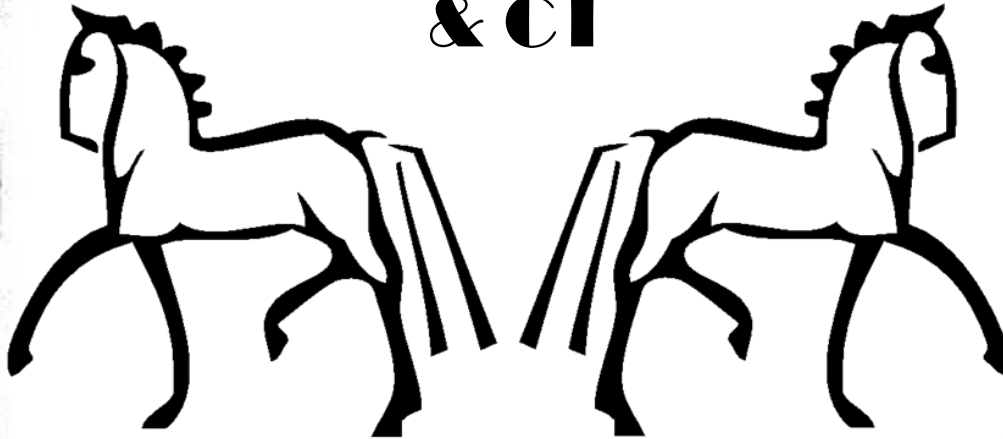


Dancing Horse Dressage & CT



Operating Policies and Procedures Manual

GMO



USDF

GROUP
MEMBER
ORGANIZATION
#329

Version 4.0

October, 2017

TABLE OF CONTENTS

SECTION	PAGE
1 INTRODUCTION	1
2 ORGANIZATION STRUCTURE	2
3 RECOGNITION	3
3.1 MEMBER REWARDS PROGRAM	3
3.2 YEAR-END RECOGNITION	3
3.2.1 Horse/Rider Show Series Performance	3
3.2.2 Outstanding Service	4
3.3 VOLUNTEER HOURS	4
4 HONORARY MEMBERSHIP	5
5 CLINIC POLICIES	6
5.1 PUBLICITY AND SCHEDULING	6
5.2 REFUNDS.....	6
6 HORSE SHOW POLICIES	7
6.1 PUBLICITY AND SCHEDULING	7
6.2 REFUNDS.....	7
7 ADMINISTRATIVE TOOLS	8
7.1 WEBSITE	8
7.2 BULK EMAIL	8
7.3 FILE STORING	8
APPENDIX A: ARENA SETUP	9
A. 1 ARENA STORAGE	9
A. 2 PLACEMENT FOR SETUP	9
A. 3 STANDARD ARENA SETUP.....	10
A. 4 SHORT ARENA SETUP	11
APPENDIX B: EVENT RESOURCES	12
B. 1 HORSE SHOW VOLUNTEER/EQUIPMENT RESOURCES	12
B. 2 CLINIC/SEMINAR VOLUNTEER RESOURCES.....	14
APPENDIX C: VOLUNTEER HOURS ALLOCATION	15

1 INTRODUCTION

Dancing Horse Dressage and Combined Training, Inc (DHD& CT) is organized to promote the principles of classical horsemanship through:

- camaraderie and standardized competition among ourselves and our fellow riders
- increased awareness of the needs of our horses through establishing an annual dressage schooling show series for the Treasure and Space Coasts
- support for the horse industry in Florida
- the education of the general public about dressage and combined training

We serve the interests of the dressage community of the Treasure Coast and Space Coast of Florida.

2 ORGANIZATION STRUCTURE

DHD & CT is a non-profit corporation organized under the Laws of the State of Florida. The bylaws of the organization define the following:

- Organization name
- Purpose and objectives of the organization
- Membership definitions and rules
 - Type of memberships
 - Membership fees
 - Membership year
- District boundaries
- Fiscal year definition
- Administrative body of the organization
 - Election procedure
 - Duties of officers and directors
- Meeting guidelines
- Committee structure
- Non-profit/tax exempt status
- Procedure for bylaw revisions

In addition to the Officers and Directors, the following volunteer roles are defined. These roles are filled for a one (1) year term.

