

ALASKA DRESSAGE ASSOCIATION
ANCHORAGE, ALASKA

HANDBOOK

Prepared by
The Alaska Dressage Association
Handbook Committee

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MISSION STATEMENT

The Mission of the Alaska Dressage Association is to promote and encourage a high standard of dressage throughout the state of Alaska, primarily through educational programs, publications, and events.

BOARD OF DIRECTORS

Job Descriptions

PRESIDENT:

- Creates agenda and runs monthly Board of Directors meeting.
- Establishes and coordinates with the Show Committee.
- Establishes and coordinates with the Omnibus Committee.

VICE-PRESIDENT:

- Runs meetings when President is unavailable.
- Establishes and coordinates with the Nominating Committee.
- Establishes and coordinates with the Awards Committee.
- Establishes and coordinates with the Engagement Committee

SECRETARY:

- Records and provides minutes of the monthly Board of Directors meetings.
- Sends thank you letters to sponsors and advertisers.
- Establishes and coordinates with Membership Committee.
- Maintains annual membership lists.

TREASURER:

- Provides monthly/annual reports and retains all historical financial records.
- Pays ADA's bills.
- Maintains ADA's non-profit status.
- Establishes and coordinates with Fundraising Committee.
- Establishes and coordinates with the Annual Awards Banquet Committee.

MEDIA MANAGER:

- Maintains the ADA Website.
- Promotes ADA on Facebook and manages incoming/outgoing communications.
- Coordinates membership e-mail chain and other group communications.
- Organizes and maintains shared data from all Board Members.
- Establishes and coordinates with the Handbook/By Laws Committee.

PRESIDENT ASSIST:

- Works with current President to learn the job.
- Helps establish and coordinates with the Show and Omnibus Committees.
- Supports President and assists with complex tasks.

TREASURER ASSIST:

- Works with current Treasurer to learn the job.
- Helps establish and coordinates with Fundraising and Annual Banquet Committees.
- Supports Treasurer and assists with complex tasks.

JUNIOR BOARD MEMBERS (MINIMUM 2):

Junior members help with committees and promote ADA to their peers. (Note—The junior board members will hold “advisory only” status. This means their votes will not count toward the quorum, but will be taken under advisement.)

COMMITTEES

As directed in the by-laws, standing committees will be formed. A designated officer of the board of directors will be responsible for the formation of the committees and appointment of a chairperson.

As effective use of committees is critical, it is suggested that committees conduct business prior to the monthly board meeting as needed and be prepared to report at each monthly board meeting when appropriate.

Following is a list of committees, the designated officer responsible for the committee, and the committee’s tasks or responsibilities.

Membership Committee: Designated Officer—Secretary

- Prepares annual USDF roster of current membership
- Processes new member applications
- Organizes membership drives

Fundraising Committee: Designated Officer-Treasurer and Treasurer Assist

- Solicits sponsors.
- Develops creative ways to earn non-equestrian related funding.
- Develops fundraising for the Omnibus.
- Develops fundraising for and at the Annual Awards Banquet.

Omnibus Committee: Designated Officer—President

- Prepares the annual Omnibus for ADA horse shows.
- Submits the Omnibus to all necessary show officials, national and local organizations, and ADA members.
- Coordinates with the Fundraising Committee for Omnibus advertising.

Show Committee: Designated Officer —President and President Assist

- Establishes licensing and insurance for shows.
- Reserves facility with the Anchorage Horse Council.
- Establishes contracts with show officials, housing for show officials, EMTs, veterinarians, farriers, concession stand.
- Appoints a Hospitality Chairperson to cover care for judges, technical delegates, clinicians, or other guests of ADA functions.
- Coordinates with the Show Manager and Show Secretary of each show.
- Compiles Event Overview Document for each show.

Engagement Committee: Designated Officer – VP

- Organizes Ride-a-Tests.
- Organizes reoccurring weekday events or special events (quadrille practice, prix caprilli, scribing classes, dress up day, holiday, etc)

Nominating Committee: Designated Officer—Vice-President

- Conducts Annual Board of Directors Election.
- Announces election results at the Annual Awards Banquet.

