

THE AMERICAN DRIVING SOCIETY, INC.
(the “ADS”)

Policies and Procedures Manual

as of March 9, 2021

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Structure of the ADS and Purpose of these Policies and Procedures

The ADS is incorporated as a New York Not-For-Profit Corporation. Because the ADS is a membership organization, the Members have the authority to elect the Directors and to adopt and amend the Bylaws.

Federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code has been granted to the ADS and it is compliant with applicable state charitable solicitation requirements.

This Policies and Procedures Manual is intended to serve as a reference guide for the practical methods of operation of committees, directors and officers and members of the ADS. Whenever there is a discrepancy or a question about particular procedure, the New York Not-For-Profit Law, the Internal Revenue Code, State laws and the Bylaws, as applicable, will always prevail.

In general, “policies” will refer to Board-approved practices and procedures that may be considered the equivalent of “rules” such as the structure of dues and membership categories, and “procedures” will refer to outlines of how things are being done, have been done, or should be done such as the descriptions of duties of offices and committees. There shall be no attempt to draw a sharp line between the two.

This Policies and Procedures Manual will be maintained by the Governance & Bylaws Committee in consultation with the Executive Committee and the Executive Director.

Board of Directors

Directors are elected by the members of the ADS at the annual meeting of members held in even numbered calendar years. Directors shall serve two- year terms without compensation. The number of Directors shall be no less than four (4) and no more than thirty-five (35) and shall consist of the officers (President, Vice President(s), Secretary and Treasurer), Regional Directors and Directors at Large. In the event it becomes necessary for the Board of Directors to form a new Standing Committee or it becomes necessary to form a new Region there should three or four unfilled board positions available for flexibility to elect an additional director. Directors must be members in good standing. Spouses shall not simultaneously serve as Directors.

One-third (1/3) of the entire Board of Directors (sometimes referred to herein as the “Board”) shall constitute a quorum for the transaction of business. Except as otherwise provided by law, the vote of a majority of the directors present at a meeting (when quorum is present at the time of the vote) shall be the act of the Board.

Any action required or permitted to be taken by the Board or the Executive Committee or the Audit and Finance Committee may be taken without a meeting if **all** members of the Board or Committee consent (either in writing or electronically) to the adoption of a resolution authorizing the action. Any such actions shall be recorded and ratified in the minutes of a subsequent meeting of the Board of Directors or the Committee.

Nomination of Directors from the Floor:

Nominations from the floor will be requested by the President or the current presiding officer at a meeting of Members held for election of directors.

If there are nominations from the floor, a confidential written ballot will be provided to enable members to vote for the candidates of their choice for each individual directorship or Committee Chair that is contested. In the event no candidate receives a majority on the first ballot, the two candidates with the highest votes shall have a run-off ballot. In the event of Directors-at-Large, the candidates shall be ranked according to the number of votes for each and the number of Director- at-Large positions recommended by the Nominating Committee shall be filled from the ranked list from top down, based on a single balloting for Directors-at-Large (unless a tie for the last Director-at-Large position forces a run-off.) This election will be conducted in accordance with the Policies and Procedures. All unopposed nominees may be elected by a motion to elect by acclamation.

Honorary Directors

The Board of Directors may elect Honorary Directors in recognition of distinguished service rendered to the ADS. An Honorary Director shall hold office for life and shall be entitled to attend meetings of the Board of Directors and to participate in discussions at meetings but shall have no vote on matters before the Board of Directors. Honorary Directors shall have all rights and privileges of Individual Members and shall be exempt from annual dues. Honorary Directors shall receive the same communications from the ADS as Directors except where such communications pertain to matters restricted to Executive Session on the Board. Honorary Directors may be invited to participate in Executive Sessions of the Board of Directors meetings by invitation of the President. Honorary Directors are expected to annually sign the Conflicts Disclosure Statement.

The current Honorary Directors are: Audrey Bostwick, Natasha Grigg, Robert Heath, Elaine Kendig, Hopeton Kimball, Susan Koso, Lyle Petersen, Ann Pringle, Holly Pulsifer, Victor Shone, Kelly Valdes and Hardy Zantke.

Regional Directors

Regional Directors serve as the primary liaison between ADS members, prospective members, ADS affiliate clubs, the ADS Board of Directors and Committees. Direct communication between the ADS and its members through personal contact with a Regional Director is crucial for promoting ADS programs and for meeting the needs of the membership.

The ADS membership is divided into the following geographic regions:

Central

Mid-Atlantic

Midwest

Northeast

Northwest

Pacific

Southeast

Southwest

The Regional Directors have formed a working group and may meet in person in conjunction with the Annual Membership and Board of Directors Meetings. They may also meet at their convenience at any time by teleconference, webinar, ADS-owned private blog, by the Regional Directors' Face Book page or in person. Regional Directors are encouraged to work with other ADS Committees to provide support that may be beneficial in serving their respective Region.

Specific Responsibilities:

1. Represent the interests and concerns of the regional membership at Membership, Board of Director and committee meetings,
2. Coordinate membership activities with local clubs and members within their respective regions,
3. Promote the ADS and ADS membership at equine affairs, competitions, clinics, club meetings and by individual contact,
4. Monitor dates of competitions and clinics to help avoid calendar conflicts,
5. Provide updates at quarterly intervals for publication in *The Whip*,
6. Answer or forward to the committee or person with expertise, questions from members and prospective members [Note: A copy of any written communication to individuals, clubs or businesses must be sent to cc to info@americandrivingsociety.org],
7. Assist in organizing clinics for youth, developing drivers and others,
8. Assist clinics, new competitions or other events, if eligible, with obtaining funding from the ADS Fund and through the ADS from The Hoopes-Addis Education Trust,
9. Provide articles for regional equine or club publications,
10. Provide staff with information to maintain a web page on the ADS site that provides contacts, calendars and other items of interest for public access,
11. Gather information on affiliated and non-affiliated driving and equine organizations that may benefit from ADS activities and information,
12. Work with all factions of the ADS,
13. Each Regional Director receives an annual budget of \$1,500 to be spent on activities that directly promote the ADS within their respective regions. Budgeted funds for clubs or events may be allocated only to ADS-Recognized

events or to ADS member clubs. A proposal for an anticipated expense will be presented to the Executive Director for pre-approval and, if approved, reimbursed by submitting a request for reimbursement with attached receipts and required back-up to the Executive Director. A Regional Director may enter into contracts for activities in their regions so long as the contracts remain within the limits of budgeted funds, and

14. Encourage Members to organize fundraisers to replenish funds used to support regional activities.

Removal or Suspension of Directors

Under the terms and procedures published in Section 3 of the “ADS Whistle Blower Protection Policy”, any Director, employee or volunteer of the ADS found to have engaged in misconduct or omission maybe suspended or removed. A violation of the Disclosure Statement, NPL or the Bylaws may result in removal or suspension of a director.

Conflict of Interest of Directors, Officers and Key Employees

The ADS is committed to maintaining the highest standard of conduct in carrying out our fiduciary obligations in pursuit of our tax-exempt mission and purposes. As such, each and every Director, Officer and Key Employee (to the extent applicable) shall adhere to the code of conduct adopted by the ADS.

