



Dancing Horse Dressage & CT

Operating Policies and Procedures Manual

GMO



USDF

**GROUP
MEMBER
ORGANIZATION
#329**

Version 9.0

October 2023

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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
 - Membership year
 - Types of membership
 - Membership processing procedures
- Group Member Organization (GMO) definition
- Procedure for bylaw revisions
- Administrative body of the organization
- Election procedure
- Fiscal year definition
- Duties of Board of Directors
- Meeting guidelines
- Committee structure
- Non-profit/tax exempt status

In addition to the Board of Directors, the following club management roles are defined. These roles are filled for a one (1) year term.

Webmaster

- Maintains the DHD website

Membership Coordinator

- Receives membership applications
- Maintains the club roster and interfaces with USDF

Mailchimp Manager

- Maintains the Mailchimp subscriber list and group lists

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 Volunteer Appreciation

DHD & CT is a non-profit organization and as such depends on volunteers to support their operation. We strive to recognize the contributions of our volunteers throughout the year. Each year DHD & CT will establish the policy for volunteer appreciation recognition.

3.3 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

3.3.1 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
- Volunteer hours must be earned between December 1 of the previous year through May 31 of the competition year.

- Rider must have earned four (4) DHD & CT volunteer hours. Anyone can donate their volunteer hours to a rider for the purpose of year-end recognitions for show series performance but must declare their donation at the time the volunteer service is rendered.
- All 4 volunteer hours must be earned from a DHD & CT run show, clinic, or sponsored event.
- At least two scores over 55.000% 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.
- AA, JR/YR classes will have separate Champion and Reserve Champion Series Awards if there are 3 or more AA riders and 3 or more JR/YR riders that are eligible.
- The two highest scores from the show series will be averaged to determine the Champion and Reserve champion for each class.

3.3.2 Outstanding Service

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

3.4 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
- Serving on the Board of Directors or as Webmaster
- Serving in the capacity of an appointed role (see Appendix B)

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 B 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 hours will be tracked on spreadsheets which will be posted on the website after each show or as needed when volunteer hours have been updated. Volunteer hours logging policies are as follows:

1. All volunteers **MUST** sign in and out. Sign-in sheets will be in the show office or in a location designated by the event manager for other events. If it's not on the sign-in sheet it didn't happen, so be sure to record your volunteer time!
2. Volunteer hours that are donated will be documented with the volunteer's name and the name of the persons receiving the donation of hours worked.

3. The event manager or volunteer coordinator will use the sign in sheets to update the tracking spreadsheet and provide updates for posting.
4. Hours used for Year-End Recognition will be deducted from the volunteer's aggregate.
5. Hours used for Rewards will NOT be deducted from the volunteer's aggregate.
6. Hours used for Volunteer Appreciation will NOT be deducted from the volunteer's aggregate.
7. Hours will expire at the end of the DHD & CT membership year (Nov. 30).

4 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.

4.1 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.

4.2 Entry Fees

Horse owners or riders who are members of DHD & CT are eligible for the member's fee if one is specified.

4.3 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.

5 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.

5.1 Publicity and Scheduling

The DHD & CT website will be the primary media for publicizing horse show events. All horse shows will require pre-registration (either online or by mail) and all show publicity will include an opening and closing date for entries. Both online and mailed entries must be fully completed and submitted on or between the opening and closing dates of the show being entered to be valid. 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.

Complete entries will be accepted on a first come, first serve basis based on the timestamp of electronically submitted entries and at 5:00 PM of the postmarked date of mailed entries. 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.

At least 4 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.

5.2 Entry Fees

Horse owners or riders who are members of DHD & CT are eligible for the member's fee if one is specified.

5.3 Refunds

For scratches on or before closing date, all entry and stall fees will be fully refunded. For scratches after the closing date, class and office fees are nonrefundable, but stall fees are refunded.

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

5.4 Daily High Score Awards

DHD & CT Daily High Score awards will be given at each show at five levels (Intro, Training, First, Second, and Third & Above) for two rider divisions (Open and AA/JR/YR). Musical Freestyle and Dressage Seat Equitation scores do not count for daily high score awards. A score over 55.000% is required for a Daily High Score ribbon.

All shows are Jockey Club TIP approved and the overall high score TIP registered horse and rider combination will also be awarded.

6 EVENT PARTICIPATION POLICIES

DHD & CT's goal is to provide a safe and secure environment for participants and spectators at all of our organized and sponsored events. The following policies will enable us to meet this goal.