Procedures for Election:

1. **Appointment:** A minimum of two ADA non-board members shall be appointed by the current board of directors by August 30th of each year.
2. **Notification:** No later than September 7th an ADA publication shall announce to the membership that nominations are being accepted.
3. **Senior Board Members:** A slate of no more than twice the number of Senior Board member positions open for election shall be solicited from the Board and the membership.
4. **Junior Board Members:** A slate of no more than four junior ADA members (under 18 years) shall be solicited for the minimum of two annually elected Junior ADA Board member positions.
5. **Qualifications for Nominees:** Nominees do not need to be current members of ADA at the time of their nomination. However, if elected, nominees must maintain a current membership with ADA for the duration of their term.
6. **Submission of Nominations:** No later than September 30th all nominations, accompanied by a written biography of 300 words or less, shall be submitted to the Nominating Committee.
7. **Ballot:** The ballot should be prepared and mailed to the membership by the Nominating Committee thirty (30) days prior to the annual meeting of the general membership. Completed ballots must be received by the Nominating Committee no later than two days prior to the annual meeting.
8. **Tie Votes:** In case of a tie vote, a run-off election shall be held at the annual meeting.

Awards Committee: Designated Officer—Vice-President

- Obtains dressage show results from all USEF-licensed/USDF-recognized shows in Alaska.
- Calculates year end awards for the Annual Awards Banquet.
- Orders show, year-end, and volunteer awards using approved budget for expenses.
- Documents annual and lifetime recordings.

Annual Banquet Committee: Designated Officer—Treasurer and Treasurer Assist

- Selects and arranges event with banquet facility.
- Coordinates with the Awards Committee.
- Coordinates with the Fundraising Committee for Silent Auction.

Handbook and By Laws Committee: Designated Officer—Media Manager

- Reviews handbook as needed and drafts updates regarding appropriate procedures and policies, as guided by the by-laws.

KATHRYN BROOKS LIFETIME ACHIEVEMENT PERPETUAL AWARD
past recipients listed at www.alaskadressage.org

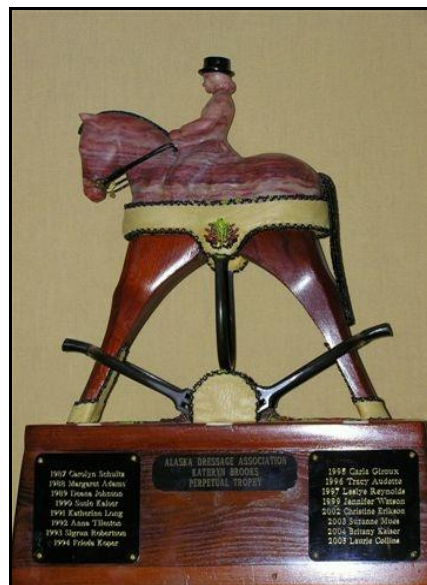
This award is named in honor of one of our co-founders Kathy Brooks. Kathy, along with her husband Steve and her third level horse Sunny, moved to Alaska in 1979 where the only dressage classes she found were those held in open shows with unrecognized judges. Often, the score sheets from these classes had only the score and no comments. The need for a dressage association was obvious to her and by January of 1980 ADA had been incorporated. Qualified judges were retained and AHSA (now USEF) and USDF- recognized dressage shows began in Alaska. The first ADA show was held in the summer of 1980.

Kathy was an example of excellence in dressage in Alaska at that time. Her horse, tack and attire were exemplary, as well as her attitude and her enthusiasm. There was no end to the time that she spent in creating the Alaska Dressage Association and welcoming members to be a part of this group dedicated to promoting excellence in dressage.

Kathy continued being active in the association until her return to Alexandria, Virginia in 1987 with her husband Steve, her two young children and, of course, Sunny. She returned to be near the National Institute of Health in Bethesda, Maryland where she was being treated for melanoma. She continued being a member of ADA and to keep in touch with her usual enthusiasm until her death in 1993 at the age of 47.

The Award

The award was designed and constructed by Alaskan artist Carol Gelvin. It is a horse and rider carved in alabaster stone and Osage orange wood and sits on a base of redwood. Steel spurs, Athabascan glass beads, Alaska Native moose leather and moose bone for the dressage arena letters are other materials that were used in the construction.



