



*How To  
Host An  
Approved  
Show*

Hosting an Intercollegiate Dressage Association (IDA) Horse Show gives you and your school the opportunity to showcase your facilities, horses, riders and riding program while your team earns points to qualify for fur

With a little time and preparation, hosting an IDA recognized show can be an enjoyable and rewarding experience. The following steps are provided to make the task as easy as possible.

### **At Least Eight Weeks Before the Show**

1. Observe an IDA recognized show held at another school or college.  
This allows you to see how things are done before attempting to host a show of your own. Visiting another show also allows you to ask questions and receive valuable advice from others.
2. Read the rules.  
In order to know exactly how the levels are set up and who qualifies to ride at the various levels, you must be familiar with the rules governing the IDA and IDA recognized competitions. The IDA rules also tell you what qualifications the judge must have, as well as providing you with a list of other important show positions that must be staffed and the qualifications for each. If you don't have a copy of the IDA rules and standards, you may download them from our website at [www.teamdressage.com](http://www.teamdressage.com).

Read through the rules a few times to make certain you understand them. If anything is not clear, contact your Regional Representative for clarification. You don't have to memorize the rulebook, but a familiarity with the rules assures that your show is run correctly and that you will know where to find information when questions or conflicts arise.

### **At Least Six Weeks Before the Show**

1. Set the Date. Find a date that works well for you and the majority of the schools in your region. Have at least one or two back up dates just in case your original date is unavailable.

Submit your proposed show dates to your Regional Representative as soon as possible. You must have your Regional Representative's approval for your show date to be considered IDA recognized and the points awarded counted towards regional and national standings.

*Note: It is easier for teams to plan their show calendar if all IDA regular show dates are scheduled before the beginning of each semester.*

2. Book the Judge.  
IDA recommends that all IDA recognized shows have a judge who holds a USEF "I" in dressage or better. A USDF "L" graduate may be used only if a USEF

judge is unavailable. *Note: The current roster of licensed officials and their contact information may be ordered from USEF at [www.usef.org](http://www.usef.org); USDF "L" graduates are listed on the USDF website: [www.usdf.org](http://www.usdf.org).*

A region may not have the same judge officiate 2 shows in the same semester, so verify that your proposed judge has not made a commitment to host any other IDA recognized competitions in your region during the same semester.

Ask if the judge has worked at previous IDA shows. If not, advise the judge of the unique circumstances involved with an IDA recognized competition. While judging is the same, IDA rules differ. These unique circumstances include: leg protection is permissible; horse may go up to three times in one class, etc. Make certain that the judge is aware that IDA riders are riding unfamiliar horses and have only ten minutes to warm up on them. It is always a good idea to send judges new to IDA competition a copy of the IDA Rules and Standards.

Have a judge's contract put together that includes the date and agreement for hours of judging, scheduling of breaks and monetary compensation, travel, hotel and meal expense reimbursement and any other special considerations you or the judge may require.

3. Download the appropriate tests for your competition.

USDF has Introductory Level tests:

<http://www.usdf.org/downloads/forms/index.asp>

USEF has tests for Training Level and up:

[http://www.usef.org/\\_iframes/breedsdisciplines/discipline/alldressage/dressagetestmov.aspx](http://www.usef.org/_iframes/breedsdisciplines/discipline/alldressage/dressagetestmov.aspx)

4. Order Your Ribbons/Prizes

Ribbons are given for each riding level (1<sup>st</sup>-6<sup>th</sup> place) as well for final team placings (1<sup>st</sup>-6<sup>th</sup>). It is recommended that you provide five (5) ribbons total for each team placing, one for each team member and one for the school, if your budget allows. You should do so for at least the champion and reserve champion team ribbons. .

You may use your school logo, or the official IDA logo. You may order from any ribbon or badge supplier of your choice. Hodges Badge Company has the IDA logo on file for your convenience. <http://www.hodgesbadge.com/>  
phone: 800-556-2440

You can often save money on ribbons if you order for more than one show at a time. You may also get together with other host schools in your area and order for all shows at one time. In such cases where more than one school will be using the same ribbons, it works best if you use the IDA logo on the ribbons.