Committees

There are two types of committees of the ADS, Committees of the Board and Committees of the Corporation. Each committee has specific purposes, policies and procedures as detailed in these Policies and Procedures.

All Committees shall prepare and present a committee report to the ADS Board of Directors meeting held in connection with the ADS Annual Membership Meeting. All materials developed in any ADS Committee is property of the ADS and shall be submitted to the ADS office.

Restrictions of Committees:

Regardless of any specific power granted to a committee by the board of directors or bylaws, no committee of any kind shall have the authority as to the following matters in accordance with New York Not-For Profit Corporation Law Section 712(a):

1. *The submission to members of any action requiring members' approval under this chapter,*
2. *The filling of vacancies in the board of directors or in any committee,*
3. *The fixing of compensation of the directors for serving on the board or on any committee,*
4. *The amendment or repeal of the by-laws or the adoption of new by-laws,*
5. *The amendment or repeal of any resolution of the board which by its terms shall not be so amendable or repeal-able,*

6. *The election or removal of officers and directors,*
7. *The approval of a merger or plan of dissolution,*
8. *The adoption of a resolution recommending to the members action on the sale, lease, exchange or other disposition of all or substantially all the assets of a corporation or, if there are no members entitled to vote, the authorization of such transaction, and*
9. *The approval of amendments to the certificate of incorporation.*

The Board of Directors has imposed the following restrictions on all Committees of the Board (Development, Executive, Licensed Officials, Finance and Audit, and Governance & Bylaws) and all Committees of the Corporation:

1. *No Committee of the Board other than the Executive Committee may authorize any individual to sign a contract on behalf of the ADS without the express approval of the Executive Committee,*
2. *No Committee of the Board other than the Executive Committee may authorize the expenditure of funds that have not been explicitly budgeted for in the then current year's operating budget as approved by the Board of Directors. Any such expenditure must have the express approval of the Executive Committee or the Board of Directors,*
3. *No Committee of the Board may make changes in the ADS Rulebook,*
4. *Proposals made by committees or members of the ADS shall be reviewed for approval by either the board of directors or the Executive Committee,*
5. *Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority, and*
6. *There shall be no Committee Co-Chairs.*

Committees of the Board

Committees of the Board are created and may be dissolved by a majority vote of the Board of Directors and may be given the authority of the Board within the limitations of New York Not- for- Profit Corporation Law (“NPL”) Section 712. Each Committee of the Board shall consist of three or more directors and may have all the authority of the Board of Directors, *so long as that authority is specifically granted by Board resolution or in the Bylaws.* As of this date, two committees, the Executive Committee and the Audit and Finance Committee, have been granted that authority in the ADS Bylaws.

The Board may designate one or more directors as alternate members of any committee who may replace any absent member or members at any meeting of such committee. Each Committee of the Board shall serve at the pleasure of the Board. The designation of any such committee and the delegation thereto of authority shall not alone relieve any director of his duty to the corporation under NPL Section 717 that sets the duty of directors and officers.

At a meeting held on April 12, 2020, the Board agreed to include the following language regarding the number of committee members required for certain committees:

Two of the five committees of the board, the Executive Committee and the Audit Committee, have been granted the authority of the board in the Bylaws. Because of this exceptional authority of these committees, they are encouraged (but are not required by the Bylaws) to have at least five members.

Requiring five members to the other Committees of the Board is neither prohibited nor encouraged. It is acknowledged that having more than the minimum number of members on a committee can be conducive for positive discussions and promote more engagement and diversity. However, because the pool of candidates is restricted to members of the board, many would be expected to serve on several committees if the number of members was increased to five. Serving on multiple committees could be burdensome, requiring more individual volunteer time, creating more individual influence, and making it more difficult to have a quorum.

For all committees, a majority of committee members must be present at a meeting, either in person or electronically (including email) to establish quorum and for a majority vote to be valid.

Development Committee

The Development Committee shall consist of three (3) or more Directors. The members of the Development Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors. The Development Committee is a Committee of the Board per NPL §712 but shall not have the authority to bind the Board. The Development Committee is responsible for developing and overseeing methods of attracting financial support for the ADS.

Procedures adopted by the Committee:

1. Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority,
2. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
3. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
4. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Executive Committee

The Board of Directors shall select an Executive Committee of the Board of Directors of at least four (4) but no more than ten (10) Board members. The Executive Committee shall include the President as Chair, the Vice President(s), the Secretary, and

the Treasurer. The Executive Committee is a Committee of the Board per NPL §712 and shall have the authority to bind the Board as provided in the Bylaws.

The Executive Committee acts on behalf of the Board by providing administrative management on a day to day basis and as a support source for all ADS personnel. This Committee shall meet at least twice a year, either by teleconference or in person. Additional meetings may be held as often as necessary to conduct business at hand. Meetings may be in person or by electronic means as long as it is agreed upon by all committee members. All meetings of the Executive Committee are open unless they have been called into executive session.

The Executive Committee shall have all of the authority of the Board of Directors *except that no committee of any kind shall have the authority for the following matters in accordance with NPL Section 712(a):*

1. The submission to members of any action requiring member approval under this chapter,
2. The filling of vacancies in the board of directors or in any committee,
3. The fixing of compensation of the directors for serving on the board or on any committee,
4. The amendment or repeal of the by-laws or the adoption of new by-laws,
5. The amendment or repeal of any resolution of the board which by its terms shall not be so amendable or repeal-able,
6. The election or removal of officers and directors,
7. The approval of a merger or plan of dissolution,
8. The adoption of a resolution recommending to the members action on the sale, lease, exchange or other disposition of all or substantially all the assets of a corporation or, if there are no members entitled to vote, the authorization of such transaction, or
9. The approval of amendments to the certificate of incorporation.

Procedures adopted by the Committee:

1. In the event of a vacancy, including an Officer, Director or Committee Member, the Executive Committee may fill the position with a director who will serve in the capacity on an interim or acting basis until the vacancy is permanently filled and approved by the board of directors,
2. Any action required or permitted to be taken by the Executive Committee may be taken without a meeting if **all** members of the Committee consent either in writing or electronically to the adoption of a resolution authorizing the action. Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority. Any such action shall be recorded and ratified in the minutes of a subsequent meeting of the Committee,
3. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,

4. The Secretary shall provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
5. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Finance and Audit Committee

The Finance and Audit Committee shall consist of three (3) or more Directors, one of whom shall be the Treasurer who shall serve as Chair of the Committee. The other members of the Finance and Audit Committee shall be appointed by the President of the Board, subject to the approval of the Board of Directors. The Finance and Audit Committee is a Committee of the Board per NPL Section 712 and shall have the authority to bind the Board as provided in the Bylaws.

This committee will propose and oversee the ADS Investment Policy and shall advise the Treasurer and the Board of Directors in regard to the investment policy and general fiscal policy of the ADS.

The Finance and Audit Committee shall also be responsible for oversight of the outside auditors and oversight of the internal fiscal controls and financial reporting of the ADS. The ADS shall comply with NPS Section 712(a) in the event the financial thresholds set forth in that Section are met.