As the award is intended to honor lifetime achievement it will be awarded only once to any recipient. In keeping with the special nature of the award it will be granted only when a worthy person is nominated, which may not occur every year.

The award is a traveling award and must be returned with its case to ADA prior to the Annual Awards Banquet each year so that it may be given to the new recipient. It will bear the name of all of the recipients and will be engraved each year.

Qualifications for Nominees

Nominees must:

1. Be ADA members.
2. Have worked to promote interest in dressage in Alaska, exemplifying through their own efforts, high standards in promoting dressage in Alaska.
3. Have contributed time and talent to ADA activities.
4. Have set an example in exhibiting good sportsmanship.

Procedures for the Award

1. Nominations will be accepted from the membership. A form available on the ADA website specifically addressing the four qualifications for nominees listed above must be completed for the nomination and submitted to the nominating committee by September 30th.
2. The board of directors will review all nominees and select a maximum of three who have been found to meet qualifications. If no nominees adequately fulfill the qualifications, the board may choose not to present the award for that year.
3. These nominees will be voted upon by the membership at the same time as the annual election of board members. If only one qualified nominee is presented the board of directors may vote to grant the award without asking for a vote from the general membership.
4. A description of Kathryn Brooks, recipients of the award from previous years, the award qualifications, and a biography of each nominee should appear on the ballot.
5. The recipient will be the individual who receives the most votes.
6. The award will be presented at the Annual Awards Banquet properly engraved with recipient's name. ADA President shall ensure engraving of award prior to banquet.

CHRISTINE ERIKSON ADA SUPER VOLUNTEER AWARD

past recipients listed at www.alaskadressage.org

This award is bestowed as merited (not necessarily on an annual basis) to the volunteer who has done the extraordinary for three or more dressage show seasons. The recipient need not be an ADA member, but ADA board members are eligible. The Show Committee chairperson, under the advisement of the Show Committee, will formally select the recipient of the super volunteer award.

This award was initiated in 2004 through a donation from Christine Erikson, a long-time dressage supporter and volunteer, who died in 2005. Susie Merritt was the first recipient in 2004 and Christine herself was the recipient in 2005.

DRESSAGE SUPER SENIOR AWARD

past recipients listed at www.alaskadressage.org

1. Award presented to a horse that is age 25 or older. This award may only be earned once by any given horse. More than one horse can earn this award in any given year.
2. The horse must be recorded with ADA (either annually or lifetime) and the owner must be an ADA member. The membership and recording fee must be received prior to any competition for which scores are recorded.
3. Score requirements:
 - a. A minimum of six scores earned during the current year at First Level or above at USEF-licensed/USDF-recognized shows in Alaska.
 - b. A minimum of three shows and three different judges.
 - c. Two of these six scores must be from the highest test of the level at which the horse earns the award (e. g. First Level Test 3, Second Level Test 3, etc.).
 - d. Scores from all riders are included.
4. A photo frame engraved with Dressage Super Senior Award, the horse's name, and the year in which the award is earned will be presented to the owner.
5. This award is sponsored in loving memory of Strut Along Dandy, a beautiful AQHA red dun gelding owned by Linda and Jim Kelley, who was truly a Super Senior. He was a life-long competitor in halter, trail, western, dressage, and costume classes. He began his dressage career later than most and was always a super dressage ring companion. He came up from the pasture whenever his name was called ready for whatever his owners wanted to do, including giving many youngsters and several adults their "first ride." He was a once-in-a-lifetime equine companion who is dearly missed. Dandy left this world many years too soon on December 22, 1999.

SAFE SPORT REQUIREMENTS

USEF: All USEF Competing Members 18 years of age or older are required to take the Safe Sport training including amateurs, professionals, juniors 18 years of age or older, and owners who have an annual, three-year, or lifetime membership.

USDF: The completion of Safe Sport training is not a requirement to compete at USDF-recognized competitions, or to be eligible for most year-end awards.