Volunteer Resource Coordinator

- Responsible for organizing volunteer resources to staff DHD events
- Responsible for organizing equipment resources and transfer of such equipment to and from the event venue

Webmaster

- Maintains the DHD website

3 RECOGNITION

DHD & CT recognizes service and performance of both members and non members in various ways.

3.1 Member Rewards Program

This program allows DHD & CT members to earn financial rewards for club service. The program parameters are:

- DHD & CT membership is required.
- Volunteer service for DHD & CT club benefit is required.
- Financial rewards apply to clinics, lessons, and other equine educational events. The event does not have to be a DHD & CT sponsored event.
- Four (4) volunteer hours are required to obtain one (1) DHD Reward of \$50. A maximum of two (2) DHD Rewards are available to each DHD & CT member per calendar year & not for the same event.

Rewards are available on a first come first serve basis until the budgeted amount is exhausted.

Rewards will only go to DHD & CT members with volunteer hours. Rewards are disbursed in \$50 reward amounts. Four (4) volunteer hours will be rewarded with a \$50.00 reward to be used for a clinic, lesson, or other equine educational event of the members choice. A condition of reward is presenting a report to the club, either written or oral, of the event attended. The reward will be given to the member after the report is delivered.

Reward recipient must either 1) attend the next regular club meeting after the reward event to report back to the membership on their event experience or 2) within 30 days of the reward event, write an article for the website about their event experience.

3.2 Year-End Recognition

At the end of the DHD & CT fiscal year, DHD & CT may elect to recognize the following:

- Horse/Rider Show Series Performance
- Outstanding Service

3.2.1 Horse/Rider Show Series Performance

Horse/Rider combinations will be recognized for their series performance in each class of the DHD & CT schooling show series.

The parameters for this recognition are:

- Rider and owner of horse do NOT have to be a members of DHD & CT
- To be eligible, rider must have earned 4 volunteer service hours; volunteer service must benefit DHD & CT.
- At least two scores over 55% in the class, earned at 2 shows, are required for eligibility.
- In a TOC class entered multiple times by the same horse/rider combination, only the highest score, regardless of test, for the horse/rider combination for each individual show will be considered for the series awards.
- The two highest scores from the show series will be averaged to determine the Champion and Reserve champion for each class.

3.2.2 Outstanding Service

DHD & CT may recognize outstanding service to the club. The scope of this recognition is not bound by membership or logistics.

3.3 Volunteer Hours

DHD& CT volunteer hours may be earned as follows but are not limited to these opportunities:

- Planning and managing an event
- Assisting an event organizer to prepare for the event
- Working on the event day to fill a job
- Volunteering for a special project, such as researching and purchasing new equipment

Most volunteer jobs will earn 1 hour of credit for each hour or partial hour worked. There are a few exceptions where a job will earn a minimum credit. See Appendix C for a list of volunteer jobs that earn a minimum credit.

Volunteer opportunities can be found on the web site, or in email blasts, at the discretion of the board and event managers, or by contacting the volunteer resource coordinator.

Jobs/time for volunteers that did not sign up in advance are at the discretion of the event manager and only if they are needed.

Volunteer vouchers will be issued to volunteers to document the service performed. The voucher will document:

- Volunteer name
- Number of hours worked in units of 1 or 4 hours and rounded up to the nearest whole number
- Name of event
- Event date

The following rules apply to the voucher system:

- Vouchers are filled out & given to the volunteer by the event organizer/manager, board member, or as delegated by them. Volunteers must get vouchers before leaving the event. **VOUCHERS WILL NOT BE ISSUED AFTER THE DAY OF AN EVENT.**
- Vouchers will expire 1 year from service date.
- Vouchers can be used for the DHD Rewards program, Year-end Awards or other programs as designated by the board as long as they are within the 1-year expiration period.
- It is each volunteer's responsibility to retain their vouchers, track expiration dates, and turn them in for use in DHD programs.
- NO duplicate/replacement vouchers will be issued.
- Vouchers have no cash value.
- Vouchers can be used only by the named person.

