



Dancing Horse Dressage & CT

Operating Policies and Procedures Manual

GMO



USDF

**GROUP
MEMBER
ORGANIZATION
#329**

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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 public about dressage and combined training

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

This document is maintained by the DHD & CT President and reviewed/updated as needed.

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 Secretary

- 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 can be found here: <http://dancinghorsesdressage.org/volunteer/rewards-program/>.

3.2 Rider Performance Awards Program

This program recognizes DHD & CT members for horse showing performance at DHD & CT horse shows. There are four (4) levels of recognition for the Rider Performance Awards Program: Ruby, Sapphire, Diamond, Freestyle. The awards at each level will be a lapel pin, a certificate and a patch appropriate for attaching to a saddle pad. The specific rules for these awards can be found here: <https://dancinghorsesdressage.org/awards-program/>.

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 Club Service
- Volunteer 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 can be found here: <https://dancinghorsesdressage.org/awards-program/>.

3.3.2 Outstanding Club Service

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

3.3.3 Volunteer Service

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 service recognition.

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 can be found here: <https://dancinghorsesdressage.org/volunteer/>.

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 and documenting horse show policies, rules, and procedures:

<https://dancinghorsesdressage.org/shows-and-clinics/>.

All horse shows will require pre-registration and all show publicity will include an opening and closing date for entries. 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 timeline 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 High Score Awards

Policies relative to High Score Awards at a horse show can be found here:

<https://dancinghorsesdressage.org/awards-program/>.

6 EVENT PARTICIPATION POLICIES

DHD & CT's goal is to provide a safe and secure environment for participants and spectators at all 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 for the purpose of conducting DHD & CT business.

Contact DHD & CT Webmaster for login credentials.

Email
president@dancinghorsesdressage.org
vicepresident@dancinghorsesdressage.org
treasurer@dancinghorsesdressage.org
recordingsecretary@dancinghorsesdressage.org
webmaster@dancinghorsesdressage.org
volunteercoordinator@dancinghorsesdressage.org
showmanager@dancinghorsesdressage.org
showsecretary@dancinghorsesdressage.org
membershipsecretary@dancinghorsesdressage.org
sponsorships@dancinghorsesdressage.org
awardchair@dancinghorsesdressage.org

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.

7.5.1 Tax Exempt Accounts

7.5.1.1 Hodges Badge Company and Amazon

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.

7.5.1.2 Etsy

DHD & CT has an account set up with Etsy. Etsy has our Tax Exempt Document on file but the order will be charged tax initially and then the user must request a tax exempt refund.

Email: president@dancinghorsesdressage.org

Password: DHD2024!!

7.5.2 Transaction Logging

All DHD & CT financial transactions MUST be logged on the appropriate forms and filed in the appropriate Dropbox folders:

Transaction Type	Form	Dropbox Folder: DHD/Financials/(Year) Financials
Income	Accounts Receivable Template	AR's To Be Documented
Expense	Accounts Payable Template	AP's: Action REQUIRED Or AP's: NO Action Required

Transactions that are paid directly by the purchaser with a club asset (credit/debit card, check, paypal account) are noted on the AP form and the form is uploaded to the AP's: NO Action Required folder.

Transactions that required the club Treasurer to pay are so noted on the AP form and the form is uploaded to the AP's: Action REQUIRED folder.

8 RESOURCE ROLES

8.1 Volunteer Positions

8.1.1 Membership Secretary

This volunteer position is solicited as early as September in order to facilitate USDF requirements for initial roster submissions. Usual term of 1 year, renewable.

The responsibilities of this role include:

- Notify BOD of USDF Member fees for the upcoming membership year no later than October 1
- Obtain DHD & CT membership levels and fees from BOD late October
- Work with Website Architect to develop/test online Membership Form to be published no later than mid November
- Solicit new memberships via email and social media platforms
- Take receipt of all Membership Forms and review them for completeness resolving any issues with the submissions
- Help coordinate member and USDF for resolution of name changes/corrections when submitting rosters. Each member should have only one USDF number. Members should notify USDF of name changes due to marriage, etc.
- Submit initial roster and dues to USDF no later than December 1
- Submit GMO Officials to USDF no later than December 1
- Submit new memberships and dues to USDF monthly from January through May and as needed thereafter for each new membership submission
- Maintain an updated Membership Roster in dropbox; notify Mailchimp Manager and Event Manager when a new roster has been uploaded to dropbox
- Submit AP form to Treasurer for submitted memberships no later than the 1st day of each month