Procedures adopted by the Committee:

1. Regularly review the financial records of the ADS,
2. Make financial recommendations to the Board of Directors,
3. Any action required or permitted to be taken by the Audit and Finance Committee may be taken without a meeting if **all** members of the Committee consent either in writing or electronically to the adoption of a resolution authorizing the action. Any such action shall be recorded and ratified in the minutes of a subsequent meeting of the Committee,
4. Consult and work with the Executive Director to ensure that financial records are being properly kept and stored,
5. Prepare an annual budget for the ADS in conjunction with the Executive Director for board approval,
6. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
7. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
8. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Governance & Bylaws Committee

The Governance & Bylaws Committee shall consist of three (3) or more Directors. The members of the Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors.

The Committee is responsible for maintaining the Bylaws and Policies and Procedures of the ADS. The Governance & Bylaws Committee is a Committee of the Board per NPL Section 712 but shall *not* have the authority to bind the Board.

The Governance and Bylaws Committee oversees internal, external, legal and ethical issues regarding administrative and business practices of the ADS. The Committee evaluates conformance with State and Federal laws and makes recommendations and/or changes to the Bylaws and Policies and Procedures where necessary. They also recommend referral to legal counsel when prudent to do so.

Procedures adopted by the Committee:

1. Review Bylaws annually to verify compliance with New York requirements,
2. Advise the membership and the Board of Directors of any required or recommended changes to the Bylaws,
3. Review Policies and Procedures and make required changes and recommend optional changes,
4. Verify that all motions adopted by the Board of Directors that affect any Policy or Procedure are inserted into the Policies and Procedure Manual,
5. Review any proposed change to the Bylaws or the Policies and Procedures Manual to be sure the change is in compliance with current law or business practices and does not contradict any current Bylaw or Policy or Procedure,
6. Review any proposed change to the Bylaws or the Policies and Procedures to be sure the wording is accurate, and all affected sections are revised,
7. Make any and all non-substantive corrections to typographical, scrivener and grammatical errors that are found in the bylaws, as authorized without additional Board approval,
8. Assist Officers, Directors and members with drafting proposed Bylaws and Policies and Procedures as well as understanding specific provisions,
9. Work with the Executive Director to address issues raised by members as well as business issues. The Governance & Bylaws Committee, through the Chairman, works closely with the Executive Committee and the Executive Director on an ongoing basis as well as with members and Directors to address specific issues,
10. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
11. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and

12. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Licensed Officials Committee

The Licensed Officials Committee shall consist of three (3) or more Directors. The members of the Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors. The Licensed Officials Committee is a Committee of the Board per NPL Section 712 but shall not have the authority to bind the board.

The Committee is responsible for developing programs to teach officiating skills, training, testing, and licensing of carriage driving officials and has full authority regarding the training and licensing of ADS Judges and Technical Delegates. The Committee is also responsible for the development of comprehensive and continuing education of officials so they may have a thorough knowledge of carriage driving sport as described in the ADS Rulebook. Licensed Officials are a resource for event organizers to provide good, fair sport, and for competitor's performances to be evaluated fairly. The specific duties of this committee are published in the ADS Rulebook.

This Committee is authorized to act on its own in regard to all matters concerning the licensing of officials or licensed officials without the need of prior approval from the ADS Board of Directors except where specifically noted to the contrary. Meetings of the LOC, or any portion thereof, may be designated Executive Sessions for the purpose of discussing confidential information. All Executive Sessions are closed. *(This committee handles confidential information regarding applicants and licensed officials that must be maintained in strict confidence and without exception).*

Procedures adopted by the Committee:

1. Create and maintain the criteria for acceptance, promotion and renewal for ADS Learner and Licensed officials, as published in the ADS Rulebook, and ADS Competition Guidelines as adopted by the Board of Directors,
2. Review and act upon all applications for acceptance, promotion or renewal of officials' licenses,
3. Review and act upon all complaints received in writing by the ADS about officials in accordance with the disciplinary procedures [*See Competition Guidelines*] of the ADS,
4. Create curricula for the training of learner officials and officials in the sports of Pleasure Driving, Combined Driving, Dressage and Coaching,
5. Schedule and conduct appropriate educational clinics for Learners, Judges and Technical Delegates that satisfy the requirements for acquiring licenses, promotions, and renewal of licenses,
6. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
7. All budgeted expenses that are authorized by this Committee shall be paid by the Executive Director as per the administrative policies in place at the time,

8. All unbudgeted expenses shall be submitted to the Executive Committee for approval,
9. Review and grant or deny requests for extensions of licenses, reinstatement of licenses and waivers for licensing requirements,
10. Appoint Emeritus Officials- procedure and listing of all named officials to be developed,
11. Publicize ADS Clinic dates and carriage driving education opportunities to current and future ADS and potential Officials,
12. The Committee shall have an appointed Staff liaison for the purpose of administrative support,
13. Communicate with committee members though Basecamp, ADS-owned private blog or other confidential means (all communications should be considered confidential within the Committee),
14. All Committee meetings are closed and confidential and meeting minutes will not be posted to the ADS website, and
15. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

ADS Emeritus Officials

Emeritus Status Guidelines:

Officials that retire from active officiating can be considered for this high honor by the ADS Licensed Officials Committee based on their length of service and feedback on performance, as well as their other service and contributions to the ADS such as serving as ADS Officers or Board Members, chairing or serving on committees, mentoring learners, teaching ADS clinics, and assisting with educational material for ADS use.

Once chosen by the LOC, names are be brought to the ADS Board of Directors for approval.

Emeritus status will not be given to all officials who retire although we do appreciate their service. A list of these so honored will be put on the ADS website along with the guidelines. These officials will be considered to be mentors and will lend guidance as they choose.

Those with Emeritus status have made the decision to retire and will no longer be eligible to officiate. A guest card is needed for a retired official to officiate, those officials limited to two guest cards in a particular classification according to ADS rules.

ADS Emeritus Officials List as of December, 2020:

Debbie Banfield
 Audrey Bostwick
 Natasha Grigg
 Tom Hilgenberg
 Lore Homer
 Jean Kinsella
 Leslie Kosely
 Anne Leck
 Jack Pemberton
 Judd Wright

Committees of the Corporation

Committees of the Corporation are created and may be dissolved by a majority vote of the Board of Directors. The chair of each committee may, but is not required to, be a Director and the members need not be Directors. No Committee of the Corporation shall have the authority to bind the Board of Directors. Committees of the Corporation will include special committees.

Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment. Operations of Special Committees shall be detailed in these Policies and Procedures.

Committee members, regardless of position held, must be current ADS members in good standing. Committee Chairs shall have the responsibility of leading the Committee for which he/she is Chair.

The term of commitment of each committee member shall commence with appointment to the committee and end concurrently with the term of the current Directors and Officers. Members of Committees of the Corporation shall be appointed by the then Chair of each such Committee and their appointment shall be subject to review and approval by the Board of Directors in their meeting following their election or at subsequent meetings when changes to Committees are made. Director/Chairs who are appointed on an interim date, that is between the first date and last date of the then current term of office, shall serve only until the last day of the then current term of office. There are no term limits for members of any committee of the Corporation.