4 HONORARY MEMBERSHIP

DHD & CT lifetime honorary membership may be awarded to individuals to recognize extraordinary, prolonged service to the club. This honorary membership benefits the individual as follows:

- Participation in any DHD & CT sponsored event at the membership fee
- Registration as a USDF GMO member with payment of the current USDF fee

An honorary membership may be proposed by any member in good standing during the call for nominations for club officers. Honorary memberships will be voted on with the elections of club officers.

5 CLINIC POLICIES

DHD & CT actively seeks to provide educational opportunities for the local equine community. These clinics are not intended to be money earning events but are designed to at least break even or show a minimal loss.

The following policies will apply to all clinics hosted by DHD & CT.

5.1 Publicity and Scheduling

The DHD & CT website will be the primary media for publicizing clinic events. All such publicity will include at a minimum:

- Date
- Location
- Clinician name
- Opening date for pre-registration
- Closing date for pre-registration
- Fee
- Clinic Organizer's name and mailing address
- Registration form

Registrations will be accepted on a first come, first serve basis. Once the clinic is full, additional entries will be placed on a waiting list in order of receipt.

A clinic pre-registration is complete when all information is complete and the fee has been received. No entries will be scheduled unless they are complete.

At least 3 days prior to the event, scheduled ride times will be emailed to all entries that have been scheduled. In addition, all entries being held on a waiting list will be notified of their status.

5.2 Refunds

Once the closing date has been reached, all fees associated with complete entries are non-refundable unless such entry cannot be scheduled due to capacity limits, in which case the entry is 100% refundable.

Scratches received prior to the closing date are 100% refundable.

6 HORSE SHOW POLICIES

DHD & CT is proud to offer dressage schooling shows to the local horse community.

The following policies will apply to all schooling shows hosted by DHD & CT.

6.1 Publicity and Scheduling

The DHD & CT website will be the primary media for publicizing horse show events. All horse shows will require pre-registration and all show publicity will include an opening and closing date for entries. Entries must be mailed as instructed on the show bill with the postmark being no earlier than the opening date. Entries postmarked after the closing date will be placed on a waiting list and may be accepted in the event that the show does not fill or times open up due to late scratches.

Entries will be accepted on a first come, first serve basis per the postmark. Once the show is full, additional entries will be placed on a waiting list in order of receipt. Note that even entries received before the closing date may end up on a waiting list if the quantity of entries exceeds the show's time line capacity.

A horse show entry is complete when all information is complete and all fees have been received. No entries will be accepted and scheduled unless they are complete.

At least 3 days prior to the show, scheduled ride times will be posted to the website. In addition, all entries being held on a waiting list will be notified of their status.

6.2 Refunds

Once the closing date has been reached, all fees associated with complete entries are non-refundable with the exception of the "stall cleaning deposit", which will be refunded in the event of a scratch after the closing date. "Stall fees" related to scratches may be refunded by submitting a written request to the Show Secretary.

Scratches received prior to the closing date are 100% refundable.

Refund Exception: If a valid, complete entry cannot be scheduled due to the capacity limits of the show, the entry is 100% refundable.

7 ADMINISTRATIVE TOOLS

7.1 Website

Our event and club information is maintained on our website:

<http://www.dancinghorsesdressage.org/>

The website is maintained by the DHD Webmaster.

7.2 Bulk Email

Our bulk email service is hosted by Mailchimp:

<http://mailchimp.com/>

This system is currently configured with the following DHD email lists called GROUPS:

- DHD Mailing – contains emails of all current members and anyone else who has specifically subscribed to the DHD & CT mailing list through the DHD & CT website
- DHD Members – contains emails of all current members
- DHD Officers and Directors – contains emails of all the current officers and directors
- Core Group – contains emails of all current officers and directors and other members who regularly participate in monthly club meetings

Email messages, called CAMPAIGNS, can be sent to any of these groups.

The Mailchimp groups are maintained by a resource appointed by the DHD & CT President.

