset, and maintain the arenas.
- g. Runners who shall carry messages and carry the tests from the Judge to the Scorer.
- h. Additional Persons as needed to perform any duties assigned by Show Officials.

## Article 4 - Competitors and Representatives

### 4.1 Riders

- a. *Schools must be members at least 2 weeks prior to the show NO EXCEPTIONS.*
- b. Riders must be students enrolled full-time and be in good academic standing at the college that they are representing. 4<sup>th</sup> year seniors who are in their last semester and are part-time, may still participate as long as they are good academic standing. *Riders must be paid individual members of IDA and represent colleges that are participating or supporting members of IDA. Riders should have their membership form filled out on the IDA website at least 2 weeks prior to their first competition unless they have prior approval from their Regional Representative*
- c. All riders must be entered according to the level at which they are qualified to ride; and may only be entered in one class per show.
- d. Level of Riders
  1. **Introductory:** The Introductory (Intro) division is designed for **beginning** dressage riders. This division is open to any rider that has not received a score of **65% or higher 3** or more times at training level test 1 or 2 in any **recognized or schooling** dressage competition; including those recognized by USDF, IDA, USEF or USEA. Riders may not have competed in **Novice level** or above in IHSA competitions or be rated **C-2** or above by the U.S. Pony Club Association. Riders may not have competed in a USEA event at **Novice level** or higher, riders may not have competed in USEF **limit** equitation classes or above, riders may not have competed in USEF **Level 0** or higher jumper classes. A rider is no longer eligible to compete at Introductory level once they have competed at training level or above in any IDA competitions, earned 28 points at Introductory level or placed 1<sup>st</sup> or 2<sup>nd</sup> at the IDA National Championships at Introductory level during individual competition day.. *The ideal of the Intro. Division is to encourage exposure to the riders new to the sport of dressage. Coaches are requested to abide by this philosophy.*
  2. **Lower Training Level:** This level is open to all riders who have not received a score of **65% or higher 3** or more times at training level test 3 or 4 in any **recognized or schooling** dressage competition. Riders may not have competed in **Intermediate** level or above in IHSA competitions or be rated **C+, C-3** or higher by the U.S. Pony Club Association. Riders may not have competed in a USEA event at **Training level** or higher; riders may not have competed in any USEF **Intermediate** equitation class or higher; riders may not have competed in USEF **Level 2** or higher jumper classes. A rider is no longer eligible to compete at Lower Training Level once they have competed at Upper training level or above in any IDA competitions, earned 28 points at Lower Training level or placed 1<sup>st</sup> or 2<sup>nd</sup> at the IDA National Championships at Lower Training level during individual competition day
  3. **Upper Training Level:** This level is open to all riders who have not competed in USEF recognized dressage competitions at **Second Level** or above. Riders may not have competed in **Open** level or above in IHSA competitions or be rated **B** or higher by the U.S. Pony Club Association. Riders may not have competed in a USEA event at **Preliminary level** or higher; riders may not have competed in any USEF **Medal, Maclay or USET** equitation class; riders may not have competed in USEF **Level 4** or higher jumper classes. A rider is no longer eligible to compete at Upper Training Level once they have competed at First level or above in any IDA competitions, earned 28 points at Upper

Training level or placed 1<sup>st</sup> or 2<sup>nd</sup> at the IDA National Championships at Upper Training level during individual competition day.

4. **First Level:** This level is open to all riders who have not competed in USEF recognized dressage competitions at **Third Level** or above. First level rider may not be rated **A** or higher by the U.S. Pony Club Association. Riders may not have competed in a USEA event at **Intermediate level** or any USEF rated Level 5 or higher jumper classes. A rider is no longer eligible to compete at First Level once they have competed at First level or above in any IDA competitions, earned 28 points at First level or placed 1<sup>st</sup> or 2<sup>nd</sup> at the IDA National Championships at First level during individual competition day. \*\* A rider may continue to ride at First level if they are classified as an open rider and no open division is offered.\*\*
5. **Open Level:** This division is open to any rider. The show management shall designate test level on the prize list. The Open Level rider's score may be included in the team total score, if declared as such at the time of the horse draw, as well as being pinned individually. A maximum of 4 riders may be named to a team.
6. Moving between Divisions:  
Points shall be allocated on the following basis:
  - 1<sup>st</sup> Place 7 Points
  - 2<sup>nd</sup> Place 5 Points
  - 3<sup>rd</sup> Place 4 Points
  - 4<sup>th</sup> Place 3 Points
  - 5<sup>th</sup> Place 2 Points
  - 6<sup>th</sup> Place 1 Point
  - i. Riders that accumulate 28 points at Introductory Level are no longer eligible to compete at that level.
  - ii. Riders that accumulate 28 points at Lower Training Level (Test 1 or 2) are no longer eligible to compete at this level.
  - iii. Riders that accumulate 28 points at Upper Training Level (Test 3 or 4) are no longer eligible to compete at this level.
  - iv. Riders that accumulate 28 points at First Level may not compete below First Level, *and if an Open division is offered should move to the Open division.*
  - v. Once a rider has placed first or second at IDA Nationals during individual competition at any level, they are no longer eligible to compete at that level in IDA regional competition. *\*Exceptions: a.) Individual tests on team competition day at IDA Nationals are excluded from this rule. b.) First Level riders may continue to ride in First Level unless an Open Level is offered by a host college.*
  - vi. Riders may not move back to a lower level once they have shown at a higher level unless the rider can provide verifiable justification for moving back to a lower level. The request must be reviewed and approved by majority vote of the rider classification committee.
  - vii. Coaches may move riders up to a higher level if their ability warrants.
  - viii. A rider's classification is determined by the rider's Rider Classification Form. In subsequent years the rider's classification is determined by points accumulated in IDA recognized competition.
  - ix. A rider's classification change to a lower level may be requested either by a written request to the Chair of the Rider Classification Committee from the rider's coach stating sufficient reason for lowering the rider's classification or at such time when three (3) or more other coaches agree that said rider is not proficient enough to compete safely at the higher level and submit their written request to the Chair of the Rider Classification Committee. The Chair will then convene a teleconference of the committee to discuss and decide by majority vote on the new classification.

A copy of the committee's written decision will be sent to the rider's coach, the rider classification representative of the appropriate region and the head of the Rider Classification Committee.

