



# Deep South Dressage and Combined Training Association's Policies and Procedures

The following is a list of policies adopted by the DSDCTA Board of Directors that are not covered elsewhere in this manual. A policy statement determines the operating procedures of the Association and may be changed by a majority vote of the Board, unlike the By-Laws, which must be changed or amended with the approval of the Board and General Membership.

## Contents

Board of Directors.....	2
Membership.....	2
Meetings.....	3
Communications.....	5
Fiscal Statements.....	5
Bartering Arrangements .....	5
Local Chapters .....	6
eTEMPO and DSDCTA Website.....	7
Awards Banquet .....	7
DSDCTA Year End Awards Program .....	7

## **Board of Directors**

The President, as a member of the Board of Directors, and approved by the Board of Directors, will annually appoint Chair Persons or Committees to aid in the developing of specific programs and /or lead any specific projects or goals. The aforementioned Chair Persons, with a majority decision of the Board of Directors will serve at the will of the Board or until the position is no longer warranted.

## **Membership**

The DSDCTA membership year runs from December 1<sup>st</sup> through November 30<sup>th</sup> of any given year. To be a member in good standing, member(s) must have their membership dues paid in full in order to take advantage of the rights and privileges of DSDCTA members. As a specific example: Scores earned before a person has paid their membership will NOT count toward year end awards. There will be NO exceptions. Members may join DSDCTA at any point during the aforementioned membership year but will only enjoy member benefits from the date that dues are paid. This date is defined as the day the Membership Chair or his/her agents receive said payment in hand (not the date of the check). The Local Chapter Membership Chairs will notify former members who have failed to renew as of December 31<sup>st</sup> as a courtesy reminder. If a new member joins the Association after September 1<sup>st</sup>, dues for the remainder of the year shall be waived and the dues shall apply for the forthcoming year. USDF membership shall become effective after December 1<sup>st</sup> of the year to which the dues apply.

### Membership privileges:

- a. Eligibility to compete for Year End Awards
- b. Eligibility to receive scholarships for clinics
- c. Eligibility to serve on the DSDCTA Board
- d. Free advertising on the DSDCTA website
- e. Membership discounts to DSDCTA sponsored clinics and seminars
- f. A GMO membership to USDF, which includes:  
Subscription to USDF Connection, USDF's month magazine.  
Yearbook issue of USDF Connection.  
A USDF Group Member card and eligibility to compete at USDF-recognized shows. Eligibility to participate in Rider Award Programs.  
Eligibility to earn USDF University credit. Member discount rates for USDF events.

There are 5 types of memberships: Supporting, Life, Honorary, At-Large and

Junior Memberships. These memberships are further defined in the By-Laws.

The Board of Directors has the right to increase dues at any point with the majority vote in favor of said increase. Said vote to increase dues must be done at one of the general Board meetings. If the Board of Directors, at one of the general meetings, decides to increase dues, the increase will be for the upcoming year, not the current year.

Annual Dues:

Supporting Members - \$35.00 per year

Life Members - \$700.00 or more at one time (GMO to pay the \$20.00 fee to USDF). At-Large Members - \$35.00

Junior Members - \$35.00

The Board of Directors may, by two-thirds (2/3rds) vote, censure a member for conduct deemed prejudicial to the best interests of DSDCTA. Members subject to censure shall be notified in writing detailing the grounds for censure, and shall have the right to a closed hearing before the Board prior to any vote to impose censure. The member has ten (10) days from the date of the written notice of censure to request a hearing before the Board. Imposition of censure by two-thirds (2/3rds) vote of the Board shall be issued in written form detailing the reason for the censure along with statement from the Board regarding the circumstances of the censure. Said censure will be in the form of a suspension which may be for a period of time not to exceed the remainder of the suspended member's paid in full membership.

## **Meetings**

**General Board Meetings** - General Board meetings shall be intermittently held throughout the year. The date, time, and location of the general meetings of the board will be announced to the membership through TEMPO, email, website, or by the Local Chapter Presidents' and their representatives. These meetings are open to all DSDCTA members in good standing or invited guests. A quorum of the Board members must be present to conduct the meeting. This quorum is defined as a majority of the voting members of the Board (50% + 1).