For all committees, a majority (at least half of the members plus one) of committee members must be present at a meeting, either in person or electronically (including email) to establish quorum and for a majority vote to be valid. Committees shall meet in conjunction with the annual membership meeting and at such other times as necessary in

person or electronically. Members of any committee may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Actions may be taken by Committees by majority vote or ballot, with or without a meeting.

The work product of any committee of the ADS is the property of the ADS. It is imperative that originals of all material developed or official correspondence especially with outside organizations or businesses must be deposited with the Executive Office at info@americandrivingsociety.org promptly and at least within ten (10) days following the end of the term being served.

The Board of Directors has imposed the following restrictions on all Committees of the Board and all Committees of the Corporation:

1. Only the Executive Committee or the Board of Directors may authorize any individual to sign a contract on behalf of the ADS. None of the Committees of the Corporation have the authority to contractually obligate the ADS,
2. Only the Executive Committee or the Board of Directors may authorize the expenditure of funds that have not been explicitly budgeted for the then current year's operating budget; none of the Committees of the Corporation have the authority to for such expenditures,
3. None of the Committees of the Corporation have the authority to make changes in the ADS Rulebook,
4. Proposals made by committees or members of the ADS shall be reviewed for approval by either the Board or the Executive Committee, and
5. There shall be no Committee Co-Chairs.

Affiliate Relations Committee

This Committee was formed as a special committee by the Executive Committee in 2019 and is dormant at this time.

The Affiliate Relations Committee Chair shall represent the ADS and be the contact person to communicate with the USEF on a day to day basis. This committee will be populated with ADS members who are also on USEF Committees and also serve as Licensed Officials.

Procedures adopted by the Committee:

1. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
2. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
3. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Combined Driving Committee

The Combined Driving Committee is primarily responsible for maintaining and updating the format, rules and practices of the combined driving discipline including the derivatives of Driving Trials and Arena Trials.

Procedures adopted by the Committee:

1. Propose new rules or modification of existing rules to improve the sport of combined driving,
2. Create and regularly review and update content for the ADS website that will be reviewed, edited and posted to the ADS website by ADS Staff,
3. Create and regularly review and update content for the ADS Educational Library that will be reviewed and edited by the Education Committee and posted to the website by ADS Staff,
4. Review submission of new rules or modification of existing rules submitted through the ADS rule change process,
5. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
6. Review, in conjunction with Event Standards, Technical Delegate Reports to identify any problems or issues at combined driving events and take appropriate actions to correct them,
7. Review combined driving event submissions in *The Omnibus*,
8. Assess, report and make recommendations on the health of the combined driving discipline to the Board of Directors,
9. Review and update all applicable forms in the ADS Forms Library on an annual basis,
10. Participate in the development of curricula for the training of learners and officials in combined driving at the request and in adherence to deadlines set by the Licensed Officials Committee,
11. Participate in the formulation of curricula for training of competitors, organizers and volunteers,
12. [Recommend to the President, members qualified for the USEF Driving Sport Committee. *Deleted as of June 2019*],
13. Oversee the North American Preliminary and Intermediate Championship criteria in conjunction with the Event Standards Committee and submit proposed championship hosts to the Executive Committee for consideration and approval,
14. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,

15. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
16. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Course Design License Committee

The Course Design License Committee functions as a Special Committee and was formed with the approval of the Executive Committee on February 21, 2021. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

This committee will develop resources and training to individuals to design courses at ADS recognized events.

Driven Dressage Committee

The Driven Dressage Committee is primarily responsible for maintaining and updating the rules and tests for Driven Dressage for combined driving including the derivatives of Driving Trials and Arena Trials, stand-alone Driven Dressage competitions and dressage classes held in conjunction with Pleasure Driving. The Committee makes recommendations on the rules that apply to Driven Dressage for all divisions of ADS competition. The Driven Dressage Committee cooperates with ADS educational efforts, licensed officials training and certification and the rule change process, including applicable rule modifications from USEF and FEI.

On September 29, 2020, the Executive Committee confirmed that the ADS Dressage Tests were created by the Driven Dressage Committee of the ADS. As such they are the copyrighted and proprietary work product of the ADS and are exclusively for the private use of ADS Members, by ADS-Recognized Events, ADS-Member Club Events, USEF-Sanctioned Events and Equestrian Canada Sanctioned Events, or with advance express written approval of the ADS. Scoresheets may be requested by ADS Licensed Officials for private use, and by Organizers for ADS-Recognized Events, ADS-Member Club Events, USEF-Sanctioned Events, and Equine Canada-Sanctioned Events. ADS Members may request scoresheets for personal use only at a specific non-recognized educational event (such as clinics or fix-a-tests). 4-H, Pony Club, FFA, and other national youth organizations may request scoresheets for educational purposes. Scoresheets are copyrighted by the ADS and licenses for their use are provided on an individual basis.

Procedures adopted by the Committee:

1. Prepare, propose, consider and make recommendations for new rules or rule change proposals (RCP) received from the Committee, ADS members, the USEF or the FEI,

2. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
3. Assess, report and make recommendations on the health of the Dressage discipline,
4. Participate in the creation of curricula for the training of Dressage officials for Combined Driving and classes held in conjunction with Pleasure Driving,
5. The Committee creates new Dressage Tests for all ADS levels and updates as needed,
6. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
7. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
8. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Education Committee

The Education Committee produces and publishes educational information for membership, officials and the public. These efforts may at times include coordinating projects with the appropriate ADS committees by helping those committees find resources to produce material or suggesting content of educational material.

Procedures adopted by the Committee:

1. The Committee produces information for people involved in the sport of driving at all levels. This material may take many forms, including written documents, articles in ADS publications, materials on the ADS website, videos and webinars. Materials will be produced for members of the ADS who are interested in both recreational, Pleasure and Combined Driving,
2. While the primary task of the Committee is to educate ADS membership, material is produced to educate and inform the general public about driving methods, safety, and events,
3. Material will be produced to encourage new and current drivers. Safe practices and safety consciousness are paramount, especially when driving in group situations,
4. The Committee will also work in cooperation with the Licensed Officials Committee to support education of ADS Officials,
5. In conjunction with ADS Staff, the Education Committee is responsible for developing and maintaining the ADS Educational Library,

6. The Committee will develop educational literature appropriate for distribution to driving clubs, breed organizations, pony clubs, 4-H Clubs and any persons or groups interested in hitching equines to vehicles. The Committee is available to help ADS member clubs and other ADS committees with the development and distribution of educational material,
7. The Committee will provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
8. The Committee will provide Committee meeting minutes to the Executive Director for posting to the ADS website,
9. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics, and
10. Financial aid required for any educational project will be implemented by following the procedures for such requests as determined by the ADS office.

Event Standards Committee

The Event Standards Committee strives to ensure that every ADS-Recognized competition is run fairly and in conjunction with the ADS Rules and Standards. The Event Standards Committee is committed to fair competition and the safety and welfare of the horse. The Committee supports and regulates competitions by promoting and encouraging interest, participation and excellence at every competitive level. The Committee is responsible for making sure that conditions and venues are appropriate to the level of competitors and recreational drivers and that proper safety measures are taken regarding footing, course terrain and venue infrastructure in order to maintain the quality of ADS events.