- d. Riders are to be attired in accordance with US Equestrian Federation rules for Dressage classes. **All riders are required to wear protective headgear meeting the standard of ASTM F1163 SEI Certified approved headgear. The helmet's harness must be fastened at all times when mounted. Any rider not wearing the required helmet as specified in this rule will be automatically eliminated.**

**e. Riders are permitted to wear safety vests in IDA competition and in warm-up.**

- f. A designated team representative /coach must be listed on the entry form for each team. Any last minute additions or substitutes should be reported to the secretary and added to the form. A Substitute team representative/coach may be used if person listed on the team application as representative/coach cannot attend. The substitute must be listed on the entry form and perform all functions of team representative/coach.

**g. Seniors Graduating mid-year**

A qualified senior who graduates mid-year is permitted to compete at Nationals as an individual provided they can show proof of insurance and have permission from their school, coach or student representative. They may not compete in regional shows after graduation. They may not compete at Nationals as a member of a team.

#### **4.2 USDF College Representative**

USDF College Representative shall be an employee of the college and a non-student to whom the IDA Secretary and USDF direct correspondence *regarding* official matters. The duties of the College Representative shall include **certifying** that each rider is in good academic standing.

#### **4.3 Designated Team Representative/Coach**

One or more designated team representatives / coaches must be listed on the entry form and are to accompany the riders to competitions, assist the riders with horse selection and warm-up, and perform the customary role of a coach. The designated team representative may be the coach, a competing student or other representative. The designate team representative's duties include:

- a. Being responsible for entering riders at the level appropriate to his/her ability and qualifications.
- b. Attending the pre-competition briefing and relaying information to the college's team or individuals.
- c. Being familiar, and familiarizing his/her riders with the US Equestrian Federation, and Intercollegiate Dressage Competition rules;
- d. Upholding and requiring his/her riders to uphold the US Equestrian Federation, USDF IMO, and IDA codes of conduct.
- e. Monitoring the use of whips and spurs during the warm-up and the performance of the test. *These aids must be used according to the restrictions published with the horse descriptions.*
- f. It is recommended that designated team representatives / coaches check the scoring on their team members' test sheets as per article 7.7 d8 of these rules.

## **Article 5 - Horses**

### **5.1 Qualifications**

- a. All horses must be five years of age or older and serviceably sound.
- b. All horses must be schooled for the level at which they are meant to compete; and be of sufficient quality to be competitive at the level for which they are recommended; and fit enough for three (3) rides at that level.

- c. Each horse may be used for a maximum of three times during a competition.
- d. Alternate horses suitable for each level must be provided.
- e. It is advisable to limit show entries rather than include groups of unsuitable horses.
- f. Outside horses brought in for competition use must be checked for suitability at the host facility prior to the competition.
- g. Host college may designate a horse as a restricted horse. *Horses may be restricted because of temperament, training or fitness.* Restricted horses may only compete at a particular level or levels as stated. All colleges must abide by this designation. Restricted horses shall be posted in the show program and/or announced at the parade of horses. Examples of restrictions include: Restricted to First Level only; Restricted to Introductory Level only; Restricted to Training Level and below. All teams must adhere to these restrictions. Host colleges reserve the right to restrict riders because of their size, at their sole discretion. *Teams must abide by the host college's restrictions or elimination will result.*
- h. The use of auxiliary aids such as whip and spurs shall be at the discretion of the host college and must be clearly posted before the start of competition. *All riders must abide by this posting or elimination of the rider will result.* If there is no written restriction, it is presumed that all other legal auxiliary aids are allowed.  
**Standard Dressage whip may be 48 inches including lash. (This rule does not conform to USEF rules.)**

## 5.2 Presentation

- a. Each horse should present a polished appearance. It is recommended that their manes be braided.
- b. In the interest of equality, all horses used for a particular level must have the same type of saddle, i.e. dressage or all-purpose, and each saddle must properly fit each horse to provide the greatest comfort to the horse. Equipment should remain the same for each horse throughout the competition. Length of stirrups may be adjusted as needed to accommodate individual riders and are the only equipment changes that may be made once the competition has begun. If the stirrup leathers supplied by the host school can not be adjusted adequately, stirrup leathers maybe replaced with ones that are long or short enough, with suitably sized irons. A competitor may bring their own set of stirrup leathers and irons if the above circumstances occur.
- c. Tack and Equipment must conform to US Equestrian Federation. Rules with exceptions as noted in these rules.
- d. Equipment designed to protect the horse, such as boots and bandages are allowed. The same equipment must be used consistently throughout the competition.
- e. Host colleges may use whatever equipment is deemed necessary for the horses to go as well as possible including ear plugs etc. as long as they comply with USEF regulations unless noted in the rules.

## Article 6: Riding Areas

### 6.1 Warm Up

The warm-up area should present a safe environment in which riders can school unfamiliar horses. Ideally, the warm-up area is an enclosed space with easy access both to the saddling area and the competition area. It should be large enough to allow adequate warm-up space for a minimum of four horses. In the coach's meeting before the draw the show organizer will announce the horses that will require an additional warm-up. At show management's discretion, the horses used later in the day may be warmed-up for a second time prior to competition for no more than 15 minutes without the express consent of the show stewards. Hand walking, or walking on a long rein is allowed at the show management's discretion.

## 6.2 Competition

- a. A standard dressage arena of twenty by sixty meters is recommended for First Level, and Open. However, a short arena or standard arena may be used for all levels at the discretion of the organizers but must be clearly declared in the prize list and the coaches notified prior to the beginning of the competition.
- b. The small dressage arena of twenty by forty meters is recommended for USDF Introductory Tests and Lower Training Level Tests. However, a short arena or standard arena may be used for all levels at the discretion of the organizers, but must be clearly declared in the prize list and the coaches notified prior to the beginning of the competition.
- d. Suitable provisions for the Judge's box must be made.