6.1 Denial of Participation

Individuals may be denied participation in Club events and activities by a 2/3 majority vote of the Board of Directors (Board). Participation includes but may not be limited to showing or riding in events, training, coaching or calling on event grounds. Grounds for denial include but are not limited to any act in violation to these instruments, indebtedness to, or revocation from another horse or other animal association, society, Club, humane association or registry. Any actions deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interests of the sport and the Club may be grounds for denial of participation in DHD events.

Time frame of denial will be specified by the Board and may be for one event, the show season or remainder thereof, permanent, or other duration as specified. All parties subject to such denial will be afforded due process.

Notification as soon as possible after the vote will be made by a club officer or event manager and will be effective immediately. The Club will attempt to notify the individual in a timely manner and allow due process before the event. However, if necessary for safety at events this may not be possible and the denial of participation will be in effect.

If the denial period includes an event where the individual submitted an entry BEFORE the denial was enacted by the Board, DHD event fees will be refunded. Refunds for other entries affected by the individual denied participation will be considered on a case by case basis.

6.2 Due Process Procedure

Individuals denied participation may appeal by requesting a review by the Board of Directors if there is new information to support lifting or modifying the suspension. The request must be made in writing to an Officer of the Club indicating the nature of the new information. The Board of Directors will schedule a meeting to discuss the appeal and will notify the individual, who may attend if they choose. The individual will provide a statement in advance of the meeting, detailing the new information, to read or have read at the meeting giving grounds for the denial to be lifted or modified. A 2/3 majority of the Board of Directors will be required to lift or modify the suspension or refusal. Repeat appeals will be considered if new information is provided.

7 ADMINISTRATIVE TOOLS

7.1 Website

Our event and club information is maintained on our website:

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

The website is updated with real time information by the DHD Webmaster.

For Site Maintenance:

<http://dancinghorsesdressage.org/wp-admin>

Contact DHD & CT Webmaster for login credentials.

The website is maintained under yearly contract by Becky Melton (beckymelton37@gmail.com).

The website is hosted by Host Gator and automatically billed annually.

For Billing:

<https://portal.hostgator.com/login>

Contact DHD & CT President for login credentials.

CPanel Login (for host maintenance):

<http://gbclient.hostgator.com/login>

Contact DHD & CT Webmaster for login credentials.

Several emails are maintained in Host Gator that may or may not be forwarded to personal emails:

Email	Forward
president@dancinghorsesdressage.org	Current organization President
vicepresident@dancinghorsesdressage.org	Current organization Vice President
treasurer@dancinghorsesdressage.org	No forward
recordingsecretary@dancinghorsesdressage.org	Current organization Secretary
webmaster@dancinghorsesdressage.org	Current assigned Webmaster role
volunteercoordinator@dancinghorsesdressage.org	Current assigned Volunteer Coordinator role
showmanager@dancinghorsesdressage.org	Current assigned Show Manager role
showsecretary@dancinghorsesdressage.org	No forward
membershipsecretary@dancinghorsesdressage.org	Current assigned Membership Secretary role
sponsorships@dancinghorsesdressage.org	Current assigned Sponsor Coordinator role
awardchair@dancinghorsesdressage.org	Current assigned Award Chair Role

7.2 Communication

Our bulk email service is hosted by Mailchimp:

<http://mailchimp.com/>

Contact DHD & CT President for login credentials.

The subscriber list contains emails of all current members and anyone else who has specifically subscribed to the DHD & CT mailing list through the DHD & CT website. This system is also currently configured with the following lists called GROUPS:

- DHD Current 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 membership meetings

Email messages, called CAMPAIGNS, can be sent to the entire subscriber list or any of these groups.

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

DHD & CT maintains a purchased Zoom account. Contact the DHD & CT President for login credentials.

7.3 File Storage

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.

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

7.4 Asset Storage

DHD & CT owns/borrows assets that are stored at various locations. These assets and their location are identified in a file (Item_locations.docx) maintained in Dropbox.

7.5 Financial Tools

DHD & CT maintains a bank account, credit/debit card, and a paypal account. All are managed by the current DHD & CT Treasurer.

DHD & CT also has accounts set up with Hodges Badge Company and Amazon which have been authorized as tax free accounts and both use the same login credentials:

Email: president@dancinghorsesdressage.org

Password: DHDdressage2023

Note that DHD & CT has a custom center button design set up with Hodges Badge Company: HD0520.

APPENDIX A: 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.