7.3 File Storing

DHD & CT maintains a secure repository for file storage, sharing and archiving using Dropbox:

<https://www.dropbox.com/login>

Many forms and documents are maintained in this repository, such as the Bylaws and meeting minutes.

The DHD & CT shared folder in Dropbox is owned by Barbara Nagle. Current DHD Board members are granted access (with edit privileges) to the DHD shared folder in Dropbox.

APPENDIX A: ARENA SETUP

A horse show or clinic may require setup of a dressage arena. A standard arena measures 20 M X 60 M. A short arena measures 20M X 40 M.

Conversions:

60 M \cong 196'10"

40 M \cong 131'3"

30M \cong 98'5"

20M \cong 65'7"

10M \cong 32'10"

1M = 3.28083'OR 3' and 3.37"

A. 1 Arena Storage

The DHD & CT dressage arena consists of letters, bases and rails. This equipment is stored in large canvas bags.

▲ LETTERS

There are 2 large, letter bags. Pack 6 letters per bag; group letters by arena sides (5 letters per side) with C in one bag and A in the other.

● BASES

There are 8 medium, base bags. Pack 5 bases per bag; keep the 4 corner pieces in one bag plus one other base piece

▬ RAILS

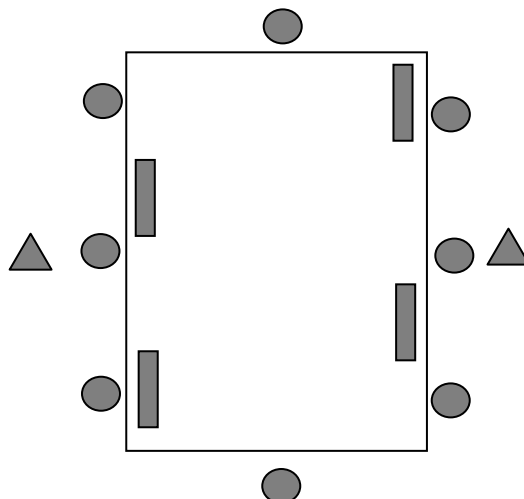
There are 4 long, rail bags. Pack 10 rails per bag.

A. 2 Placement for Setup

▲ Letter Bags – one bag on each long side

● Base Bags - 3 bags on each long side and 1 bag on each short side

▬ Rail Bags -1 bag on diagonal corners and 1 bag 2/3 down long side from corner bag