## Article 7-Entry Procedure

### 7.1 Prize List

The following information is to be collated by the Secretary and sent to the teams invited to compete:

- a. Entry form on which the show fees and the organization to which the fees are payable must be clearly stated. The Board of Directors shall set the fees nationally.
- b. Specific show information, including:
  1. Date and location of the show;
  2. Directions to the show facility;
  3. Tentative schedule; \* Note: First Level should be the first division to be ridden in the competition.
  4. Specification of the tests to be ridden; \* Note: It is recommended to offer only the tests within each level that the recommended horses can do CORRECTLY, EASILY, AND COMFORTABLY
  5. The open & closing dates for entries;
  6. Size of the arena
  7. A line that asks attending teams if they are hosting an IDA recognized competition during the season with a YES/NO Box for the team representative to check.
  8. Any other relevant information including a listing of area hotels, restaurants and directions.
- c. A medical/liability release form, if required by facility, must be signed and returned to the show secretary before the start of competition.
- d. The entry form must be returned to the Show Secretary, postmarked no later than the closing date. All fees must be paid before the competition begins.

### 7.2 Entry of Teams and Individuals

- a. One to two teams from each member college may be entered at each show. Each team shall be composed of three to four eligible riders from the following levels, one USDF Introductory Level, one Lower Training Level (1 or 2), one Upper Training Level (3 or 4), one First Level or Open Rider refer to rule 3.1.5; *\*There will be no dropped score when there are three riders to a team.*
- b. Individuals of IDA member colleges may be entered as part of a mixed-college team if the college has *fewer than 3 riders*. Individuals may be placed at any level for which they are eligible;
- c. *Rider scores shall not be calculated as team scoring if fewer than 3 riders represent the college. In such cases these points shall be calculated as individual points only.* Only scores earned by riders, as part of a recognized Team shall be calculated in the team scores. Scores earned by any pick-up riders shall be dropped from the team score. Pick-up riders shall receive any team or individual awards earned.

- d. Coaches must notify host colleges of any riders with specific needs. Riders with specific needs will be accommodated at the discretion or ability of the host college to accommodate, keeping in mind the well being of the horses and safety of the rider and other riders.

### 7.3 Substitutions and Cancellations

Before the closing date, any eligible rider may be substituted for an entered rider in the following manner:

- a. To make the substitution, the College Representative must contact the Show Secretary.
- b. No substitutions shall be allowed after the closing date without the permission of the Show Secretary.
- c. If a college cancels its entry prior to the closing dates, the college is entitled to a full refund of its entry fees. Cancellations after the closing date are non-refundable and entry fees are to go to the organization hosting the show.
- d. Whenever possible, the prize list shall include a rain date in the event the show needs to be postponed due to weather or other unforeseeable acts or events.

### 7.4 Over or Under-Subscription

- a. The Show Secretary may refuse to accept any entry that is not properly filled out and accompanied by the appropriate fees.
- b. In the event that the show is over-subscribed, the Show Secretary shall: Guarantee entry for one team from as many colleges as possible. First entered, first accepted.
- c. Undersubscription
  1. If there is enough space to permit the entry of two teams from some colleges, the host college shall get the first spot available for a second team. The Region will set up a rotation of colleges hosting competitions during the current year in alphabetical order for entry of a second team. The regional representative will let the host college know which team(s) is in line for the next entry of a second team. Once these colleges have been given the option of a second team, any remaining second team slots shall be filled by a fair draw of **non-hosting** colleges desiring to send two teams to the competition.
  2. The regional representative and the show host are responsible for assigning individuals to fill any remaining slots. Each region must determine if a draw, rotation or other system will be used to allot the individual slots
  3. In the event that the show is under-subscribed, the Show Secretary may elect to:
    - aa. Extend the closing date.
    - bb. Receive official paperwork and fees on the day of the show;
    - cc. Allow colleges to send individuals to create mixed teams.
  4. There is a limit of 2 teams representing each college. These teams must be designated to the host college prior to the horse draw. After the second team, Individuals from one or more schools may fill slots to form "Mixed Teams." Points earned by "Mixed Teams" will count for the individuals ONLY. No team score will be counted towards regional standings. Distribution of slots for mixed teams will be determined by the regions prior to the start of the competition year.
  5. Teams must pay for 4 riders even if only 3 riders are showing.
  6. If the 4<sup>th</sup> slot is filled by a rider from another college that rider will pay an individual fee for herself. This fee will go to the regional or national account to provide for year end awards as determined by the region at the beginning of the year.

## 7.5 Confirmation of Entry

- a. It is recommended that the Show Secretary confirm receipt of entries with the College Representative.
- b. Any refunds for over-subscription shall be made at the confirmation of entries.

## Article 8-Show Procedure

### 8.1 Programs

- a. Hosts must use the template for The Show program provided on the IDA website, which includes ads from national sponsors.
- b. Program must include:
  - IDA Code of Conduct
  - IDA Mission Statement
  - Helmet Requirements
  - Liability information as required by your state
  - Ads from National Sponsor

### 8.2 Registration

- a. The purpose of the registration period is to confirm the competitors' arrival and to distribute information packets.
- b. The information packets should include the following:
  1. A program listing the name, number, and college affiliation of each competitor. A schedule of ride times and blanks for horses' names to be filled in by the competitors after the horse draw and declaration of horses.
  2. A description of the horses to be ridden during the competition that shall include:
    - i. The horse's number
    - ii. The level(s) to which each horse is suited, including *mandatory level restrictions if required by the host college* and other acceptable level
    - iii. Characteristics of each horse –name, height, color, breed.
    - iv. Artificial aids (whip and/or spurs) that the rider may make use of when riding the horse.
    - v. The alternate horses must also be described.
  3. Rider Numbers.
  4. Optional: Any additional helpful information (where to get food, special promotions, etc.)

### 8.3 Pre-Competition Briefing

Before each competition there shall be a briefing conducted by the Show Manager with the College Representatives of all teams and individual riders present. During the briefing, the Show Manager shall discuss with the College Representatives the procedures to be followed throughout the competition. The Show Manager shall also answer any questions that may arise prior to the competition. \*\* See *article 1.2.E Rules Stewards.*

### 8.4 Horse Draw

- a. On the day of the competition, the College Representative shall draw the ballot that determines the horse group for his/her college. The order of drawing shall be the order in which the colleges are listed in the show program.

- b. If horse groups are being used more than once during the competition, the ballot must specify both the group number and the ride number. If horse groups are not being reused, the ballot needs only the group number;
- c. A redraw must be made if teams from the same college draw the same group of horses.
- d. Individuals in the Open class shall draw ballots with individual horses' names on them. The horse they draw shall be the horse they ride in the competition.