8.1.2 Event Manager (Including but not limited to shows)

The responsibilities of this role include:

- Work with BOD to develop a program/prize list/schedule/budget for the event as well as any attachments required by the entry procedure
- Work with Event Facility Liaison to locate and contract a suitable venue for the event
- Work with Website Architect to develop/test event entry form
- Promote event through email and social media platforms
- Engage Volunteer Coordinator to secure resources for the event
- Determine if any facility or time constraints will be placed on the event and inform Event Secretary and Volunteer Coordinator of such constraints
- If an event will require a paid resource, work with Event Hiring Agent to secure those resources, except stall cleaner.
- Work with Event Facility Liaison to ensure the venue is prepared for the event within the limits of the facilities responsibility for facility preparation. If event facility inspections are deemed necessary before or after the event, the Volunteer Coordinator will solicit a volunteer to work directly with the Event Manager to schedule such work and report

findings. If additional pre-event preparation or post-event cleanup is necessary, the Event Manager will notify the Volunteer Coordinator with the requirements.

- Manage the allocated resources on the day of the event
- Facilitate payment of all hired resources that are to be paid on the day of the event

The Event Manager or their appointed representative should attend the event and be prepared to answer questions and resolve problems.

If at all possible, this resource should not be an entry in the event.

8.1.3 Event Secretary (Including but not limited to shows)

The responsibilities of this role include:

- Setup HSM for the event if HSM will be used to capture real time event data
- Take receipt of all event entries and review them for completeness resolving any issues with the submissions; note that entries may be constrained by facility or time limits
- Notify Event Manager and Volunteer Coordinator of event entry data (number of entries and timeline)
- Enter entry data into HSM if the program will be used to capture real time event data
- Develop a timeline for event activities (such as ride times for clinics or horse shows)
- Send event timeline to Web Master for posting to website and announce posting on social media platforms; note that event timeline should be posted no later than noon, 4 days before the event if at all possible
- If horse stalls have been allocated to event entries, develop stall chart, send chart to Web Master for posting to website and announce posting on social media platforms; note that stall chart should be posted no later than noon, 4 days before the event if at all possible
- Produce a financial report (on AP/AR forms) of all event income/expenses and send report to Event Manager and Treasurer; financial report should be produced and delivered to respective parties no later than 1 week following the event if at all possible; file reports on dropbox
- Produce event results, if applicable, and submit to Web Master for website posting; results should be posted no later than 2 weeks following the event if at all possible
- If HSM was used for the event, upload HSM file to dropbox

The Event Secretary or their appointed representative should attend the event and be prepared to resolve any issues arising with a scheduled entry.

If at all possible, this resource should not be an entry in the event.

8.1.4 Volunteer Coordinator

The Volunteer Coordinator is responsible for allocating and tracking equipment and human resources needed to execute an event. The responsibilities of this role include:

- Obtain a list of the equipment that will be needed for the event from the Event Manager; locate the equipment and determine if transport to/from the event location will be needed
- Determine the jobs that will need to be performed to execute the event
- Solicit resources to transport equipment if required
- Solicit resources to fill all the event jobs, including stall cleaning (paid or unpaid)

- Notify resources of their job; notification should include name of resource, job, timeline (start and end time); notification should be sent no later than 3 days prior to the event if at all possible; send this resources allocation to Event Manager and Event Secretary
- Provide written instructions to volunteers about their job requirements. Notify the volunteers to report to the Event Manager (or person specified by the Event Manager) upon arrival for any further instructions and to sign in and out on the log.
- Produce a volunteer log for volunteers to sign in/out on event day; note that the Volunteer Coordinator may need to log jobs performed pre and post event; make sure that paper log is available on event day; note that volunteer hours may be donated and volunteer log must be able to capture this case
- Maintain a volunteer tracking sheet; submit updated tracking sheet to Web Master for website posting no later than 2 weeks after the event if at all possible
- Coordinate with the stall cleaner for number of stalls cleaned and if paid position, submit AP form to the treasurer.