Procedures adopted by the Committee:

1. Review negative event evaluations received by Staff and, in conjunction with the Executive Director, Licensed Official Chair and President, develop and implement solutions to resolve issues in the evaluations,
2. Review all incident reports received by Staff and, in conjunction with the Executive Committee and Executive Director, develop and implement appropriate policies,
3. Review and make recommendations on ADS event evaluations received from the Executive Director,
4. Make recommendations to the various ADS committees based on the Committee's conclusions regarding any problem,
5. Consult with other committees to ensure that standards are achieved,
6. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,

7. Work with other committees in organizing and creating educational material for organizers,
8. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
9. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
10. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Membership Committee

The purpose of the Membership Committee is to retain and increase the ADS membership and to support the viability of the association. The Committee will communicate with existing members and people who are not yet ADS members. The Committee will develop, implement and coordinate the Breed Partner Program.

Procedures adopted by the Committee:

1. Develop and administer the Breed and Discipline Partner program with the Executive Director,
2. Work directly with the ADS Executive Director to promote ADS membership with specific breed and discipline organizations across a variety of media platforms,
3. Review and track membership growth and report results to the Executive Committee or the Board of Directors,
4. Develop ADS promotional materials,
5. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
6. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
7. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Nominating Committee

The Nominating Committee functions as a Special Committee. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

The Committee is formed in the Fall of the year preceding the Annual Membership meeting at which elections are held. The Committee is dissolved when its responsibilities are completed which is when they present the slate of Director candidates to the members and the slate of Officer candidates to the new Directors.

Prior to the Fall Board Meeting held in the year preceding the election, Committee Director/Chairs should be asked to select one member of their committee to serve on the Nominating Committee. It is preferred, but not required, that members of the Committee be a current or former director. If no such committee member is willing to serve, the Director/Chair of the respective committee may serve. The names of those who will be serving should be given to the Executive Director as soon as possible.

The President shall appoint the Chair of the Nominating Committee who shall be confirmed by a majority vote of the entire Board. Each Committee of the Corporation and each Committee of the Board will select from its membership, one (1) delegate, preferably a current or former board member, to sit on the Nominating Committee and the Board of Directors shall appoint two (2) Regional Directors to the Committee. Upon approval, the President will charge the committee with their responsibilities.

The Committee may meet in person, by phone, teleconference or other electronic means, including Basecamp, and may communicate by email or through an ADS-owned private blog. If a formal meeting is to take place where a vote is required, the meeting must be held in such a manner that allows all participants to hear what each other has to say.

After the Nominating Committee is appointed and charged with their responsibilities, the Chair should publish a notice to the ADS members letting them know the Nominating Committee is “open” to receive suggestions of potential nominees for the various positions that compose the Board of Directors and Officers. [Note: the members vote only for the Directors, but they are free to provide suggestions for any one of the four officers which are voted upon by the Board of Directors.] The first notice should be published in the next issue of *The Whip* and no later than the January issue following the meeting at which the Committee was charged with their responsibilities. The same notice should be published in subsequent issues of *The Wheelhorse* and on the ADS website.

No later than in April of the election year, the Chair should send a letter to all Directors reminding them that their term of office expires effective December 31 of that year. They should be thanked for their service and asked if they would be interested in volunteering for another term in the same or different position if they were selected as a candidate for the new slate of candidates being formed. It is recommended that in order to comply with time constraints their response would be appreciated no later than May 1 and a lack of response by that date would indicate to the Committee that they were no longer interested in serving.

The Slate should be formed by July 1st before the Annual Membership Meeting. The Chair of the Committee should notify those whose names will be placed in nomination and those who will not be asked to continue to serve or whose names have not been used on the new slate. The slate, including a photograph and a brief biography for each candidate, will be compiled by the Nominating Committee and submitted to the Executive Director.

The Slate of Directors and of Officers and Chairs of the Committees of the Corporation (who need not be Directors) should be given to the Executive Director for publication in the August issue of *The Whip*, any interim issues of *The Wheelhorse* and on the ADS Website.

In order to comply with these procedures and still be able to select Directors who have the knowledge and technical expertise necessary to carry out the responsibilities of the position, the following directives were adopted by the Board of Directors:

1. There shall be no Co-Chairs of Committees,
2. Spouses shall not be seated simultaneously on the Board,
3. The number of active Directors shall be at least two fewer than the maximum number of Directors allowed by the Bylaws. This will allow flexibility in the event the Board determines that a new committee should be formed. The total number on the slate presented by the Nominating Committee is the total number of the complete Board of Directors. The spaces in reserve between the number on the slate and the maximum allowed number of 35 are not considered vacant or open slots,
4. Communicate with Committee members through Basecamp, ADS-owned private blog or other confidential means (all communications should be considered confidential within the Committee),
5. All Committee meetings are closed and confidential and meeting minutes will not be posted to the ADS website, and
6. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Pleasure Driving Committee

The Pleasure Driving Committee is responsible for maintaining and updating the format, rules and practices of the Pleasure Driving discipline which includes Coaching, while preserving the established traditions thereof.

Procedures adopted by the Committee:

1. Be familiar with competition rules for Pleasure Driving and Coaching,
2. Requests for new rules or changes to existing ones must be reviewed and written so they can be presented to the Rulebook Committee. [See Rulebook Committee for the process of adding rules],
3. The Chair of the Committee shall be a member of the Rulebook Committee,
4. Review Technical Delegate Reports to identify any problems or issues at Pleasure Driving shows and take appropriate actions to correct them,
5. Review any proposals for new classes and write criteria for running them for submission to the Rulebook Committee,
6. Review Pleasure Driving submissions in *The Omnibus*,
7. Be aware of current trends in Pleasure Driving encourage the growth of the sport,
8. Be accessible to shows, organizers and competitors to help meet their needs and make their competition experience a pleasure,

9. Help to develop new classes that will draw more interest,
10. Participate in the creation of curricula for training of Pleasure Driving learners, officials, show organizers and competitors,
11. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
12. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
13. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Recreational Driving Committee

The Recreational Driving Committee shall raise awareness and recognition of ADS benefits to current member and non-member recreational drivers while providing support, educational opportunities and other benefits to the recreational driver.

The Recreational Driving Committee reports to the ADS Board of Directors any activities and issues of concern to the broader organization. It will be aware of and connected with other equine activities, events and organizations to promote safe and enjoyable Recreational Driving and work with other committees to coordinate activities with their events and purposes. The Committee will report any major issues of concern to the officers and/or the Board.