A. 1 Horse Show Volunteer/Equipment Resources

Show Secretary	
Judge Coordinator	
Prize Coordinator	
Show Day Manager	
Arena, Judges Stand, additional Canopies and Sound System Load and Transport (Loading and unloading requires a minimum of 2 people)	Load for Transport to Facilities: Transport to Facilities: Transport to Storage: Unload for Storage:
Arena, Judges Stand and additional Canopies and tables Set Up	(Need at least 5 resources)
Office/Awards Set Up and Tear Down (including transport)	Setup: Teardown:
Sound System Setup and Teardown	Setup: Teardown:
Office Staff	AM: PM:
Scorer	AM: PM:
Scribe	AM: PM:
Gate Keeper	AM: PM:
Runner	AM: PM:
Announcer	AM: PM:
Arena Re-set	AM: PM:
Sound System Operator for Freestyle Rides	
Judges Lunch/Cooler	
Arena, Judges Stand and additional Canopies Tear Down	(Need at least 5 resources)
Barn/Stall Manager	(Needs black trash bags, manure bucket and pitch fork to remove manure. MUST remove manure from facility)
Food Vendor	(Should be on grounds from 10 am – 3 pm)

Show Secretary: Responsible for receiving, verifying & processing entries; scheduling ride times; assembling show booklet; preparing exhibitor packets; printing & preparing appropriate tests for judge's paperwork.

Judge Coordinator: Responsible for hiring judges, processing judging contracts, booking hotel room if necessary and arranging for judges to be paid on event day.

Prize Coordinator: Responsible for purchasing prizes & ribbons for each show; maintaining prize & ribbon inventory. Also responsible for delivering prizes & ribbons to the event facility or arranging such transportation in advance of the event.

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.

Arena, Judges Stand, additional Canopies and Sound System Load and Transport: Responsible for loading and transporting arena, judges stand, additional canopies and sound system equipment between storage and show facilities.

Arena, Judges Stand and additional Canopies and tables setup: Responsible for accurate set up of dressage arena and judges stand and setup of any additional canopies and tables.

Sound System Set Up and Tear Down: Responsible for accurate set up and tear down of the sound system. Note that sound system is required only if we have freestyle rides. It should also be setup only 1 hour before the first freestyle ride and torn down immediately following the last freestyle ride.

Office/Awards Set Up and Tear Down: Responsible for transporting the office equipment/supplies to the event facility and for being at the event facility at least one hour before the event start time to set up all the office equipment, office supplies, and awards. Also responsible for packing up equipment/supplies and transporting to storage location.

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 break ties.

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

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.

Announcer: Responsible for announcing class procedures and gate calls for in-hand classes and rail classes.

Arena Reset: Responsible for resetting the arena for changes in size or re-modeling for class variations.

Sound System Operator: Responsible for operating the sound system during freestyle rides. Also responsible for verifying the rider's music will play and that the volume meets the riders approval.

Judges Lunch/Cooler: Responsible for bringing drink cooler for judge and securing lunch for the Judge; 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.

Arena, Judges Stand and additional Canopies Tear Down: Responsible for taking down the dressage arena, judges stand and additional canopies and loading them in the transport vehicle.

Barn/Stall Manager: Responsible for verifying that occupied stalls have been adequately cleaned. Stalls must be stripped of ANYTHING the horse left behind: manure, urine, shavings, hay, etc. Report to the "show secretary" the results of the stall inspection. This person must also clean any stalls left "dirty" (providing the equipment to do this task) and REMOVE the waste cleaned from the stalls from the facility.

Food Vendor: The food vendor should be on the show grounds from 10am until 3 pm. The vendor should supply food and drinks for sale. Food vendor will be asked to run a tab for the Judge. DHD & CT will NOT collect any fees from the vendor.

A. 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 B: 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	Manager	8
Show	Secretary	8
Show	Financial Coordinator	1
Show	Resource Volunteer Coordinator	4
Show	Award Coordinator	4
Show	Judge Coordinator	2
Show	Sponsorship Coordinator	4
Show	Arena transport storage to show	1
Show	Arena transport show to storage	1
Show	Arena set up	2
Show	Arena take down	1
Show	Arena Load (for delivery to show)	1
Show	Arena Unload (back into storage)	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
Physical Asset Storage	Arena Storage	8 (per yr)
Club management	Website	8 (per yr)
Club Management	Membership Coordinator	8 (per yr)
DHD & CT Board of Directors	President	8 (per yr)
DHD & CT Board of Directors	Vice President	8 (per yr)
DHD & CT Board of Directors	Secretary	8 (per yr)
DHD & CT Board of Directors	Treasurer	8 (per yr)
DHD & CT Board of Directors	Board Member at Large	4 (per yr)
Other	Special tasks as recognized by President/Board	As determined by assignment