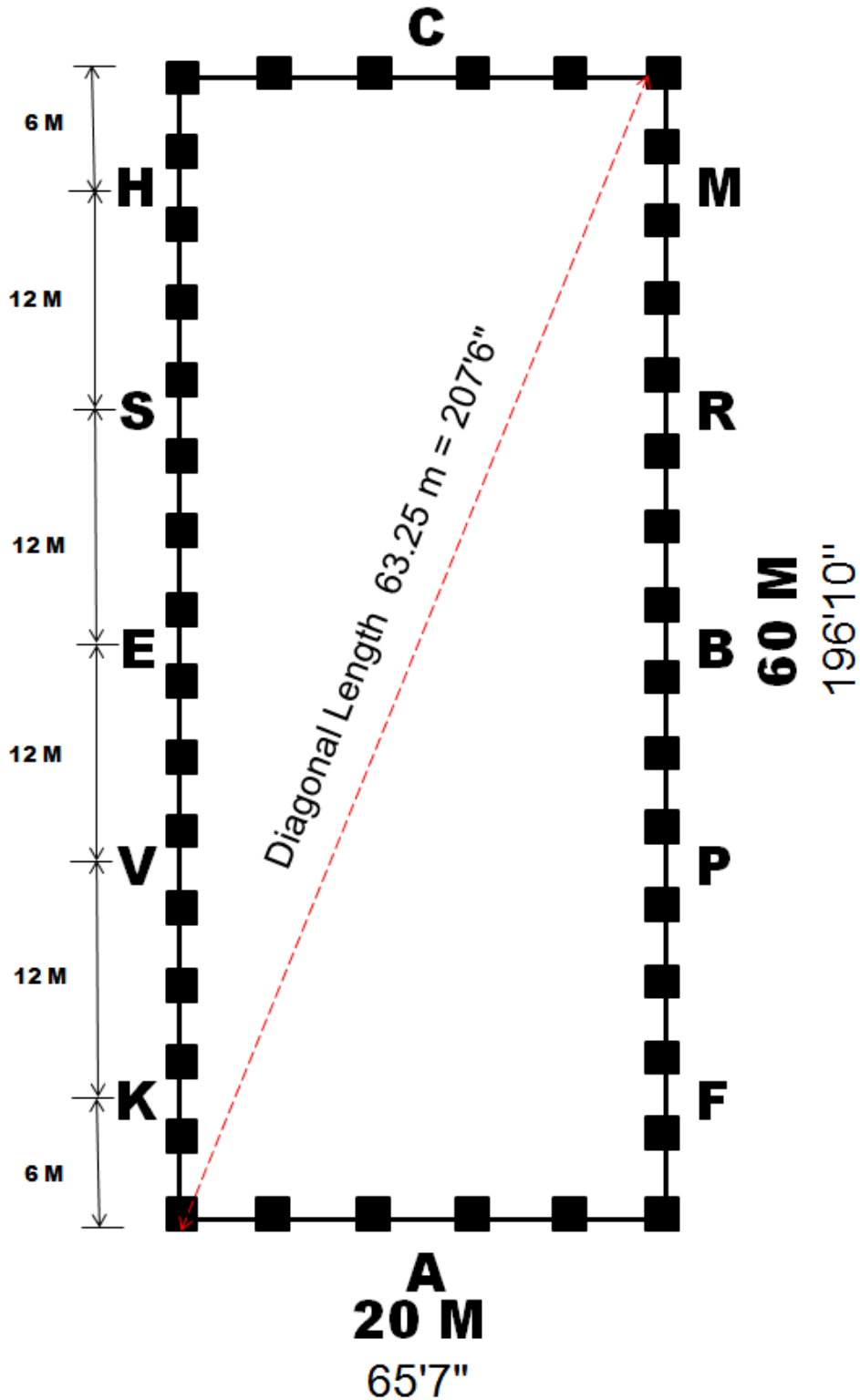


A. 3 Standard Arena Setup

Each rail is 4 M.

5 rails on each short side.

