



# How to Host an Approved Show

**H**osting an IDA show gives you and your school many opportunities including the chance to showcase your facilities, horses, riders and riding program while your team earns points to qualify for further IDA competition.

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.

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# AT LEAST EIGHT WEEKS BEFORE THE SHOW

## I. OBSERVE AN IDA RECOGNIZED SHOW

Attend a show hosted at another school or college. It is advisable that a representative from your school or college attend an IDA recognized competition hosted at another facility. 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.

## II. READ THE RULES

To know exactly how the tests 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 rule book, 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.

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# AT LEAST SIX WEEKS BEFORE THE SHOW

## I. 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 for approval. To increase your chances of getting the date you want, contact your Regional Representative as early as possible. You must have your Regional Representative's approval for your show date for your show 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.

## II. BOOK THE JUDGE

IDA requires that all IDA recognized shows have a judge who holds a "L" in dressage or better. Current roster of judges can be found at; <https://www.usdf.org/about/contact/officialsOnly.asp>

It is advisable to use a particular judge only once per semester in a region, so verify that your proposed judge has not made a commitment to judge 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, so she/he can better evaluate the riders. These unique circumstances include: leg protection being 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.

### III. DOWNLOAD YOUR TESTS

<https://www.usdf.org/downloads/forms>

### IV. ORDER YOUR RIBBONS/PRIZES

It is recommended that you provide five (5) ribbons total for each team - one for each team member and one for the school. You should do so for at least the champion and reserve champion team ribbons. You may also do this for each place pinned if you desire and your budget allows.

You may use your college or 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.

### V. 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 - a 20 x 60 meter arena with adequate footing for all weather conditions. A 20 x 40 arena can be used if the modified First Level Test 1 is used.

B. Warm Up area - adjacent or near to the dressage ring and with adequate footing for all weather conditions.

C. Dressage letters

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## VI. CREATE AND PRINT THE PRIZE LIST

Prize lists should include the following :

A. Name of Host School

B. Date of Competition

C. Opening and closing date for entries. (closing date should be at least two weeks before competition so that individual slots maybe allocated.)

D. Entry Fees as of 2018; \$140 team of 4 riders, \$35 individuals, \$25 DSE

E. Tests to be ridden

F. Arena size for each test

G. Helmet Requirements. All riders are required to wear protective headgear meeting the current standard of ASTM/SEI Certified approved headgear.

H. Any Liability or Equine Activity Language Required by your school and state should be included on all entry forms.

I. The Judge's name, rating/status and hometown and state.

J. A time schedule for the day of the show to include the following;  
Coaches meeting  
Horse draw  
Parade of horses  
Horse/rider declarations

Competition begins

K. Award ceremony - when and where it will be held

L. Physical address and directions to the facility. Directions to hotels , food and other points of interest.

M. E-mail addresses and phone numbers of show management show secretary and regional representative.

N. Entry form should clearly state how many rides for tests and DSE are offered at the show and how undersubscription or oversubscription will be handled. More information on the entry procedure can be found in the current rule book.

O. <http://teamdressage.com> has a program template, the IDA Logo and additional information for hosting a show.



# AT LEAST FOUR WEEKS BEFORE THE SHOW

## I. EMAIL THE PRIZE LIST

II. DOWNLOAD THE “ADDITIONAL INSURED CERTIFICATE “ IF NEEDED, COMPLETE AND EMAIL TO THE IDA PRESIDENT.

III. DOWNLOAD, FILL OUT AND SUBMIT EMERGENCY PREPAREDNESS PLAN.

## IV. SELECT YOUR HORSES, PARADE RIDERS AND GROUPS

1. Horses may go a MAXIMUM of 3 times during any one day IDA Show.
2. Privately owned horses may be used provided they are appropriate for the levels for which they are to be used.
3. 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.
4. All horses, including alternate groups must be appropriate to the level for which they are to be used. First Level and Upper Training horses must show the trot stretch circle in the Parade. First Level horses must also show leg yielding in both directions (unless you are using 2015 First Level Test 1) and trot and canter lengthenings shown in their tests. If trot lengthenings are required, horses must show these during the Parade.
5. Do not put all your best horses in the same group, try to make the groups as even as possible.
6. Horses must be clean and well polished for show day.
7. Parade Riders

Competing riders from the host school may act as parade riders. The goal is for each horse to be warmed up and presented to the best of his ability. Use riders that will present the horses well and give them a good warm-up. It is a nice touch if parade riders dress alike and wear host school colors or jackets.

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## **V. GATHER EQUIPMENT AND STORE IT IN AN EASILY ACCESSIBLE LOCATION**

### A. For Judging

Judge's booth - The judge must have an unobstructed view of the dressage ring, and must be raised 18" from the ground. A suitable vehicle may be used. The judge should be protected from the elements as needed.