Procedures adopted by the Committee:

1. Reaches out to the non-competitive drivers,
2. Organizes drives,
3. Creates written material on the topic of Recreational Driving to be published in ADS publications,
4. Assists the Education Committee with ideas for, and in creating, educational material that will be helpful to recreational drivers,
5. Works in conjunction with other committees, ADS Clubs, and the Regional Directors to encourage recreational drivers to participate in ADS activities, and to join the ADS,
6. Maintains an awareness of other committee activities to avoid overlapping activities or duplicate efforts,
7. Communication with other committee chairs via internet and meetings to enhance this flow of information,
8. Promote involvement of Regional Directors with the Committee, which is crucial for success,
9. Update, verify and enhance the ADS Trail Guide,
10. Work with ADS Staff to review Recreational Drives listed in *The Omnibus*,

11. Draft and update the ADS Recreational Drive Handbook (currently listed in Rulebook under Recreational and on ADS website under Recreational Driving link),
12. Draft and update the Organizer's Guide for Planning an ADS Recreational Drive,
13. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
14. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
15. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

Rulebook Committee

To facilitate rule changes by operational area, the Rulebook Committee will consist of one representative from each technical committee who will be responsible for coordinating with their respective committees to implement changes.

The Rulebook Committee shall maintain and update the master file of ADS Competition Rules. Additionally, guidelines for Licensed Officials and Competition Organizers are included in the Rulebook as a convenience for officials and the membership. The Rulebook shall be produced as a downloadable PDF file with live links and as a printed book. An abridged version of the Combined Driving Rules for ADS-Recognized competitions (not to include FEI rules that do not apply to ADS levels) will also be published. The electronic version will also be available with all changes marked (red-line) to assist tracking the yearly updates. The Committee will also archive past documents.

The Committee will strive to implement additional ways to educate and provide members with an understanding of the rule change process and how they can participate. The Committee works to ensure consistency of updates to rules common to all levels.

Procedures adopted by the Committee:

1. Track Rule Change Suggestions as they come in,
2. Ensure that the Rule Change Process adheres to the published calendar,
3. Work with the technical committee members to coordinate changes,
4. Oversee the Rulebook updates in InDesign.
5. Maintain the forthcoming Rule Change Suggestion and Rule Change Proposal (RCS/RCP) blog that allows members to submit and comment on changes and to track suggestions and proposals through the identified RCS/RCP process. User support is provided as needed,
6. Assist and coordinate with technical committees, who are responsible for reviewing rule change suggestions (RCS) and comments before submitting rule change proposals (RCP) to the Rulebook Committee for inclusion in the annual member comment period,
7. Present the final slate of RCPs to the BOD for approval,

8. Oversee the schedule and responsibilities of the process calendar,
9. Thoroughly proof changes made to the Rulebook document prior to submission for printing,
10. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
8. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
9. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

For clarification and ease of reference, the Rulebook Committee published the following to be included in these Policies and Procedures as of April 2020:

Rulebook Committee Policies and Procedures

Rule Change Categories

Items 1-3 must be proposed as a Rule Change Suggestion (RS)

1. NEW – An entirely new rule or subject,
2. MODIFICATION – Changes to meaning or specifics of an existing rule,
3. CLARIFICATION – Clarifies the meaning by adding, changing or deleting words of existing rules but does not change the intent of the existing rule,
4. HOUSEKEEPING changes are subject to:
 - Approval and documentation by the Rulebook Committee,
 - Approval by relevant Technical Committees, but
 - Are not subject to Member Comment or Approval by BOD.

Allowed Housekeeping changes are made:

- To correct a reference
- To correct an obvious typo
- To correct a misspelling or grammar usage
- To correct numbering or rule location
- To correct updates to already approved rule changes
- To follow Rulebook conventions (e.g., capitalizations, dashes)
- To reformat to present in clearer manner, no rewording (e.g., lists, tables, illustrations)
- To remove an obvious redundancy

5. EXTRAORDINARY RULE CHANGES (ERC)

- Extraordinary Rule Changes e.g. those changes to be made at variance to the established schedule, will be permitted only for FEI rule changes, safety, monetary, clarification, ethical and equine welfare reasons
- ER changes will be effective when published by ADS on its official website
- FEI Rules, applicable to ADS recognized competitions, are effective upon publication by the FEI
- All ER changes will be made at the discretion of the ADS Executive Committee using the following protocol:

Extraordinary Rule Change Process

1. Proposal – An ERC is proposed by the ADS technical committee or ADS Executive Committee with supporting rationale.
2. Authorization – The applicable technical committee must authorize each ERC and forward it to the ADS Executive Committee and ADS Rulebook Committee.
3. Approval – The ADS Executive Committee is responsible for confirming the ERC criteria (FEI rule change, safety, monetary, clarification, ethical or equine welfare) have been satisfied.
4. Posting – ADS Rulebook Committee will post the changes and show changes in a clean copy online Rulebook.
 - 4.1. The changes will display the date of the ADS Executive Committee’s approval.
5. Effective Date– An ERC is effective when published on the ADS website.
 - 5.1. The file reference shall retain the original approval date for the remainder of the year.

Scoring Program Committee

The Scoring Program Committee functions as a Special Committee and was formed with the approval of the Executive Committee on February 21, 2021. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

This committee will develop technology to facilitate scoring at ADS recognized events.

Policies and Procedures adopted by the Board

Para Driver's Dispensation Certificates

Policy: The ADS believes that the sport of carriage driving and all activities of the ADS related to carriage driving events or carriage driving educational activities should be open to all members of the ADS and that requested dispensations and allowances for para drivers should be made.

Further, the ADS believes the burden of documenting, describing and recording such dispensations and allowances should be minimized as much as possible. Documentation requirements may be modified under certain circumstances with approval by the ADS.

Accordingly, any ADS member requesting such dispensation or allowances (either temporary or permanent) and upon providing documentation of the cause and nature of such dispensation or allowances will be provided with a certificate listing all requested and approved dispensations and allowances and that such certificates will be honored at all ADS events. Certificates issued by the USEF or the FEI under their programs will also be honored at all ADS events.

Procedures:

The driver will submit the Dispensation Certificate Application to the ADS. Drivers requesting Certificates must be ADS members in good standing.

The application and supporting documentation will state if the circumstances leading to the application are permanent or temporary in nature. In the event that they are temporary, the anticipated expiration date of the dispensation will be noted on the Certificate issued by the ADS.

The driver will accompany the application with medical certification in the form of a Doctor's letter on his/her letterhead describing the driver's disability as well as the

compensating dispensations and allowances requested. The application will list the compensating aids, dispensations, and allowances requested on the application.

In the alternative, the driver may submit their USEF or FEI dispensation certificate or State- issued disability permit or placard as supporting documentation. It should be noted that despite the nature of the cause for the requested dispensations and allowances, if the materials submitted show an expiration date, this date shall be used on the Certificate issued. Accordingly, anyone applying for a permanent Certificate must provide documentation in support of their request.

The application and supporting documentation will be sent to the ADS Executive Director who will issue a certificate listing the compensating dispensations and allowances including aids, adaptive equipment, variances in dress or other allowances requested.

The driver will include a copy of their ADS certificate with their entries to ADS events.

The ADS will keep a confidential copy of the documentation on file and, where appropriate, issue an identifier/placard for those using motor vehicles while inspecting the course(s) (in order to allow the ready identification of permitted vehicles.)

The Organizer will include a copy of the certificate(s) for each driver in each Official's packet.

A copy of these policies and procedures will be provided to anyone requesting a Dispensation Certificate Application.