15 rails on each long side

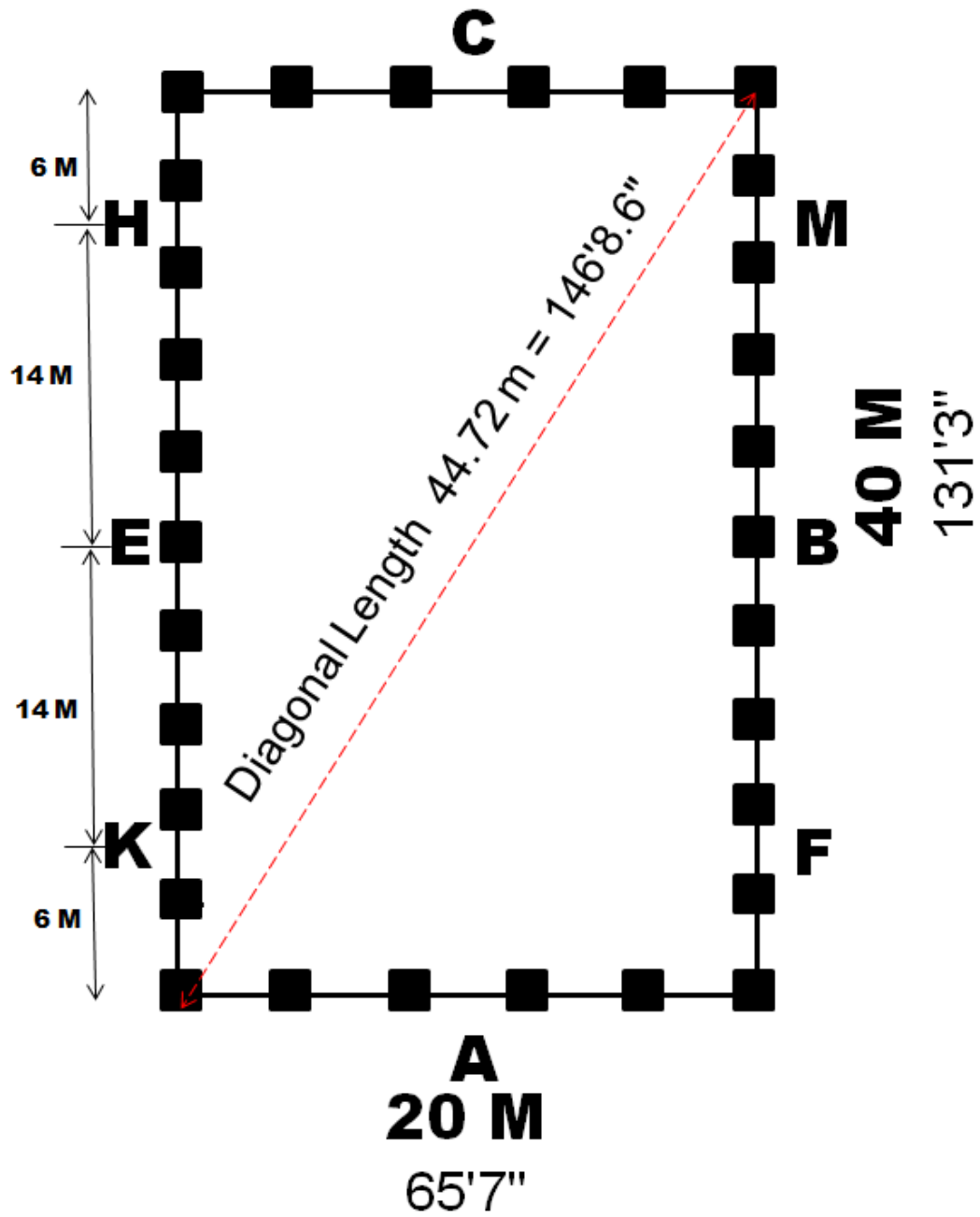


A. 4 Short Arena Setup

Each rail is 4 M.

5 rails on each short side.

10 rails on each long side



APPENDIX B: EVENT RESOURCES

DHD & CT holds various events that require paid staff, volunteer staff and equipment. Typically, judges and clinicians are paid staff. However, most events are staffed predominantly with volunteer resources. In addition, many event facilities do not have the equipment we need and we must provide that equipment and plan the transportation of that equipment to and from the facility.

B. 1 Horse Show Volunteer/Equipment Resources

Responsibility	Resource
Show Secretary	
Judge Coordinator	
Awards Coordinator	
Show Day Manager	
Arena Transport	Storage to Facilities: Facilities to Storage:
Sound System Transport	Storage to Facilities: Facilities to Storage:
Office Materials Transport	Storage to Facilities: Facilities to Storage:
Sound System Setup and Teardown	Setup: Teardown:
Arena Set Up	(Need 5 resources)
Office/Awards Set Up	
Setup Judges Stands	(Need 4 resources 30 min prior to event start)
Announcer (optional)	
Office Staff	AM: PM:
Scorer(s)	AM: PM:
Scribe(s)	AM: PM:
Gate Keeper(s)	AM: PM:
Judges Lunch/Cooler	
Runners	AM: PM:
Arena Tear Down	
Office Tear Down	
Barn/Stall Manager	

Show Secretary: Responsible for sending out prizes lists; delivering prize lists to local feed/tack stores; receiving, verifying & processing entries; scheduling ride times; assembling show booklet; preparing exhibitor packets; printing(USDF, USEF, DHD)/ordering(USEA) & preparing appropriate tests for judge's paperwork. Also responsible for paying the judge at conclusion of show day.

Judge Coordinator: Responsible for hiring judges, processing judging contracts, booking hotel room if necessary.