## 8.5 Parade of Horses

- a. With the exception of flying changes, warm up may include movements up to the USEF Third Level if appropriate and beneficial to the horse in the division in which he will be shown. Show management guidelines should be followed.
- b. The object of the parade is to provide the competitors an opportunity to view the horses and make horse/rider pairings, to warm up the horses appropriately, and to show them to the best of their abilities. Ideally, the horses will be presented by non-competing riders.
- c. All horses to be used in the competition are to be presented under saddle in or around the perimeter of the competition arena. They are to be shown at a walk, trot, and canter in both directions (canter unnecessary for a strictly walk-trot horse). Horses must perform all movements required in the levels for which they are recommended, for example: Chewing the reins out of the hand or sitting trot. *Horses that are restricted to a particular level or levels shall be announced at the parade of horses. This restriction is mandatory. Riders not following horse restrictions will be eliminated.*
- d. Horse shall be presented with tack, whips, and spurs consistent with posted restrictions and US Equestrian Federation rules.
- e. Each group of horses shall be presented separately.
- f. Open division horses shall be paraded prior to the Open competition.

## 8.6 Declaration of Horses

- a. After the parade of horses, management shall announce that it is time for the competitors to select their horses. *A minimum of ten (10) minutes shall be allowed for competitors to select their horses.*
- b. Each horse in the group must be paired with one rider on the team.
- c. After the conferencing period, the College Representatives are called in the order that they appear on the program. When called, the College Representative is to inform the Show Secretary of the name of the horse and the name of its designated rider. ***No horse/rider combination may be changed after the declaration except upon the withdrawal of a horse for cause.***

## 8.7 Competition

- a. Once the declaration occurs, the rider and the chosen horse meet at the warm-up area. Every rider must have their number, and depending on the type of number used, must wear it on either their back, left boot, fastened to the left side of the saddle pad or on the left brow band loop of their horse at the direction of the Horse Master.
- b. At the scheduled time, the Horse Master shall allow the rider to take control of the horse. The rider then has ten (10) minutes of warm-up time to prepare the horse for competition. WARM-UP TIME begins at the moment the rider mounts. Riders are encouraged to adjust stirrup length from the ground before mounting. A 3 min. warning will be given during the warm-up period

- c. Open level riders have fifteen (15) minutes of warm-up time.
- d. The rider may warm up the horse as he/she sees fit. However, cruelty to the horse and/or unsportsman-like conduct as defined by the US Equestrian Federation shall not be tolerated. Warm up may include movements up to the USEF Third Level, except flying changes if appropriate and beneficial to the horse and the division in which he will be shown. Show management guidelines should be followed.
- e. Medium and/or free walk ONLY are allowed from the moment the warm up time ends until rider enters the competition area. NO COLLECTED WALK OR TEST MOVEMENTS ALLOWED.
- f. After the final halt-salute of the previous rider, the rider about to perform the test may circle the perimeter of the competition arena at any gait.
- g. Coaches may assist the rider during the warm-up period. They may also assist while the rider circles the competition arena prior to entering at A.
- h. The execution and judging of the test shall proceed according to US Equestrian Federation. rules, however, riders may not have tests called or read for them in any IDA competition.
- i. When the test is finished, the rider shall exit the competition area, dismount, retrieve his/her number and give the horse to a handler.
- j. Breaks
  - 1. Between half an hour and one hour must be allowed for lunch. An activity or entertainment may be planned by the organizers if desired.
  - 2. Judge's breaks, as determined by the length of the competition, US Equestrian Federation rules, and contract with the Judge, must also be scheduled.
  - 3. *It is advisable to adhere strictly to the schedule and to build catch-up time into the schedule in the event it is needed.*
- k. A re-test must occur if:
  - 1. The competition horse is ruled unfit by the Stewards and/or Judge (due to unsoundness or obvious unsuitability). In this case the re-test is ridden at the discretion of show management and should occur during that division. A substitute horse is provided and the rider is given a second warm-up period. When a re-ride is granted it only applies to the individual rider granted the re-ride and the riders who come AFTER.
  - 2. *Equipment failure occurs during a test. The test is halted, equipment is fixed and the test is begun as soon as possible from the point of interruption.*
  - 3. *Request for re-rides must be made by a coach to a steward immediately following the ride **within 5 minutes from rider exiting the arena.***
- l. **First Level must be the first division ridden in any competition.** Other divisions may be shown at show management's discretion. Intro does not have to be the last division of the day.
- m. If a rider's coach feels that the rider is in danger, the coach may stop the ride by signaling the judge. A re-ride will be determined at the discretion of the stewards. Show management may also stop a ride at any point when they feel the rider or horse is in danger. If show management stops the test, a re-ride must be offered.

## 8.8 Awards

Awards are to be made in both individual and team categories.

- a. Individual and Open Awards:
  - 1. Ribbons are awarded through sixth or eighth place to the individuals of each level, with the highest test percentage winning the highest placing;
  - 2. Ribbons are awarded through sixth place or eighth to the Open riders with highest test percentage winning the highest placing.

## b. Team Awards

1. *Team scores shall be calculated by adding the 3 highest individual scores from each team and dropping the lowest score for teams with 4 members competing. Teams with 3 members competing shall not have a drop score. A team score shall **not** be calculated for teams with 1 or 2 members competing. The Open Level score may be used as part of the team score only if declared at the time of the horse draw and a maximum of 4 members are declared as a team. All team members must be enrolled in the college they represent.*
2. Ribbons are awarded to the first through sixth placed teams. Participation ribbons or tokens may be awarded to teams in less than sixth place.
3. Providing an additional prize for the winning team is strongly encouraged. [The traditional prize is a banner that is given to the winning team to keep until the next competition held at the host college.] Trophies or equestrian merchandise are also appropriate.