The ADS reserves the right to revoke Dispensation Certificates for reasons including but not limited to the following:

- Expiration of temporary certificates,
- Lapse of ADS membership exceeding 60 days,
- False information supplied on the original application, or
- Resolution of the applicant's disability status

Junior Drivers must renew their Certificate under their own signature after their 18th birthday.

U.S. Center for SafeSport

The ADS has adopted the following policy in order to support the mission of the amateur sports organizations of the U.S. Center for SafeSport (Center):

THE ADS SAFESPORT POLICY AS OF JANARY 12, 2020

The ADS will provide a link to SafeSport Training on the ADS website. The SafeSport Training will be available at the cost to ADS.

All ADS Staff, ADS Board of Directors and Licensed Officials are encouraged to take SafeSport Training and to re-certify each year. Those who complete the training are asked to supply the ADS office with their certificate of completion.

Pony/VSE Measurement Card

The Pony & VSE Measurement Program was adopted on December 8, 2019 and is effective as of July 1, 2020 as a rule change and policy changes that require all ponies and VSEs competing in an ADS recognized event must a valid ADS Measurement Card or USEF Measurement Card as defined in Art 930.4. For clarity, the current rule is included here:

Appendix GR-B and Article 930.4 (to be added to the 2020 ADS Rulebook as follows):

1. ADS Ponies are 120cm to 148cm with or without shoes, 149 with shoes.
2. ADS Small Ponies are 99cm to less than 120cm; with or without shoes.
3. VSEs are under 99cm with or without shoes.
4. Animals will be measured prior to their first competition of each year until reaching the competition age of 8 years, after which they will receive a Permanent Card.
5. Measurement Cards are for the exclusive use of ADS Competitions.

Measurement Procedures:

- o An ADS Measurement may be taken by only a trained ADS Licensed Official, a measurement-trained FEI or USEF Licensed Official, or veterinarian.
- o USEF Measurement Cards will be accepted as proof of height.
- o Measurement MUST be taken from the highest point of the withers. This spot must be identified by palpation before measurement is taken.
- o Animals are to be measured on a flat, hard, level surface. Concrete or Tarmac is ideal. If no such surface is available, the floor of a horse trailer which has been levelled is acceptable.
- o The animal must be positioned with front legs parallel and perpendicular. Front toes SHOULD BE inline. All four feet must be taking weight. The head must be in its natural upright position.
- o Officials may not measure their own or their family's animals.
- o A veterinarian is not required to measure unless an animal is borderline in height and there might be a question as to what height it might be.

- o Photographic identification, such as a Coggins with photographs is acceptable for animal identification.
- o If a Coggins has a space for notes, a veterinarian may measure the animal and add the height in this space.
- o All ponies and VSEs may be measured beginning January 1, 2020.

The current supporting documents, including “frequently asked questions” can be found on the ADS Website by clicking on this direct link:

<https://americandrivingsociety.org/Events-Resources/VSE-Pony-Measurement-Program>

ADS Membership

ADS Membership Categories

The Membership of the ADS shall consist of individuals, families, businesses and Clubs as determined by the Board of Directors.

Each individual member of the ADS who is eighteen (18) years or over shall have one (1) vote on any matter for which members have votes and up to two (2) adult members of the family holding a Family Membership shall be authorized to cast one (1) vote each. No other members shall have voting rights. Members entitled to cast one hundred (100) votes or one tenth (1/10) of the total number of votes entitled to be cast thereat, whichever is the lesser, shall constitute a quorum at a meeting of members for the transaction of any business.

Membership shall be terminated as follows:

1. **Resignation:** Any member may resign by filing a written resignation with the Secretary.
2. **Non-Payment of Dues:** The membership of any member shall be terminated without prejudice if dues, assessments, or other charges are in default.
3. **Expulsion or Suspension:** The Board of Directors may suspend or expel any member for conduct deemed to be prejudicial to the ADS in accordance with Policies and Procedures of the ADS.

ADS Membership Annual Dues

Lifetime: \$1800 includes all benefits of an Individual membership and does not incur the annual international shipping fee of \$30.

Individual: \$75 (voting)

- Junior: \$40 A Junior Member is an individual under the age of 18 (nonvoting and is not eligible for insurance benefits).
- Commercial: \$100 (nonvoting and is not eligible for insurance benefits)
- Family: \$95 A family membership is defined as not more than two adult members (who will have one vote each) and their dependents under the age of 19.
- Club: (not for individual membership)-\$60 (nonvoting and is not eligible for insurance benefits)
- Club Lifetime: \$1,500 includes all benefits of a Club membership [approved 10/9/2020 by the ExCom]
- Honorary Directors: This is an honorary membership designation. Honorary Directors have one vote as an individual member and pay no dues.

All classes of members who reside outside of the United States (except for Lifetime members) will incur an annual shipping charge of \$30 to defray mailing costs.

Non-Member Fee Voucher

Non-ADS members who enter ADS-Recognized competitions are charged a non-member fee and issued a Non-Member Fee Voucher. This voucher can be used as a credit towards that person's subsequent new or renewal ADS membership and is valid within one year from the issue date.

Non-Member Fees: All drivers at ADS-Recognized events must be current ADS members or pay the required non- member fee.

Non-member fees are as follows:

- \$30 for all Combined Driving Events, Driving Trials, Pleasure Driving Shows, and Combined Tests offered at those events.
- \$15 for Arena Trials, Driving Derbies, Recreational Drives and Combined Tests offered at those events.

An ADS Non-Member Credit Voucher is used as a receipt to acknowledge that the money received from a non-member fee may offset the cost of a current year ADS membership or renewal.

Insurance Available to Members

The ADS offers members the opportunity to purchase personal excess liability insurance through Equisure to cover their personal (non-business) equine activities.

Events recognized by the ADS and listed in *The Omnibus*, as well as the participants in those events when acting as members of the ADS (non-professional), have liability insurance coverage through the ADS.

ADS Organizers, Officials, Competitors and Volunteers have accident and excess medical insurance coverage through an ADS policy while attending or travelling to and from an ADS-Recognized event.

Educational Activities may qualify for ADS registration and coverage under the ADS Insurance Program. The Organizer of a proposed educational activity must agree to and comply with ADS Requirements and follow the procedures outlined on the ADS Website under the Member/Education tabs.

Questions about this insurance coverage through Equisure should be directed to the Treasurer.

ADS Publications

The Omnibus

The Omnibus is published twice a year in the May and November issues of *The Whip*.

As of February 2, 2019, only ADS-Recognized Recreational Drives will be listed in *The Omnibus*. ADS-Recognized events receive a listing in *The Omnibus*, insurance coverage, one email blast and 10% off subsequent email blasts. ADS will charge a \$100 fee for the first day of the event and \$25 for each day thereafter to offset administrative and insurance costs.

All ADS Regional Recreational Drives (one annually per region, under the purview of the respective ADS Regional Director) may be listed at no charge.

If a USEF-sanctioned pleasure show or CDE would like to purchase a listing only in *The Omnibus*, a \$200 fee and proof of liability insurance (minimum of 1 million) would be required in advance of listing. Those listings will be marked prominently as USEF Sanctioned (USEF Sanctioned shows will be subject to the current USEF review process).