Each member of the Board of Directors is required to attend the Board of Directors meetings: may serve as the chair of a committee if and when

appointed and shall be sensitive to the thoughts and wishes of the Association membership.

Any Board Member who is absent from all meetings for one (1) calendar year without valid cause will be automatically terminated from the Board. Proxy votes shall NOT be used for the purpose of meeting this requirement.

It shall be the duty of the Board of Directors to conduct all business of the Association between meetings of the membership. The Board of Directors shall expend those funds deemed necessary to carry on the activities of the Association. Each Board Member may send a written proxy vote to the Board of Directors Secretary authorizing to vote in the event they are unable to attend a Board of Directors meeting.

**Special Board Meetings** - DSDCTA Board of Directors is allowed to call Special Board Meetings in the event an issue arises that needs immediate attention. Special Board Meetings are not open to the general membership unless specifically stated. The Special Board Meetings must be known to the entire Board of Directors via phone, text, or email. Special Board Meetings do not have to be in person, but all issues discussed in the designated Special Board Meeting must be made known at the same time and through the same communication as the announcement to have a Special Board Meeting. Any decision made must be made by a majority of those Board.

**Members participating in the Special Meeting.** - Special Meetings of the Board shall be called when deemed necessary by the President. A quorum of the Board members must be present to conduct the meeting. This quorum is defined as a majority of the voting members of the Board plus one ( $1/2$  of the board + 1) or two-thirds ( $2/3$ rds) in the case of disciplinary actions.

**Recall Meetings** - To remove a member of the Board of Directors there must be a Special Recall Meeting held. All members of the Board of Directors, excluding the Member in question, are eligible to vote to begin recall proceedings. All Board Members are allowed, and encouraged, to vote on the recall of the Board Member in question. A two-thirds ( $2/3$ rds) majority of those voting is required to remove a Board Member. Upon removal of any Officer of the Board, it is incumbent on the Board of Directors to appoint, by majority vote, an interim replacement to serve in the vacated position until the next official election. Local Chapter Representative vacancies will be

assigned by the Local Chapter President.

**Annual Membership Meeting** - The Annual Membership Meeting shall be held in August of each year. The Annual General Membership Meeting will be conducted by the DSDCTA President. A quorum for the Annual Membership Meeting shall be the 50% of the members present plus one (1).

**By-Laws Meeting/Vote** - In the event proposed amendments/addendum's or rewrite to the DSDCTA By-Laws occurs, a Special By-Laws meeting/vote of the General Membership shall be called by the President with a minimum of thirty (30) days advanced notice to the General Membership. The advanced notice will include the proposed by-law changes for review and comment by membership. Proposed amendments/addendum's or rewrite shall be passed by 50% of the members present/email votes, plus one (50% +1). New By-Laws will be published on the DSDCTA website within five (5) days of adoption and included in the next published TEMPO Newsletter.

### **Communications**

Any official written, electronic or other communications to be sent out by DSDCTA or under DSDCTA's name shall be approved in advance by the President or his or her designee prior to sending.

### **Fiscal Statements**

DSDCTA shall keep its books and financial records on a calendar year, cash basis, in accordance with accepted accounting principles, including but not limited to its assets, liabilities, receipts, gains, losses, capital and surplus. The Board shall approve all financial statements and provide them on an annual basis to the membership and whenever a Board Meeting is called.

### **Bartering Arrangements**

The DSDCTA President and Treasurer shall be notified of all barter arrangements, including all pertinent details of the arrangement before entering the arrangement.

## **Local Chapters**

Local Chapter shall hold at least four (4) meetings annually featuring educational and/or competitive activities, which further the purpose of the Association.

Membership Rosters-Each Chapter's Membership Roster is to be updated semiannually. The first membership list is due by November 1 and should be forwarded to the DSDCTA Membership Chair. The second update is due May 1. Monthly updates are encouraged. The information needed for each member is: name, address, phone, email, chapter, and USDF number (if renewing member).