Colors for ribbons:

First Place Blue  
Second Place Red  
Third Place Yellow  
Fourth Place White  
Fifth Place Pink  
Sixth Place Green

## 8.9 Scoring

### a. General Considerations:

1. The collective marks shall be adjusted from US Equestrian Federation rules to the following: Gaits coefficient of (x1) and rider coefficient of (x4) with the exception of the introductory test where gaits remain (x1) and rider co-efficient (x3).
2. After each performance and after each judge has given his Collective Marks, which must be done with due considerations, the judges' sheets pass into the hands of the scorers.
3. Scores and comments must be written in ink. Any corrected score must be initialed by the judge having made the correction. The points are then multiplied by the corresponding co-efficient where applicable and then totaled. Penalty points incurred for errors in the execution of the test are then deducted on each judge's sheet.
4. After all scores for a level have been posted, the test sheets shall be available for viewing by the designated team representative/coach only. The test sheets may not be removed, even momentarily, but must remain with the scorer.
5. Tests shall be given to the competitors at the awards ceremony and not before.
6. It is recommended that the designated team representative/coach check the scoring on all their team members' tests.
7. The last level of the day must also be posted and the tests made available to the designated team representative/coach, to ensure that no errors in scoring have been made prior to the awards presentation.
8. If a mathematical error on the score sheet is discovered, it must be brought to the attention of show management within  $\frac{1}{2}$  hour of the official posting of the scores from the last class of that show day. Show Management must announce said posting, and must make test sheets available to competitors at the conclusion of the show.
9. Videotape may not be used to dispute a judge's decision.
10. A judge is free to leave when all scores from his class are totaled and any ties resolved.

b. Individual Classification

1. The total score for the classification is obtained by adding the total points. With more than one judge, the averaged sum total classifies. If there are two or more judges, the points awarded by each judge shall be published separately in addition to the total score. Total final results must be published in marks as well as in percentage.
2. In all competitions the winner is the competitor having the highest total points, the second the one with the next highest total points and so on.
3. In the event that there is an equality of points for individuals in the same division, the competitor with the highest score for the rider's position in the collective marks will be the winner. If a tie still remains the rider with the highest cumulative collective marks shall be the winner. In the event a tie still remains the judge will determine the winner.

c. Team Classification for Regular Competition Placings (Does Not Apply To Regional Ranking)

1. After each individual class is placed, the riders will receive points for their team's
2. Points earned by each team's top 3 riders will be added together to come up with the team's total points. The team with the highest points wins the competition. In regular IDA competition, a team with four riders will drop their lowest placing. A team with 3 riders will not have a drop score.

Placing as follows:

1st place	=	7 points
2nd place	=	5 points
3rd place	=	4 points
4th place	=	3 points
5th place	=	2 points
6th place	=	1 point

d. Each division should be placed first through twelfth. In the event of a tie between teams, the top three placing riders' percentages will be averaged to get the overall "team percentage." The team with the highest averaged team percentage places ahead. If the tie still remains then the highest combined rider position and seat scores from the three eligible tests will place ahead. If a tie still remains, then the total of the three eligible riders' collective mark scores will place ahead. If a tie still remains, the team with the highest rider position points from the 3rd ranked of the eligible riders will place ahead. If the tie still remains, the tie will remain unbroken.

e. In the event of an unbroken tie the points will be awarded as follows. The point value for the tied placing will be the average of the two placings. For example a tie for first will use the average of the first and second points.  $7+5=12$  points. Each team receives 6 points. The points will be assigned as follows. The next placing will be dropped down, in our example the next team will be third.

First place tie 6 points	Second place tie 4.5
Third place tie 3.5	Fourth place tie 2.5
Fifth place tie 1.5	Sixth Place tie .5

### **Article 9 -Private or Individual Horse Competition**

The purpose of this type of competition is to encourage students to participate in dressage activities on either their own horses or on horses that they ride on a regular and steady basis.

#### **9.1 Warm-Up**

- a. The rider is responsible for preparing his/her horse for competition under supervision of the Coach or College Representative;
- b. The Ring Steward may limit the number of competitors warming up at his/her discretion.

## 9.2 Competition

- a. Shall be governed by US Equestrian Federation.
- b. If, at one show, both own-horse and school-horse competitions are offered, awards shall be made separately to both competitions.

## Article 10– Dispute Procedures

### 10.1 Dispute Documentation

A notice of alleged violation must be presented in writing (email, fax or standard mail) and addressed to the executive board within ten (10) days of the incident and must state the full name and address of the accused and the accuser and contain a complete and definitive statement of the acts that constitute the alleged incident. Such notice must be submitted within ten (10) days of discovery. Precisely written details regarding any violation of the Rules is necessary.

### 10.2 Dispute Procedure

The executive board will forward information concerning the dispute to the appropriate committee for resolution within seven (7) days. If no such committee exists, the executive committee will appoint one.

## Article 11- Determining Regional Standings

### 11.1 Team Standings

- a. Each region will designate a point secretary every year (may be regional rep). The point secretary is responsible for tracking all of the team and individual points earned by participating members. The point records are to be distributed to all coaches in the region at the beginning, middle and end of the competition year. It is the responsibility of the coaches to check the accuracy of the points and percentages earned throughout the year.

The point secretary and regional rep must also maintain all of the final show results. These records will then be used to determine team and individual standings and to aid in breaking ties.

Once the points secretary distributes the points, coaches or student riders have 14 days to dispute any discrepancy. If no dispute is brought to the points secretary at the end of 14 days, the points will stand as posted.
- b. The point secretary will make the necessary adjustments to points earned after each competition. Each school will only receive points from their highest placing team and the teams that placed behind will move up in position and points. This practice will enable all schools to have an equal chance in earning regional awards.
- c. At the beginning of each calendar year, the coaches or student representatives in each region will vote to determine how many shows will be used to determine their regional year-end points. (This number may be different for team and individual points) The regional representative is responsible for arranging for this vote at the first show. The minimum number of shows to be used is 3 and the maximum is 5. This policy will enable regions with fewer shows to qualify for nationals and also encourage coaches to show more riders on their team.
- d. At the end of each competition year the point secretary will add up each school's top 3-5 shows (as determined by the region) to determine the year-end regional standings.
- e. The teams with the highest total points at the end of the competition year will be the regional champion. Reserve Regional Team will be the team with the second highest point value etc. Points will be awarded based on ribbon rankings—1st=7pts, 2nd=5pts, 3rd=4pts, 4th=3pts, 5th=2pts, 6th=1pt.. In the event of an unbroken tie, points will be awarded as follows:
  - First place tie 6 points
  - Second place tie 4.5 Third place tie 3.5 Fourth place

tie 2.5 Fifth place tie 1.5  
Sixth Place tie .5

The team does not need to be designated prior to the start of each show.