Awards Coordinator: Responsible for purchasing prizes & ribbons for each show; maintaining prize & ribbon inventory; delivering prizes & ribbons to the Show Day manager.

Show Day Manager: Responsible for being the "go to" person on the show day; make sure all volunteers are in place; be able to answer questions, solve problems and fill in volunteer positions where needed. Final authority for all issues relative to show operation.

Equipment/Materials Transport: Transport arena equipment, sound system, and office materials to/from storage/show facilities

Arena Set Up: Responsible for accurate set up of the dressage arena at the show location. *At least 3 volunteers are needed.*

Office/Awards Set Up: Responsible for being at the show at least one hour before show start time to set up the tents, tables and chairs needed for the show office and awards area.

Setup Judges Stands: Setup judges stage and canopy.

Announcer (optional): Announce who is in the arena; announce class placings.

Office Staff: responsible for exhibitor interface for packet pick-up, coggins check, score posting, award delivery and basic question answering.

Scorer: Responsible for accurately scoring dressage tests with a ribbon tape calculator provided; placing classes based on the percentage score; conferring with the judge to brake ties.

Scribe: Responsible for assisting the judge by verifying riders/tests before judging begins; recording judge's comments on the provided score sheets.

Gate Keeper: Responsible for queuing riders preparing to enter the arena according to the times listed in the show booklet; reporting any "no shows" or scratched entries to the scribe and show office.

Judges Lunch/Cooler: Responsible for bringing drink/snack cooler for judge; lunch, utensils and condiments for the judge and horse show staff; coordinate with the Judge Coordinator as to any special dietary requests from the judge and with the show secretary as to timing of lunch break.

Runners: Responsible for picking up completed dressage tests from the scribe and delivering them to the scorer. Tests should be picked up after every three rides and at the completion of the last ride of a class.

Arena Tear Down: Responsible for taking down the dressage arena and returning it to the storage facility.

Office Tear Down: Responsible for taking down the office tents, tables & chairs and returning them to the storage facility.

Barn/Stall Manager: Responsible for checking exhibitors are using the correct stall and then at the end of the day making sure the exhibitor adequately cleaned the stall before giving stall deposit check back. Stalls must be stripped of ANYTHING the exhibitor's horse left behind: manure, urine, shavings, hay, etc.

B. 2 Clinic/Seminar Volunteer Resources

Clinics/seminars require the following volunteer resources:

- Planner/Co-ordinator
 - Plan event logistics – location, event date and pre-registration closing date
 - Develop a budget for the event outlining anticipated costs and anticipated income
 - Hire clinician/presenter
 - Develop event flyer and distribute via bulk email
 - Prepare any paperwork needed for the day of the event (handouts, tests, etc)
 - For clinics, develop ride times and communicate ride times to riders at least 3 days prior to the clinic date
 - Arrange to pay clinician at end of event day
 - Arrange for transportation and setup of needed equipment for the event
 - Arrange for tear down of equipment after event and return of equipment to storage or owner
 - Prepare a final balance sheet outlining actual costs and income following the completion of the event
- Event Day Organizer
 - Collect any required paperwork from event participants
 - Keep clinician/presenter informed of timeline
 - Provide lunch and drinks for clinician/presenter
 - Provide water or other planned refreshments for event participants
 - Pay clinician

APPENDIX C: VOLUNTEER HOURS ALLOCATION

Most of the jobs defined for shows/clinics/seminars will earn 1 hour of credit for each hour or partial hour worked. There are a few exceptions where a job will earn a minimum credit.

Category	Position/task	Minimum Hours credited (per event unless otherwise noted)
Show	Secretary	8
Show	Resource volunteer coordinator	4
Show	Award coordinator	4
Show	Judge coordinator	4
Show	Arena transport	1
Show	Arena set up	2
Show	Arena take down	1
Clinics	Organizer(s)	8
Clinics	Arena transport	1
Clinics	Arena set up	2
Clinics	Arena take down	1
Year End Awards	Award coordinator	4
Club management	Website	8 (per yr)
Other	Special tasks as recognized by President/Board	As determined by assignment