Event Insurance-Each Chapter should submit their projected Events (shows, clinics, lectures, etc.) to DSDCTA by Jan 1 of each year so insurance can be procured in a timely manner without additional expense for each Chapter. Information provided should include: Chapter hosting, Name of Event, Dates, Address, Owners Names if they want to be listed on the certificate, and estimated number of participants.

Additional Events added during the year should be submitted at least 30 days before the event to ensure coverage can be secured. There will be an additional cost for the Chapter to add an additional event and additional venue.

GMO Contributions-Each Event hosted by a DSDCTA Chapter will remit ten (10) percent of the Event's total profits to DSDCTA as soon as possible, but NO MORE than 2 months after the conclusion of the event.

Each Local Chapter shall host one DSDCTA show per year. The hosting Local Chapter shall retain 10% of the profits of the DSDCTA show. The hosting Local Chapter shall remit 90% of the show profit to DSDCTA as soon as possible after the conclusion of the event and no later than thirty days after the conclusion of the show.

## **eTEMPO and DSDCTA Website**

The DSDCTA website will post all dates for shows, clinics, etc. submitted by Chapter Correspondents.

eTEMPO is the official newsletter of DSDCTA. TEMPO is published four times a year. Suggested dates are January, April, July and October. Deadlines are the 15<sup>th</sup> of the preceding month.

Chapter correspondents and any other interested members are urged to send items and photos for publication. Dates for shows, clinics, meetings, show results, chapter news can be included. The DSDCTA Board Secretary may serve as the eTEMPO Chair or any member in good standing.

## **Awards Banquet**

The Annual Awards Banquet will be held during the first few weeks of January. The date is to be announced by the hosting Local Chapter and the DSDCTA Board of Directors. A survey was taken in 2014 to establish the Membership preference for the location and format of these Annual meetings. It was determined by a majority that rotating locations was the most balanced approach, with different Chapters responsible for hosting each year. The hosting Chapter will decide the format (clinic, lecture, etc.) and venue, with input from the DSDCTA Board of Directors on budget.

The hosting Chapter shall confer with the DSDCTA Board of Directors on all decisions being made pertaining to costs, contracts, etc. for the Awards Banquet. The hosting Chapter will collect fees for meals, clinics, etc. and will be responsible for all related costs. Profits from the Annual Awards Banquet will be turned over to the DSDCTA Treasurer and or President for deposit into the DSDCTA checking account.

The Awards Ceremony will be conducted, with the assistance, by the GMO Awards Chair.

## **DSDCTA Year End Awards Program**

Members of DSDCTA and its chapters are eligible for Year End Awards within the competition year, which is from October 1<sup>st</sup> of one year to September 30<sup>th</sup> of the following year.

All Levels will be awarded Champion through Sixth Place.

Simultaneous competition in multiple divisions (i.e. Adult Amateur and Masters) is not allowed. To be eligible for awards, participants must be a DSDCTA member in good standing at the time scores are earned.

Each horse/rider combination winning a Championship at any given level beyond the Leadline Division will not be eligible for further awards at that level or below in any division. Riders in the Leadline division are eligible to receive year end championship awards over multiple years up through the rider's 10-year-old year.

Schooling Shows and Recognized Shows will be awarded separately.

Online shows will be awarded separately and must be hosted by DSDCTA or a DSDCTA Chapter.

Chapter Awards Chairs are responsible for verifying the scores that are sent to the GMO Awards Chair.

## **Divisions**

### **JUNIOR/YOUNG RIDER**

Open to juniors and young riders who must meet the USEF Dressage definition of JUNIOR or YOUNG RIDER.

A competitor is a JUNIOR RIDER until the end of the calendar year in which he/she reaches age eighteen, and a YOUNG RIDER until the end of the calendar year in which he/she reaches 21. For the purpose of DSDCTA YEAR END AWARDS, if the rider is a JUNIOR/YOUNG RIDER as of October 1<sup>st</sup> of the award year all scores earned during the DSDCTA awards year will count towards JUNIORS/YOUNG RIDER awards.