Banned/suspended persons: A suspended or banned person is prohibited from participating, in any capacity, in any activity or competition authorized by any US Equestrian Affiliated Organization. No banned or suspended persons are permitted on the competition grounds.

ADA AWARD GUIDELINES

Publication of the Omnibus must follow official Handbook language.

ADA High Score Show Awards

1. High Score and Reserve High Score awards will be presented for each junior and senior rider earning the highest scores in Introductory/Opportunity, Training, First, Second, Third / Fourth Level. A High Score award will be presented to the junior and senior rider earning the highest scores in a FEI Level class. (A junior is defined by USEF GR127, as an individual who will not have reached his/her 18th birthday as of December 1st of the current competition year.) A High Score award will be presented to the rider earning the highest score in Prix Caprilli and Musical (including Pas de Deux and Quadrille Team) classes. All High Score and Reserve High Score awards require a minimum score of 60% except Introductory Level for which the minimum score is 58%.
2. The following describes the awards, ribbons, and prizes that will be presented for the above:

High Score Awards (Ribbons and Prizes) for Each Show

Award for	Sr Champion	Sr Reserve	Jr Champion	Jr Reserve
Introductory	Yes	Yes	Yes	Yes
Training	Yes	Yes	Yes	Yes
First	Yes	Yes	Yes	Yes
Second	Yes	Yes	Yes	Yes
Third / Fourth	Yes	Yes	Yes	Yes
FEI	Champion only		Champion only	
Prix Caprilli	Champion only			
Musical	Champion only			

Championship Classes

1. Five Championship Classes will be offered at the ADA Biggest Event Ever Horse Show.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee prior to any competition for which qualifying scores are recorded.
3. To qualify, a minimum percentage must have been earned at a USEF-licensed/USDF-recognized show held in Alaska during the current competition year. Qualifying scores may be earned prior to lunch break on the day championship classes are held.
4. The qualification requirements are as follows: -Training Level, one score of 55% or above in a Training Level Test 3 class; First Level, one score of 55% or above in a First Level Test 3 class; Second Level, one score of 55% or above in a Second Level Test 3 class; Third / Fourth Level, one score of 55% or above in a Third Level Test 3 or Fourth Level Test 3 class; FEI Level, one score of 55% or above in the FEI Level class for which the horse will be competing.
5. Horses that qualify in more than one level are limited to competing in two consecutive levels. However, only one test may be chosen for the Third / Fourth Level class and the FEI Level class. Competitors should remember that there is a limit of three rides per day per horse including championship classes.
6. Championship tests must be ridden from memory.
7. Tests to be ridden for the Championship Classes are: -Training Level, Training Level Test Three; First Level, First Level Test Three; Second Level, Second Level Test Three; Third / Fourth Level, the highest test for the level at which the horse has qualified; FEI Level, the FEI class for which the horse has qualified.
8. Distinctive ribbons will be presented to six places for each of these classes. A Championship award will be presented for first place in each class.
9. In the event of a tie, two Championship awards will be presented.

Year-End Level Awards

1. Awards presented to a horse/rider combination at Training Level, First Level, Second Level, Third / Fourth Level, and FEI Level.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be received prior to any competition for which scores are recorded.
3. Opportunity, Musical, and Prix Caprilli, and Rider Test scores are not included.
4. The winner at each level will be determined by the highest average score.
5. Champion and Reserve Champion Awards will be presented for Senior and Junior riders at each level.

Score Requirements for Training Level, First Level, Second Level, and Third / Fourth Level.

- a. A minimum of six scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Two of these six scores must be at the highest test of the level (e.g. Training Level Test 3).
- d. No more than two of these six scores may be of Test 1.
- e. The top six scores that meet these requirements are then averaged. A minimum average score of 60% is required to qualify.

Score Requirements for FEI Level.

- a. A minimum of three scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. The top three scores that meet these requirements are then averaged.
- d. A minimum average score of 60% is required to qualify.

ADA Horse of the Year Award

1. Award presented to the horse with the highest adjusted median score.
2. The horse must be recorded with ADA (either annually or lifetime) and the owner must be an ADA member. The membership and horse recording fee must be received prior to any competition for which scores are recorded.
3. Opportunity, Musical, Prix Caprilli, and Rider Test scores are not included.
4. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.