Regional rankings will be used to determine eligibility for filling the National Championship slots allotted to each region.

- f. Ties– in the event of a tie for regional champion the tie will be broken by using the sum of the points of the top three riders of the team's best 3-5 shows (the drop score is not used). If the sum of the top three pointed riders remains tied, the sum of the percentage scores of the top 3 rider's will be used. If the tie still remains the sum of the dropped scores will be used to break the tie. If the tie still remains, the sum of the top dropped percentages breaks the tie. If the score remains tied and there is only one slot for team representation in that region, a draw will determine the winner. If there are two or more slots available to teams from the region, the tie will remain unbroken and the top tied teams will both go to Nationals.

## 11.2 Individual Regional Standings

- a. At the beginning of each calendar year, the coaches or student representatives in each region will vote to determine how many shows will be used to determine their regional year-end points. (This number may be different for team and individual points) The regional representative is responsible for arranging for this vote at the first show. The minimum number of shows to be used is 3 and the maximum is 5. This policy will enable regions with fewer shows to qualify for nationals and also encourage coaches to show more riders on their team.
- b. Individual Regional Standings for regional year end awards will be based on points earned at each division with ranked placings being Regional (Division) Champion, Reserve Regional.... etc. Note: It is possible for a rider to receive 2 awards at two different levels in one year if a region has many shows.
- c. Points do not carry over from the previous year to calculate Regional Standings. Points do not move between divisions. Points earned during a previous year only accumulate to determine when a rider points out of a level, not for regional year end awards. When a rider accumulates 28 points in a level that rider is no longer eligible to compete at that level.
- d. **Riders should be moved up by their coach to the next higher level at the start of the academic year if their ability warrants and it is anticipated that the rider will need points at the higher level to qualify for Nationals.** Regional rankings will be used to determine eligibility for filling the National Championship slots allotted to each region.
- e. Points earned at each level are calculated independently and do not carry over when the rider moves up to another level.
- f. Ties for individual regional year end awards will be broken by the average final percentage score of the rider's three to five (3-5) top placings. If the tie remains and only slots for one rider is available, a draw will be used to determine who will represent the region at nationals but the tie can remain unbroken for the purpose of regional awards.
- g. For further rules on individual qualification please review 11.2 of these rules

## Article 12-National Championship Rules

### 12.1 Determining the Allocation of the Number of Regional Team and Individual Representatives at National Championships

- a. Regional representation by individual riders will be based on paid Class 1 team memberships as of Feb. 1 per IDA region or combined region if fewer than 4 colleges are members in a region. The following will apply:
1. Qualifications will be based on the number of regions and the number of teams the host school is able to accommodate as determined by the Board of Directors in communication with the host school.

2. The following formula will then be used to calculate the number of riders per region **The regional percentage of the total IDA Class 1 memberships times the number of slots at National Championship is calculated for each region.** The results of this calculation places the regions in numerical order, whole integers are allotted the given number of slots. Fractions of an integer are ranked in numerical order and the remaining slots are allocated from the largest to the smallest. (Teams will be determined using the same formula.)  
The team membership for each region will be calculated by the National Treasurer using the number of paid Class 1 Memberships. Memberships must be activated as of Feb 1 on the website in order to be counted. The Executive Committee will approve the number of slots for team and individual competitors for the National Competition by Feb 15.
- b. Regional representation by teams will be based on paid Class 1 memberships as of Feb. 1 per IDA region or combined region if fewer than 4 colleges are members in a region and will be calculated using the same formula as that used to determine the number of individual riders for each region as listed in Article 11.1.a2
  - c. In the event of a equality of percentage of membership among regions, if the tie for slots is between 2 regions, one region will bring the extra team and one region will bring 4 more individual riders. This will be determined by a draw. In the event of a multiple tie, each region will bring an extra individual or a team as determined by a draw for both the team slot and each individual slot ie. First level, upper training etc.
  - d. Slots for team and individual representation at nationals will be filled by the regions based on regional rankings.
  - e. In the event that a region can not or chooses not to send a team/individual, the slot will be awarded as if the region did not exist, with the slot going to the region that would have been given the slot in accordance with the above formula.
  - f. *Within each region*, the relinquished slot must be offered to the team/individual that is next highest standing in regional points earned. If that team/individual can not or chooses not to send a team to nationals, then the slot will be offered to the next team in the region based on year end regional points ranking and so on. .
  - g. *Teams/ individuals who qualify for Nationals must notify their regional representative immediately after the last show in the region if they are or are not attending Nationals.*

## 12.2 Individual Rider Qualifications

- a. An individual must have competed in a minimum of three (3) regular shows within their home region during the current academic year to qualify for participation at National Championships.
- b. The total placing points from the individual rider's three to five (3-5) best competitions within their region and level will count towards final standing. Points do not move between the levels or carry over from the previous year(s) for the purpose of qualifying for Nationals. **A Rider may only compete at one level at Nationals. Riders will show at the level in which the higher number of points is accumulated during the competition year provided they earn enough points at that level to qualify them for Regional representation. If the points for both levels are tied, the rider must show at the higher level provided they have sufficient points at that level to qualify.**

Once a rider has placed first or second at the National Championship at a given level they must move to the next level for the next competition year regardless of whether they have pointed out of that level (unless riding at first level and the open division is not offered).

- c. Prior to the beginning of each competition year, each region will determine the number of shows that will count towards qualifying for National Championship. Each region may decide how many shows to consider towards point standing within the three to five (3-5) limit.

Points calculated as follows:

1st-7pts. 2nd-5pts. 3rd-4pts. 4th-3pts. 5th-2pts. 6th-1pts.