### **ADULT AMATEUR**

Open to AMATEURS who meet the USEF Dressage definition of ADULT.

For competition purposes, in Dressage Division, competitors shall compete as Adults from the beginning of the calendar year in which they reach the age of 22.

For the purpose of DSDCTA YEAR END AWARDS if the rider is a USEF ADULT AMATEUR as of October 1<sup>st</sup> of the AWARD YEAR, all scores earned during the



DSDCTA AWARD YEAR will count towards ADULT AMATEUR AWARDS.

#### MASTER

Open to Members 50 years or older. Members must declare intent to compete in the Master's division at the beginning of the competition year.

#### OPEN

OPEN to ALL. There are no restrictions based on the horse (age, breed, sex, size, residence, or membership of owner) or rider (experience, qualifications, sex, residence, or membership.) Scores may be from OPEN, ADULT AMATEUR USDF Qualifying or Championship classes and most restricted classes.

All divisions will be awarded separately and no Horse/Rider combination will be considered for awards in more than one division per competition year.

Each horse/rider combination winning a Championship at any given level, with the exception of the leadline division, will NOT be eligible for further competition awards at that level or below in any division again. Riders in the Leadline division are eligible to receive year end championship awards over multiple years up through the rider's 10 year old year.

SCHOOLING SHOWS and RECOGNIZED SHOWS will be awarded separately. Online shows will be awarded separately and must be hosted by DSDCTA or a DSDCTA Chapter.

### **Eligibility/Submitting Scores**

Scores earned at Recognized Shows with a United States Equestrian Federation licensed judge will be eligible for Recognized Year End Awards.

Scores earned at Schooling Shows with a United States Equestrian Federation licensed judge or a USDF "L" Graduate, or higher, judging will be eligible for Schooling Show Year End Awards.

Member must participate in at least 2 events hosted by DSDCTA or a DSDCTA Chapter (shows, clinics, camps, etc.)

A running tally will be published on the DSDCTA website, [deepsouthdressage.com](http://deepsouthdressage.com)

Chapter Awards Chairs need to have their member's scores to the GMO (DSDCTA) Awards Chair QUARTERLY on the Awards spreadsheet provided to each Chapter Awards Chair. Chapter Awards Chairs need to have their members' scores to the GMO Awards Chair by these QUARTERLY dates: December 15<sup>th</sup>, March 15<sup>th</sup>, June 15<sup>th</sup>, and September 30<sup>th</sup> with the scores being finalized by October 15<sup>th</sup>.

It is the Member's responsibility to check the website and ensure scores were received and posted correctly. If any discrepancies are found, Member's should work with their Chapter Awards Chair to rectify the error by October 30<sup>th</sup>.

The data submitted MUST include: name of show, date of show, horse's name, rider's name, score and name of JUDGE(s).

All eligible scores will be recorded. The lower score(s) will be dropped after the member has met the minimum number of score requirements at a given level.

All awards will be based on the MEDIAN score. The median score is the score exactly between the highest and the lowest scores. When there is an odd number of eligible scores, the median is the middle score. When there is an even number of scores, the median is the average of the two middle scores.

DSDCTA Board of Directors reserves the right to divide, combine, or create divisions or categories as it sees fit during the competition year. Chapter Awards Chairs are responsible for verifying the scores that are sent to the GMO AWARDS CHAIR.

## **Dressage Awards**

Scores must be earned at a minimum of two (2) Shows, with two (2) DIFFERENT Judges.

A Minimum of FOUR (4) Scores are needed for Second (2<sup>nd</sup>) Level and BELOW.

A minimum of Three (3) Scores are needed at Third (3<sup>rd</sup>) Level and ABOVE and for the FEI Young Horse Division.

To be eligible for awards at Introductory through Second Level, one (1) score must be earned at the HIGHEST LEVEL test for that level.