5. Book a Facility

You will need an appropriate facility that will allow you to show in whatever weather conditions are common to your area. In addition you will need the following:

- A. Dressage Ring – minimum of 20 x 40 meter or larger with adequate footing for all weather conditions. Having a 20 x 60 arena is optimal.
- B. Warm Up area – adjacent or near to the dressage ring and with adequate footing for all weather conditions
- C. Dressage letters

6. Contact IDA President for “Additional Insured Certificate” if needed.

**At Least Four Weeks Before the Show**

1. Create and email the Prize List (a sample prize list may be downloaded at [www.teamdressage.com](http://www.teamdressage.com)). Prize lists and entry forms must be emailed 4 weeks prior to the competition date. Prize lists should include the following:

- A. Name of Host School
- B. Date of competition
- C. The judge’s name, rating/status, and home town and state
- D. Opening and closing date for entries. Closing date should be at least two weeks before competition so that teams may have proper notification if space is available for them to field a second team.
- E. Entry fees. Check the rules for current entry fees required by the IDA.
- F. Tests to be ridden and arena size for each test.
- G. Helmet Requirement. All prize lists and show programs must contain this exact wording: “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.”
- H. Any liability or equine activity language required by your school and state should be included on all entry forms.
- I. Time schedule for the day of the show to include the following
  - Coaches’ meeting
  - Horse draw
  - Parade of horses
  - Horse/rider declarations
  - Competition begins
  - Award ceremony – when and where it will be held
- J. Directions to facility
- K. Recommendations for hotels, food and other points of interest
- L. Postal address for entry fees
- M. Email address, fax number, and phone number of secretary & organizer
- N. Entry form – should have spaces for team A and team B rider names

Intro \_\_\_\_\_  
Lower Training \_\_\_\_\_  
Upper Training \_\_\_\_\_

First Level \_\_\_\_\_

O. Provisions for over subscription such as outlined in the rules.

2. Begin the selection process for your horses and groups.

- A. Horses may go a MAXIMUM of 3 times during any one day IDA show.
- B. Privately owned horses may be used, provided they are appropriate for the levels for which they are to be used.
- C. You must have an alternate group of horses in the event that one becomes unsound or unsuitable. If you do not have suitable alternate horses, it is advisable that you have fewer teams at your show.
- D. All horses, including alternate groups must be appropriate to the level for which they are to be used. Horse must demonstrate the movements that are required in the tests. This may include: stretchy circle, lengthenings and leg yields. Organizers should plan a parade pattern ahead of time that can demonstrate required movements.
- E. Do not put all your best horses in the same group. Try to make the groups as even as possible.

3. Line up volunteers

As soon as possible after receiving approval of your show date you will need to recruit volunteers. This is a great learning opportunity and can be lots of fun. Non-showing students in your barn or equine classes are a great source of volunteer workers for your IDA show. Complete job descriptions and lists of duties can be found in the IDA Rules and Standards. It is very helpful to provide all volunteers with written job descriptions that clearly outline all of their duties.

A. All show officials should be clearly and appropriately identified on the day of competition.

- 1. Horse Master
- 2. Secretary
- 3. Scorer
- 4. Warm-up stewards
- 5. Rules stewards – three (3) coaches from visiting schools whose

names are drawn at the coaches' meeting

B. Show staff may include:

- 1. Announcer
- 2. Scribe
- 3. Horse handlers
- 4. Parade riders
  - a. Ideally non-competing riders serve as parade riders, however if the host school cannot provide a sufficient number of non-competing riders, competing riders from the host school may act as parade riders.
  - b. The goal is for each horse to be warmed up and presented to the best of his ability.

- c. Use riders that will present the horses well and give them a good warm up. It is recommended that riders know and ride a specific pattern during the parade of horses.
    - d. It is a nice touch if parade riders dress alike and wear host school colors or jackets.
  - 5. Ring Crew
  - 6. Runners
  - 7. Additional persons as needed to perform any duties assigned by show officials
4. Create ballots for the horse draw and steward draw.
- a. You will need ballots to draw 3 stewards from visiting schools.
  - b. You will need ballots for each horse group/ride.