8.1.5 Event Hiring Agent

Some events require paid resources such as Judges for horse shows and Clinicians for Clinics. The responsibilities of this role include:

- Work with BOD and Event Manager to determine budget for the hired resource
- Work with Event Manager to understand the skill level required of this position and request a potential list of candidates
- Solicit a resource for the hired position
- Generate a contract document for the hired position and secure contract signature from hired resource; Submit hired resource to Event Manager and Treasurer

8.1.6 Show Awards Purchasing Agent

Horse Show events typically involve some level of awards for participants. The responsibilities of this role include:

- Work with BOD and Event Manager to determine the number and type of awards (class awards, high point awards, etc) needed for the event
- Work with BOD and Event Manager to determine the budge for awards
- Maintain a list of awards on-hand; note that awards may be left-over from previous events
- Determine the number of each type of award to be purchased and purchase the awards needed for the event; note that left-over awards may be recycled from previous events to limit the award inventory
- Submit AP forms for all purchases to Treasurer and Event Manager and upload forms to Dropbox
- Take receipt of all purchased awards and deliver all event awards to venue per the Volunteer Coordinator's timeline
- Collect all left-over event awards either immediately after the event or no later than 1 week following the event

8.1.7 Event Facility Liaison

All DHD & CT events will require a contracted facility as DHD & CT does not own/lease a brick and mortar facility. The responsibilities of this resource include:

- Work with BOD and Event Manager to determine one or more suitable facilities for the event
- Work with BOD and Event Manger to determine a budget for the facility cost
- Contact suitable facilities and contract the facility that best meets the logistic and cost requirements
- Send Agreement (including costs) to Event Manager and Treasurer
- Work with the facility management to outline any pre/post event tasks that they are responsible for and that DHD & CT is responsible for; notify Event Manager of these tasks

8.1.8 Mailchimp Manager

Mailchimp is the DHD & CT email communication application. The responsibilities of this role include:

- Work with Membership Secretary to ensure all new members have been added to the Subscribers email list; note that memberships paid online are automatically added to the Subscribers list
- Maintain all Mailchimp “groups”
- Purge non-members from the DHD Current Members group no later than March 10.

8.1.9 Sponsorship Coordinator

DHD & CT is a non-profit organization, but the organization’s income is limited to paid memberships and event entry fees. This income rarely balances organization expenses (event liability insurance, directors’ insurance, year-end awards, facility rental fees; website maintenance). So DHD & CT solicits sponsors to allow us to maintain a net zero year-end balance. The responsibilities of this role include:

- Work with BOD to determine the level of sponsorships to be secured
- Solicit sponsorships
- Work with Web Master to post sponsors on the allocated webpage
- Work with Event Manager’s to promote sponsors

8.1.10 Web Master

The DHD & CT website is the organization’s primary public interface. It is the home of real-time information and the site for membership and event enrollment. The responsibilities of this role include:

- Work with BOD and Event Managers to post real-time updates to website (dancinghorsesdressage.org/wp-admin)
- Work with President as needed to revise/update static information on website
- Work with BOD to maintain DHD email server (webmail.dancinghorsesdressage.org)
- Interface with Website Architect to ensure integrity and security of website

8.1.11 Performance Awards Chairperson

The responsibilities of this role include:

- Work with BOD to generate and maintain Rider Performance Award Program rules; submit revised rules to Web Master for website posting
- Maintain Rider Performance Award Application form and submit revised form to Web Master for website posting.
- Take receipt of application forms; verify applicant has met the requirements of the award
- Notify BOD of award winners as applications are verified
- Promote program via email promotions and social media platforms

8.2 Paid Positions

8.2.1 Website Architect

The DHD & CT Website requires maintenance on a regular basis and this maintenance is provided by a paid website architect. The service contract includes:

- Edit, revise, update or create new textual/graphical content not to exceed a 50% change to web page, web site, or web graphics on the website.
- Consultation, and guidance on the use of the web site.
- Regular monitoring and updating to ensure impeccable performance across all major browsers. (Not all browsers render sites in the same way.)
- Protection against hackers from gaining access to the site.
- Regular and thorough backups of the site so that it may be fully restored in case of loss.
- Monitoring website functionality to ensure that everything is working as it should and upgrading where necessary.
- Plugin and theme updates when they become outdated and no longer work with the newest version of the website software.
- Working with the hosting company to sort out issues when the website is offline or immediate technical support is needed

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. The following resource list, identifies roles that need to be staffed (beyond those identified in Section 8) in order to execute a Horse Show event.

A. 1 Horse Show Volunteer/Equipment Resources

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)

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 a 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 if bad weather is predicted.

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 Event 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 "Event 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	Event Manager	8
Show	Event Secretary	8
Show	Volunteer Coordinator	4
Show	Show Awards Purchasing Agent	4
Show	Event Hiring Agent	2
Show	Sponsorship Coordinator	4
Show	Arena transport storage to facility	1
Show	Arena transport facility 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 storage to facility	1
Clinics	Arena transport facility to storage	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	Webmaster	8 (per yr)
Club Management	Membership Secretary	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