- d. Ties will be broken by the average final percentage score of the rider's three to five (3-5) top placings at the level they are qualified to ride.
- e. Points earned will follow students who transfer to other schools throughout their eligibility.
- f. Points earned will follow the student for classification of levels for their entire IDA eligibility.
- g. Points towards qualification for National Championship will start at zero each year.
- h. Points towards qualifications for the National Championship show do not move between the levels. Designated team representatives/coaches should move riders up to the higher level at the start of the competition year if they anticipate that they have sufficient ability to earn enough points at that level to qualify for Nationals as an individual.
- i. In the event that a region can not or chooses not to send a slate of riders to compete in individual competition at Nationals, the resulting slots will be awarded as if the region did not exist, with the slots going to the region that would have been given the slots in accordance with the above formula. That region must offer the slots to the individuals that are the next highest standing in regional points earned. If an individual can not or chooses not to compete at Nationals, then the slot will be offered to the next individual in the same division in that region based on year end regional points ranking.
- j. *In the event that an individual within a region qualifies for nationals but can not or chooses not to attend, the slot will be awarded to the next highest ranking individual in that level.*

### 12.3 Team Qualifications

- a. A team must have competed in a minimum of three (3) regular shows within their home region during the current academic year to qualify for participation at National Championship. Teams at nationals must have four (4) members to ride at each of the four (4) levels. All riders on the team MUST have competed in a minimum of three (3) regional shows but do not have to have earned points at these shows. Team riders do not have to have qualified as individuals.
- b. Team members may change from show to show. If a college has two (2) teams competing at a competition only one team will have points count towards regional rankings. The team does not need to be designated at the start of the competition. Only one team from each college will qualify to compete at National Championship.
- c. Each and every team member must have competed at a minimum of three (3) competitions during the current academic year. Team riders must compete at a level for which they are qualified. Riders pointing out *must compete at the level they have obtained the most points during the current year as stated in 11.2.b*
- d. The placing points from the team's three to five (3-5) best competitions will count toward final standings as outlined in the IDA Rules and Standards.
- i. In the event that a region can not or chooses not to send a slate of riders to compete in team competition at Nationals, the resulting slots will be awarded as if the region did not exist, with the slots going to the region that would have been given the slots in accordance with the above formula. That region must offer the slot to the team that is the next highest standing in regional points earned.

### 12.4 Order of Competition

- a. **Team Competition** is to be held on Saturday.
- b. **Individual Tests** are to be held on Sunday. It is recommended that First Level be ridden first during Individual competition. Shorter Breaks on Sunday so that the day can be shorter to allow for those who must leave on Sunday.

- c. **Order of Divisions-First Level must be the first division ridden for team competition.** Other divisions may be shown at show management’s discretion. Intro does not have to be the last division of the day.
- d. The lunch break to 45 minutes to allow an extra 15 minutes for re-rides should they be necessary.
- e. Horses need to be warmed up before EACH division on Sunday.
- f. At the Direction of the Steward, a horse may have additional warm up if the horse demonstrates the need by bucking, kicking, acting up, etc.
- g. An individual horse may go twice if desired by organizer.

**12.5 Competing Riders**

Competing riders MAY NOT warm up horses loaned by other schools or individuals on the day prior to competition without the permission of the horse committee.

Competing riders MAY NOT warm up or parade any horses on team or individual competition day. On individual competition day, riders who are not competing as individuals may ride warm up.

**12.6 Arena Size**

Open, First Level and Upper Training Level must use standard arena. Lower Training and Intro may use smaller arena.

**12.7 Tests**

Show management may offer different First Level tests for individual and teams days. It is recommended that First Level Test 4 be used for Individual competition if suitable horses are available

**12.8 Regional Entries -**

- a. Regional Representatives MUST review the entries from their region and verify that all riders listed are in good standing with IDA and their college, have shown at a minimum of 3 shows, and are eligible for the National competition in accordance with IDA rules. The Representative must then submit verification of their acceptance and approval of the entries to the host college and the National Secretary via email or fax.
- b. Once eligibility has been verified by the Regional Representative, **the Coach** must submit entries for the team and individuals, **including the actual team members**, via fax or email along with checks for fees to the host college. **All entries must be approved by the regional representative prior to submission to the host school and National Secretary.**

**12.9 Scoring at Nationals**

- a. At nationals a 13 point system will be used as follows:

1st – 13pts	7th – 6
2nd – 11	8th – 5
3rd – 10	9th - 4
4th – 9	10th – 3
5th – 8	11th – 2
6th – 7	12th – 1

**b. There is NO DROP SCORE at Nationals**

**12.10 Horse Selection Committee**

Consists of the IDA President, Vice President, designee of the host college, designee(s) of colleges providing loaned horses.

**Article 13 - Memberships and Fees**

**13.1 Membership Fees**

(For more information about IDA memberships and eligibility, please consult IDA by laws.)

Class 1 Participating University/College Membership - the annual fee for University/ College Members shall be two hundred (200) dollars.

- Class 2 Supporting School Membership -The annual fee for Supporting School Members shall be one hundred (100) dollars
- Class 3 Individual Membership - The annual fee for Individual Membership shall be thirty dollars (30), seventeen (17) dollars of which shall go to pay for individual USDF affiliate membership.
- Class 4 Contributing Membership - The annual fee for Contributing Membership shall be five hundred (500) dollars.
- Class 5 USDF College Representative – The IDA pays to the USDF an annual fee for USDF College Representative seventeen (17) dollars that pays for USDF IMO membership. (One designated individual per year per school)
- Class 6 Coach/Administrative Memberships have no fee.
- Class 7 Alumni Supporting Membership fee is thirty (30) dollars and does not include USDF IMO membership. This is a non-riding membership.
- Class 8 Life Membership fee is seven hundred fifty (750) dollars one time fee. (USDF membership is included only during the years of rider eligibility.)
- Class 9 Gold Participating University/College Membership – for those colleges wishing to contribute to the IDA the annual fee shall be three hundred (300) dollars.

## 13.2 Show Fees

**Regional Shows:** IDA Show fees shall be one hundred twenty (120) dollars per team of up to four (4) members per school and thirty (30) dollars per individual for each person in addition to the team of four (4). (Twenty-four (24) dollars of each team entry shall go to Nationals, and eight (8) dollars goes to Regionals. Six (6) dollars of each individual fee shall go to Nationals and two (2) dollars shall go to Regionals. *Regions may choose to increase the entry fees up to \$140 per team if necessary to cover show costs. This increase must be voted on by the members of the region.*

**National Championship:** Fees for IDA National Championship shall be three hundred dollars (\$300) per team of up to four (4) members per school and fifty dollars (\$50) per individual entry for each person in addition to the team of four (4).