To be eligible for awards at Third Level and higher, scores can be earned from ANY test in that level.

## **Combined Training Awards**

Awards shall be offered in two (2) different categories; Horse Trials (Three Phase) and Combined Tests (Two Phase).

Three (3) Scores minimum required in Pre-Amoeba through Preliminary Divisions. Two (2) Scores are required for the Intermediate and Advanced Divisions.

**HORSE TRIALS:** (a Three Phase contest consisting of Dressage, XC, and Show Jumping) the following divisions will have year-end awards:

**Pre-Amoeba Division** - Intro A, >18" cross country jumps and stadium consisting of cross rails

**Amoeba Division** - Intro B, 18" cross country jumps and 18" stadium jumps

**Tadpole Division** - Intro C, 2' cross country jumps, and 2' stadium

**Starter Division**- USEA Starter Test, 2'4" cross country jumps, and 2'4" stadium jumps

**Beginner Novice Division** - USEF Beginner Novice Test A or B, 2'7" cross country jumps and 2'7" stadium jumps

**Novice Division** - USEF Novice Test A or B, 2'11" cross country jumps, and 2'7" stadium jumps

**Training Division** - USEF Training Test A or B, 3'3" cross country jumps, and 3'3" stadium jumps

**Modified Division** – USEF Modified Test A, B, or C, 3'5" cross country jumps, and 3'5" stadium jumps

**Preliminary Division** - USEF Preliminary Test A, B, 3'7" cross country jumps and 3'7" stadium jumps

**Intermediate Division** - USEF Intermediate Test A or B, 3'9" cross country jumps and 3'11" stadium jumps

**Advanced Division** - USEF Advanced Test A or B, 3'11" cross country jumps and 4'1" stadium jumps

**COMBINED TESTS:** (a Two Phase contest consisting of Dressage and either one of the following: Cross Country OR Show Jumping OR the "Derby

Format” of the second phase, which may consist of both cross country and stadium jumps in one phase) the following divisions will have year-end awards:

**Puddle Jumper Division** – Intro A, ground poles.

**Pre-Amoeba Division** - Intro A, < 18” cross country jumps OR stadium consisting of cross rails

**Amoeba Division** - Intro B, 18” cross country jumps OR 18” stadium jumps

**Tadpole Division** - Intro C, 2’ cross country jumps, OR 2’ stadium

**Starter Division**- USEA Starter Test, 2’4” cross country jumps, OR 2’4” stadium jumps

**Beginner Novice Division** - USEF Beginner Novice Test A or B, 2’7” cross country jumps OR 2’7” stadium jumps

**Novice Division** - USEF Novice Test A or B, 2’11” cross country jumps, OR 2’7” stadium jumps **Training Division** - USEF Training Test A or B, 3’3” cross country jumps, OR 3’3” stadium jumps

**Modified Division** – USEF Modified Test A, B, or C, 3’5” cross country jumps, OR 3’5” stadium jumps

**Preliminary Division** - USEF Preliminary Test A, B, 3’7” cross country jumps OR 3’7” stadium jumps

**Intermediate Division** - USEF Intermediate Test A or B, 3’9” cross country jumps OR 3’11” stadium jumps

**Advanced Division** - USEF Advanced Test A or B, 3’11” cross country jumps OR 4’1” stadium jumps

## **Para Equestrian Dressage Awards**

If you have a permanent, measurable disability, you may be eligible to compete in Para Equestrian (PE) Classes. PE classes are held at either FEI/USEF PE Shows (For riders with disability) or at Open USEF-Licensed/USDF-Recognized competitions.

If you require compensating aids or adaptors to allow you to compete, you must apply for a US Equestrian Federation (USEF) Dispensation Certificate which must be shared with DSDCTA Board Members. This Dispensation Certificate is only for permanent measurable disabilities, not those that are

temporary. The Dispensation Certificate will list all appropriate compensating aides and adaptive equipment the particular athlete will be permitted to use in competition.

The aids are compensatory in nature, not providing any advantage to the athlete.

