

# Role of the IDA Regional Representative

The Regional Representative is the key organizational person in the daily running of the IDA.

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 collegiate dressage. This document is designed to serve as a quick reference, refer to the current rules for specific details.

## Sixteen Steps to a Successful Region

1. Manage a regional bank account; submit a copy of your regional bank statement to the IDA Treasurer at the end of each calendar year (showing the balance on December 31st).
2. Manage the membership in your region, including all riders signing the assumption of risk form each year and collecting the academic eligibility form.
3. Use the membership site to ensure all colleges and individual members have paid at least 2 weeks PRIOR to participation in an IDA show, and that all riders are correctly classified (to the best of your knowledge- ultimately the correct classification resides with the coach).
4. Know the rules- read your rulebook and stay current on rule changes and share with your region. Develop a regional rulebook for specific rules that are left to the regions to decide.
5. Develop and maintain a fair rotation for individual slots in your region (there are examples in the rules of types regions use).
6. Make sure that host colleges in your region submit an Emergency Preparedness Plan to the IDA National Secretary at least 2 weeks prior to the show date.
7. Monitor coaches meeting to make sure that:
  - ◆ 3 stewards are drawn and a head steward elected
  - ◆ draw is done correctly and all rules are followed
  - ◆ update members on teleconference minutes
8. Track regional points using the unaltered standardized point sheet, send out to the region after each show within 2 days of the show. (Shorter time period for shows within 2 weeks of the national competition) Be sure to keep track of cumulative points from previous years so you know when a rider points out. Track when the 2 year eligibility of Introductory riders expires.
9. At the end of each show collect the final results, stewards reports and incident reports ( if applicable). A copy of all of these should be sent to the IDA National Secretary within 2 days of the show.
10. Collect show dues from hosting schools, deposit regional dues into your regions account and national dues to the national treasurer within 14 days of the show.
11. Decide with region on how to use regional funds, (year-end prizes, educational events).
12. Verify that all judges used in your region are eligible and are not used more than 1x per semester.
13. Appoint/Elect a representative from your region to serve on the Rules Committee.
14. Participate in monthly board teleconferences and travel to the Annual Board meeting each year held at the National Competition.
15. Develop a show calendar for your region, send the dates to the IDA President no later than Sept 1 for the fall semester and January 15 for the spring semester.
16. Confirm with the IDA VP riders from your region that have qualified for Nationals. If your region is a wild card region, send IDA VP your unaltered wild card form along with your regions point sheet. Coaches are responsible for entering their riders at the National Competition - make sure they know that.