1. Table for judge
2. Two chairs for judge and scribe
3. Bells/whistles
4. Pens, clip board and dressage tests

### B. For Scoring

1. Adding machine with tape
2. Pencils and clip boards
3. Copy machine
4. Computer for posting results on computerized score sheets or poster board.
5. Markers for poster board

### C. Ring Master

1. Stop watch
2. Clipboard
3. Order of Go list

### D. For Horses:

1. Bridle numbers for parade of horses or rider banners with horse's names
2. One dressage saddle, saddle pad, and bridle for each horse being used for the show
3. Polo wraps as needed.

## **VI. LINE UP VOLUNTEER WORKERS**

Non-showing students in your barn or equine classes are a great source of volunteer workers at your IDA Show. This is a great learning opportunity and can be lots of fun. As soon as possible after receiving approval of your show date you will need to recruit volunteers to fill the following jobs: (You can find complete job descriptions and lists of duties 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. Show Officials: All Show Officials should be clearly and appropriately identified on the day of competition.

1. Horse Master
2. Secretary
3. Scorer
4. Ring Person
5. Rules Stewards. 3 stewards from coaches from visiting schools, one steward will be appointed as the head steward.

B. Show Staff may include:

1. Announcer
2. Scribe
3. Horse Handlers
4. Ring Crew
5. Runners
6. Scorers

## **VII. CREATE AND PRINT SHOW PROGRAM**

The proper IDA Show Program includes:

1. Schedule for the day
2. Teams and Schools entered - leave blanks for scores and place as well as team average and place. List entries on another page with room for the score and place. (A template can be downloaded from [teamdressage.com](http://teamdressage.com))
3. Helmet Requirements. All riders are required to wear protective headgear meeting the current standard of ASTM/SEI Certified approved headgear.
4. Any Liability or Equine Activity Language Required by your school and state - This language MUST be printed on a page that is designed to remain part of the Show Program.
5. A written description of horses including: group number and order of go, recommended level and other acceptable level(s), age, height, color, breed, way of going, restrictions with regard to level, whip or spur restrictions and other equipment.

## **TWO WEEKS BEFORE THE SHOW**

Notify all schools that have registered that they have been accepted and inform them of the number of teams, individuals and DSE riders 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.

## **THE DAY BEFORE THE HORSE SHOW**

1. School Horses In Arena. To ensure that all horses are familiar with the ring, judge's stand/vehicle and decorations, all horses should be ridden in and around the arena and warm-up area prior to the show.
2. Make sure a copy of the IDA Rules and Standards is available in the show office.
3. Print a copy of the Stewards report form to be filled out by the head steward.

## **THE DAY OF THE HORSE SHOW**

1. Check that all volunteers are reporting in as scheduled
2. Prepare the Horses for Competition
3. Warm up horses prior to parade of horses.
4. Welcome Coaches and Riders
5. Collect Any Entry fees not Prepaid- \$140 per team, \$35 per individual entry and \$25 for dressage seat equitation.
6. Host Coach's meeting
7. Review Horses
8. Schedule of Go
9. Draw for Horses
10. Draw for Stewards if not already determined
11. Parade of Horses
12. Begin Competition
13. Tally and post official average percentages AFTER ALL RIDERS IN DIVISION HAVE BEEN JUDGED
14. At the end of the competition provide copies of the results and riders tests to all competing schools.

## AFTER THE SHOW

1. Clean up facility
2. Send results to all coaches and Regional Representative
3. Submit show dues to Regional Representative
4. Post pictures and stories on Intercollegiate.Dressage social media

## USEFUL CONTACTS

Ribbons & Numbers. Hodges Badge Company <http://www.hodgesbadge.com/>  
Phone: 800.556.2440

Judges & Tests. US Dressage Federation (USDF)  
Phone: 859-971-2277.

Download Tests from <https://www.usdf.org/downloads/forms>.  
Find judges at <https://www.usdf.org/about/contact/officialsOnly.asp>

For forms and further information about IDA <http://www.teamdressage.com>

IDA email support: [intercollegiatedressage@gmail.com](mailto:intercollegiatedressage@gmail.com)



# PLANNING CHECKLIST

As early as possible work with Regional Representative to select a suitable show date

## **AT LEAST EIGHT WEEKS BEFORE THE SHOW**

Observe an IDA Recognized Show  
Read the Rules

## **AT LEAST SIX WEEKS BEFORE THE SHOW**

Book the Judge  
Download Your Tests  
Order Your Ribbons/Prizes  
Book a Facility  
Create and Print the Prize List

## **AT LEAST FOUR WEEKS BEFORE THE SHOW**

Email the Prize List  
Download the "Additional Insured Certificate " if needed.  
Download, fill out and submit Emergency Preparedness Plan.  
Select Your Horses, Parade Riders and Groups  
Gather Equipment and Store It Together In an Easily Accessible Location  
Line Up Volunteer Workers  
Create and Print Show Program

## **TWO WEEKS BEFORE THE SHOW**

Confirm Entries

## **THE DAY BEFORE THE SHOW**

School All Horses  
Make sure a copy of the rules is available  
Check you have dressage tests and DSE score sheets

## **THE DAY OF THE SHOW**

Enjoy!



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