EXAMPLE:

A score of 60.000% would be:

Training Level 60.000%	Third Level 63.000%
First Level 61.000%	Fourth Level 64.000%
Second Level 62.000%	FEI Level 65.000%

5. If a tie score should occur, the scores for the horses with the highest adjusted median scores will be recalculated using a mean average to determine the winner. If the tie continues to be unbroken, all scores will be rounded to the nearest whole number and the mode will then be used to determine the winner.
6. First, second, and third place awards will be presented.

Score Requirements for Training Level, First Level, Second Level, and Third / Fourth Level.

- a. A minimum of six scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Scores from all riders are included.
- d. A minimum adjusted median score of 60% is required to qualify.

Score Requirements for FEI Level.

- a. A minimum of three scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Scores from all riders are included.
- d. A minimum adjusted median score of 60% is required to qualify.

ADA Rider of the Year Award

1. Award presented to the ADA member who has the highest adjusted median score.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be received prior to any competition for which scores are recorded.
3. Opportunity, Musical, and Prix Caprilli, and Rider Test scores are not included.
4. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.

EXAMPLE:

A score of 60.000% would be:

Training Level 60.000%	Third Level 63.000%
First Level 61.000%	Fourth Level 64.000%
Second Level 62.000%	FEI Level 65.000%

5. If a tie score should occur, the scores for the horses with the highest adjusted median scores will be recalculated using a mean average to determine the winner. If the tie continues to be unbroken, all scores will be rounded to the nearest whole number and the mode will then be used to determine the winner.
6. First, second, and third place awards will be presented.

Score Requirements for Training Level, First Level, Second Level, and Third / Fourth Level.

- a. A minimum of six scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Rides on all horses are included.
- d. A minimum adjusted median score of 60 % is required to qualify.

Score Requirements for FEI Level.

- a. A minimum of three scores at USEF-licensed/USDF-recognized shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Rides on all horses are included.
- d. A minimum adjusted median score of 60% is required to qualify.

Sixty Percent Award

1. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be received prior to any competition for which scores are recorded.
2. A certificate is awarded to every ADA member who earns a minimum of one score of 60% or higher at a USEF-licensed/USDF-recognized show held in Alaska.
3. A certificate and patch are awarded to every ADA member who earns five or more scores of 60% or higher at USEF-licensed/USDF-recognized shows held in Alaska.

ADA Musical Freestyle Award—Individual

1. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and awards fee must be received prior to any competition for which scores are recorded.
2. Award presented to the ADA member who achieves the highest score at a USEF-licensed/USDF-recognized show held in Alaska in a USDF Musical Freestyle class. A minimum non-adjusted score of 60% is required to qualify.
3. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.
4. Champion and Reserve Champion awards will be presented.

Pas de Deux Award

1. All riders must be ADA members and have paid the ADA Awards Program Fee. The membership and awards fee must be received prior to any competition for which scores are recorded.
2. Award presented to the team who achieves the highest score at a USEF-licensed/USDF-recognized show held in Alaska in a USDF Pas de Deux class. A minimum non-adjusted score of 60% is required to qualify.
3. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.
4. Champion and Reserve Champion awards will be presented.

Quadrille Team Award

1. All riders must be ADA members and have paid the ADA Awards program Fee. The membership and awards fee must be received prior to any competition for which scores are recorded.
2. Award presented to the team who achieves the highest score at a USEF-licensed/USDF-recognized show held in Alaska in a USDF Quadrille class. A minimum non-adjusted score of 60% is required to qualify.
3. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.
4. Champion and Reserve Champion awards will be presented.

Prix Caprilli Award

1. An award presented to a horse/rider combination.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and awards fee must be received prior to any competition for which scores are recorded.
3. Score Requirements:
 - a. A minimum of two scores from Prix Caprilli classes at USEF-licensed/USDF-recognized shows in Alaska.
 - b. A minimum of two shows and two different judges.
 - c. The top two scores meeting the criteria will be averaged. A minimum average score of 60% is required to qualify.
4. Champion and Reserve Champion awards will be presented.