# APPENDIX

## Role of the Regional Representative

Thank you for volunteering your time and expertise to IDA. The student members rely on your leadership to provide a fun and fair environment for competitive team dressage. Following are a lists of the functions of the Regional Representative and tips on doing them as efficiently and painlessly as possible.

## Website Responsibilities and Summary

### Becoming a Regional Representative

The IDA website is setup to make your job easier. However, before you can begin to function as a Regional Rep, the Website has to recognize you as such. Whether you are a new member joining IDA for the first time or are an existing member recently elected to the office, go to your application on [teamdressage.com](http://teamdressage.com) be sure to check the box next to “Regional Representative”; this will then cause an email to be sent to the proper person in IDA who will then go to the website and grant you access to the areas of the site that you need.

### Membership Management

Each school must initially join IDA before their individual members can join. As each school completes their membership they will send you their paperwork with their membership fees. This is due 2 weeks before the first show and you will probably have to beg and cajole to get it!

### *FYI: 2008 - 2009 Dues*

- Supporting School \$200 – includes membership for school representative who CANNOT be a student they must be an employee of the school.
- Participating School \$100 (2 shows or less, not eligible for Nationals)
- Individual membership \$30

### *FYI: 2008 - 2009 Paperwork*

Expect to receive the following paperwork for each member school.

- Team membership
- Individual membership
- Assumption of Risk agreement (just the signed last page for every student)
- Classification for new students or classification statement for returning students
- Academic eligibility form signed by school official.

As you receive the memberships you can activate them on the website. After logging in to the website scroll down to find the link to “membership management” on the left hand side. This will take you to your Region’s database.

To the left of the School’s name you will see a tab that says “pending”. Click on this and fill out the form to activate the school’s membership. It saves paper to activate the school AND individual members at one time as long as you have their membership dues. PRINT this form and send it to the National Secretary/Treasurer (Currently Jackie Dwelle, 30080 Deercroft Drive, Wagram, NC 28396) with the membership dues.

Alternatively, you may choose to click on “Active Member Roster” and print your region’s roster and send that instead of a separate sheet of paper for each school. (Sorry your region does not get to keep any membership dues.) *The bottom line is that the National Secretary/Treasurer needs to know which members the dues are for.* New members may be activated throughout the year.

### **Finances**

Deposit the individual checks into your regional account and send one check for the memberships to the National Secretary. (This saves the National Secretary a huge amount of trouble when individual membership checks bounce ☺)

Each month during the competitive year, send the “IDA Regional Monthly Income Expense Report Form” to the National Secretary by the 10<sup>th</sup> of the following month. At the end of the calendar year, send the National secretary a copy of your December bank statement.

### **Meetings**

The IDA Board meets several times a year via teleconference and then once a year at the National competition. Please try to attend as many of these meetings as possible, your input is most valuable. Funds are available to assist with travel to Nationals if needed.

### **Communicating With Your Region**

You are responsible for coordinating your region’s competitive activities. This includes ensuring that your member schools are in compliance with the rules. (Encourage them to read the rules, as they have a lot of need to know stuff in them!) Regionally, the most important items are.

### **Calendar Responsibilities**

The show dates for your region should be sent to the IDA President (currently Beth Beukema [Beth.Beukema@jwu.edu]) by Sept 1<sup>st</sup> for the fall and Jan. 15<sup>th</sup> for the Spring but no later than 6 weeks before the first show whichever comes first.

### **Insurance Concerns**

Hosting schools must fill out insurance forms and return them to the IDA President at least 4 weeks prior to the date of their show. A separate form is needed for each additional insured party and for each show date (if 2 shows are on the same date at the same facility one form only is needed) Form is available on the web-site

### **Results**

Show results must be sent to Beth Klein - [beth@collegetack.com](mailto:beth@collegetack.com) – within one week of the show.

### **Show Dues**

Collecting show revenues within 28 days of the show. Send to National Secretary/Treasurer no later than the end of the semester. See Article 12.2 for a break down of dues.

### **Tracking Points**

This maybe delegated to a points secretary. Article 10 of the rules covers points.

### **Regional Representation**

Encourage your members to be active in IDA. Each region should have a representative on the following committees Rules & Standards Committee, Rider Classification Committee. (Students are eligible to serve)

### **Questions??**

Email Jackie [jackie@firsthorse.com](mailto:jackie@firsthorse.com) or any board member. We appreciate your hard work and are here to help you grow your region, promote team dressage, and provide a safe, fun and fair competitive forum for our student riders.

*Thank you for your continued support of IDA.*

# IDA SHOW INVOICE

\*This form may be downloaded from the IDA website – [www.teamdressage.com](http://www.teamdressage.com)

## 12.2 Show Fees

**Regional Shows:** IDA Show fees shall be one hundred twenty (120) dollars per team of up to four (4) members per school and thirty (30) dollars per individual for each person in addition to the team of four (4). (Twenty-four (24) dollars of each team entry shall go to Nationals, and eight (8) dollars goes to Regionals. Six (6) dollars of each individual fee shall go to Nationals and two (2) dollars shall go to Regionals. *Regions may choose to increase the entry fees up to \$140 per team if necessary to cover show costs. This increase must be voted on by the members of the region.*

## National and Regional Dues

Hosting schools should mail one check to their Regional Representative. The Regional Representative will send the Nationals portion to the National Treasurer.

## Regional Representative

Put your mailing address here

Check should be made payable to Intercollegiate Dressage Association. **Tax ID # 90-0087093**

## After each show, Regional Representatives are expected to mail:

1. Payment of National Dues made out to IDA
2. A copy of this invoice
3. A show program including results

to: Jackie Dwelle, 30080 Deercroft Drive, Wagram, NC 28396

**SHOW DATE:** \_\_\_\_\_

**HOST COLLEGE:** \_\_\_\_\_

**NUMBER OF TEAMS:** \_\_\_\_\_ x \$24.00 = \$\_\_\_\_.00      **To National Treasurer**

\_\_\_\_\_ x \$8.00 = \$\_\_\_\_.00      **To Region** \_\_\_\_\_

**Account**

**Submitted By:**

\_\_\_\_\_

**Region** \_\_\_\_\_ **Regional Representative**