Grade I-Most Severely Impaired through Grade V for the Least Impaired will be awarded on skill of the individual competing on their horse without regard to the competitor's impairment. Para Equestrian athletes may participate in Rated Dressage Shows without Para Equestrian Classes and must have a Dispensation Certificate.

Due to the restructuring of the USEF/USDF Rules and Regulations for Para Equestrian Dressage, the DSDCTA Board of Directors will review and revise as is deemed necessary.

## **Dressage Sport Horse Breeding (DSHB) Awards**

Awards will be offered in the following age categories (date of birth is necessary):

- Ponies 14.2 & Under
- Current Year Yearling
- Two Year Old
- Three Year Old
- Four Year Old and Older Maiden Mare/Yeld Not Bred and Broodmares in Foal as of January 1<sup>st</sup>.
- Four Year Old and Older Gelding/Stallions Material Dressage Horse Under Saddle

The horse needs a minimum of Three (3) Scores, from at least Two (2) DIFFERENT Judges, from TWO (2) DIFFERENT competitions in the categories listed.

The horse owner MUST be a DSDCTA member in good standing at the time the scores are earned.

Scores from Amateur or Junior/Young Rider Handler, group and under Saddle classes are NOT eligible for DSHB ALL-BREEDS Awards.

Awards shall be offered for IN-HAND HANDLERS responsible for showing the horse. In-Hand at Dressage Sport Horse Breed Shows in the following divisions:

AMATEUR/JUNIOR HANDLER needs a minimum of Three (3) scores, from at least two (2) Judges, from Two (2) different competitions in the Amateur/Junior Handler Class.

The Handler must be a DSDCTA member in good standing at the time the scores are earned. NO limit to the number of times a member may win this award.

The Judge for the In-Hand Awards MUST have a USEF Sport Horse Judge License.

## **Western Dressage Awards**

USDF recognizes the USEF Approved Affiliate WDAA for the new discipline Western Dressage and refers those interested in the specifics of their rules and competitions to the USDF's Rule Book.

WDAA Recognized Shows would be considered Recognized Shows for DSDCTA. Recognized and Schooling Shows will be awarded separately. Online shows will be awarded separately and must be hosted by DSDCTA or a DSDCTA Chapter.

WDAA Levels are Intro, Basic, Level 1, Level 2, and Level 3.

Scores must be earned at a minimum of Two (2) shows, with two, (2) different Judges. A minimum of Four (4) scores are needed for Level 2 and below. A minimum of three (3) scores are needed at Level 3 to be eligible for awards. Intro through Level 2, one score must be earned at the HIGHEST test for that LEVEL. To be eligible for awards at Level 3, scores can be earned from any test in that level.

## **Achievement Awards**

DSDCTA Senior Volunteer Award - This award will be presented to the member who has demonstrated outstanding volunteer effort. Nominees must be submitted to the DSDCTA Board of Directors, in writing, by the end

of the DSDCTA Awards Year.

DSDCTA Junior Volunteer of the Year Award - This award will be presented to the JR member who has demonstrated outstanding volunteer effort. Nominees must be submitted, in writing, to the DSDCTA Board of Directors by the end of the DSDCTA Awards Year.

The Barbara M. Petti Heart and Spirit Award - Each year a member of DSDCTA who exemplifies the mission of DSDCTA in their daily lives and distinguishes themselves by their actions is recognized by the Board of Directors through the Barbara M. Petti Heart and Spirit Award.

Their accomplishments extend beyond the competition arena to DSDCTA service, community service and service to others.

Nominations must be submitted in writing. Finalists will be selected by the DSDCTA Board of Directors.

## **Special Awards**

The Elaine Williams Memorial Trophy - This award is presented to the Training Level Rider who has the three (3) highest scores (averaged) received at a DSDCTA Sponsored Show.

The Debbie Lillibridge Award - This award will be presented to a Junior (21 Years of age and under) Combined Training Rider who has shown the greatest improvement over the course of the year. To be tallied at the Chapter Level and submitted to the GMO Awards Chair.