### **Two Weeks Before the Show**

1. Notify all schools of who has been accepted and of the number of teams they will be allowed to field. Allow for individual rider changes to be made up until two days before the show. Request that rider changes be made in writing via email.
2. Create and print show program
 

To make sure everyone knows what is happening and when on the day of the show, and to help everyone keep track of scores, you will need to create a show program and make it available to all coaches, show officials, judge, show workers and riders. Make extra copies to post, use for scorer, give to judge, and make official copies to give to Regional Representative.

IDA show program includes:

  - A. Schedule for the day
  - B. Teams and schools entered – leave blanks for scores and place as well as team average and place. List classes entries on another page with room for the score and place.
  - C. Helmet Requirements must be printed on a page that is designed to remain part of the show program, and state this exact language:  
 “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.”
  - D. Any liability or equine activity language required by your school and state must be printed on a page that is designed to remain part of the show program.
  - E. A written description of horses including: group number, horse’s number, recommended level and other acceptable level(s), age, height, color, breed, way of going, restrictions with regard to level, artificial aids (whips and/or spurs) and other equipment.

Example:

Group 1: #1 Hyde Park: 9 year old, bay Dutch Warmblood gelding. 16.3 hands. Has lots of movement, ride forward into steady hand. First Level or upper training. Spur ok, no whip.

- F. Horse/rider declaration page and times.
  - 1. Ride schedule A, B, C, etc. or Group 1 ride 1
  - 2. Blank column for rider's name and number
  - 3. Blank column for horse's name
  - 4. Warm up time ride time.
  - 5. When scheduling times, leave some extra room for catch up time, breaks for the judge and lunch. Follow the recommendations from USDF & USEF for scheduling times for tests.

3. Gather equipment and store it together in an easily accessible location.

A. For Judging:

- 1. Judge's booth – the judge must have an unobstructed view of the dressage ring, and must be raised 18 inches from the ground. The judge should be shielded from the elements as needed.
- 2. Table and two chairs for judge & scribe
- 3. Bells/whistles
- 4. Pens, clipboard and dressage tests printed on legal size paper

B. For Scoring:

- 1. Adding machine with tape
- 2. Copy machine
- 3. Computer for maintaining results and scores
- 4. Poster board or other means to display results as divisions are completed

C. Warm up stewards(2):

- 1. Stop watch
- 2. Clipboard
- 3. Order of go list

D. For Horses:

- 1. Bridle numbers for parade of horses or rider tags with horse's name.
- 2. Horses must be outfitted with the same tack throughout the entire show.
- 3. Polo wraps as needed (allowed for IDA competitions)

### **The Day Before the Horse Show**

- 1. School horses in arena – To ensure that all horses are familiar with the ring, judge's stand and decorations, all horses should be ridden in and around the arena and warm up area prior to the show.

2. Horses must be clean and well-polished for show day.
3. Be sure a copy of the IDA Rules and Standards is available for the stewards, either a printed copy or by internet access in show office. Have IDA By-laws and USEF Rules in the scoring area for handy reference.

### **The Day of the Horse Show**

1. Have volunteer workers report for duty at least 1 hour before you need them
2. Prepare the horses for competition – braid and groom
3. Warm up horses prior to parade of horses
4. Welcome coaches and riders
5. Collect any entry fees and rider releases
6. Host coaches' meeting:
  - a) Review horses
  - b) Schedule of go
  - c) Draw for horses
  - d) Draw for stewards
7. Parade of horses
8. Horse declarations
9. Begin competition
10. Tally and post official scores after all riders in division have been judged.
11. Relax – all of the hard work is over. If you have prepared well, the day of the show will virtually run itself.
12. At the end of the competition provide copies of the results and riders tests to all competing schools.

### **Within Seven to Ten Days After the Show**

1. Finish paperwork. An IDA show is not complete until the paperwork is done and sent to the appropriate people.
  - a. Send regional and national show dues to Regional Representative. Refer to the IDA rules for current amounts required for team and/or individual show dues.
  - b. Send points and test results to Regional Representative. In order to have individual and team results of the competition counted towards regional standings, results must be received by the Regional Representative within 14 days after the competition.
  - c. Update IDA website.