Non-Recognized/sanctioned shows or events will NOT be listed in the ADS Omnibus.

If an event requires a Technical Delegate (“TD”), the TD must review and approve *The Omnibus* listing before being published. If an event does not require a TD, the appropriate ADS technical chair will review and approve *The Omnibus* listing.

The Omnibus listing Procedure:

The first step for an organizer is to complete the date application online at: The Organizer’s Omnibus Portal. The process starts with the competition name and date section, followed by different options for competition fee payment. Once payment has been verified, the rest of the online form can be filled out and saved. The ADS office will then post the event to our online calendar.

Complete instructions for completing a date application/ Omnibus form:

1. <https://americandrivingsociety.org/Events-Resources/Organizers/Organizer-Omnibus> - click on the date application link.

2. You will then need to log in or register, depending on whether you have ever used the online Omnibus system before.

3. On the next page, click the blue bar that says: “Start a Date Application”.

Note: Is your show dual-recognized by ADS and USEF? Email us at info@americandrivingsociety.org well in advance of your event so we can help address our mutual insurance needs.

4. Fill out all the information on that page and click next. This will take you to a payment page where you pay for the Date Application.

5. The ADS office will receive notification of payment, electronically mark the Date Application as approved and place the event on the ADS Calendar.

The next step is to start the Omnibus submission. It is wise to have chosen your officials before you start this process. The Technical Delegate can be an important and useful asset during this process and is required to review and approve your submission before it goes live.

Keep in mind that January to June shows are included in the November issue of *The Whip* and the July to December shows are included in the May issue of *The Whip*. Deadlines are as follows:

Printed Omnibus Submission Deadlines:

Events held July to December, applications and Omnibus submissions: ADS-Recognized competitions due March 15th.

Events held January to June, Applications and Omnibus submissions: ADS-Recognized competitions due September 15th.

*If an Omnibus entry is not submitted by the organizer and approved by the TD, it will NOT be printed.

The Whip and The Wheelhorse

The Whip is published quarterly (February, May, August and November). Staff proofs *The Whip* and the Executive Committee is asked to also proof the content to ensure compliance with ADS rules and regulations.

The Wheelhorse is a digital newsletter that is published eight times a year (in the months when *The Whip* is not published). Committee Chairs are encouraged to provide content for *The Wheelhorse* and *The Whip*.

ADS Website

The webmaster and ADS Staff have access to modify, update and maintain the website. All suggested content should be sent to info@americandrivingsociety.org to be reviewed, edited and posted by ADS Staff.

Banner advertisements can be purchased to appear on the ADS website for \$800 annually.

E-mail Blasts

Staff creates e-mail blasts through I-Contact. E-mail blasts can be purchased for \$150 and will be marked as paid advertisements.

Administrative Policies and Procedures

Distribution and Publishing of Meeting Minutes

Board of Director and Executive Committee meeting minutes are prepared by the Secretary and presented in draft for review by the Executive Director. The Secretary then distributes the draft minutes to the appropriate committee for further review and comment. The Secretary will update and edit the draft minutes with comments received and submit the updated draft to Staff. Draft minutes will then be posted to the ADS website. When the minutes are approved by the Board of Directors or Executive Committee, they will be resubmitted as “final” and posted to the ADS website.

Minutes from meetings held in “executive session” may contain confidential information and will be recorded as separate documents to be distributed for review and approval solely by members present at those meetings. Minutes of meetings held in executive session will not be posted anywhere for public review.

The agenda for Board and Executive Committee meeting shall be formatted as follows:

Date, time, meeting coordinates

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Motion to Approve Agenda
5. Conflict of Interest Disclosure

Interim Cancellation Policy for COVID-19 Pandemic

The ADS Executive Committee has adopted an interim cancellation policy on March 23, 2020 for organizers whose events are canceled during the COVID-19 Pandemic:

1. Any events canceled which were published in the 2020 Volume 1 Omnibus (bound with the November 2019 *Whip*) are eligible to have half of their fees rolled over to their next event in 2020 or 2021.
2. Any events canceled after April 1 and published in the 2020 Volume 2 Omnibus (bound with the May 2020 *Whip*) are eligible to have half of their fees rolled over to their next event in 2020 or 2021.
3. Any events canceled which were canceled prior to April 1 and not printed in an Omnibus are eligible to have their fees (full amount) rolled over to their next event in 2020 or 2021.
4. Any events that were printed in the 2020 Omnibus Volume 1 and have been rescheduled for between July 1, 2020 and Dec 31, 2020 may be reprinted in the 2020 Omnibus Volume 2 for a fee of \$60. All changes must be filed no later than March 27, 2020.

This policy will be reviewed when the current COVID-19 Pandemic has ended.

Charitable Solicitation Filings

Charitable solicitation filings are made on behalf of the ADS in all required jurisdictions. This process is managed by the Executive Director who works with a designated law firm. The ADS President and Treasurer are authorized signatories when required. All correspondence is sent to info@americandrivingsociety.org.

The Hoopes-Addis Education Trust

The Hoopes-Addis Education Trust (“H-A”) is an independent non-profit organization that supports certain driving educational programs organized by 501(c)(3) organizations.

As a benefit to ADS Members and ADS member clubs, applications may be made for H-A educational grants through the ADS which is as a 501(c)(3) organization. The Grant application is subject to the approval of the ADS Executive Committee.

The ADS may apply to H-A for an educational grant subject to the approval of the ADS Executive Committee. The ADS Treasurer is responsible for guiding the grant application through the Executive Committee pre-approval process and to the H-A.

SECTIONS PREVIOUSLY PUBLISHED IN THE ADS RULEBOOK

On May 29, 2020, the Executive Committee agreed to move three sections of the ADS Rulebook to the ADS Policy and Procedures electronic document to reduce the size of the Rulebook and to keep the procedures easily available to the membership. These sections that were published in the ADS Rulebook until 2021 now appear below: Requirements for ADS-Licensed Officials, Non-Licensed Competition Personnel, and Approval of Competitions.

Changes to Policies & Procedures that fall within Licensed Officials Requirements, Non-Licensed Competition Personnel, and Approval of Competitions will be managed by the Rulebook Committee and approved by any relevant technical committee(s) prior to submission for inclusion in the ADS Policies & Procedures Manual.

Policies of the Licensed Officials Committee

This section updated and replaced for 2017 by the Licensed Officials Committee.

Chapter 1 – Competition Officials- Duties and Classifications

LO.1 Duties of the Licensed Officials Committee

The Licensed Officials Committee has the authority and responsibility to:

- LO.1.1 Create and maintain the criteria for acceptance, promotion and renewal for American Driving Society officials as published in the *Requirements for ADS-Licensed Officials* as approved by the Board of Directors.
- LO.1.2 Carefully review and act upon all applications for acceptance, promotion or renewal filed with the ADS.
- LO.1.3 Review and act upon all complaints about Officials received in writing to the ADS in accordance with the Disciplinary procedures of the ADS.
- LO.1.4 Send out questionnaires, evaluations or requests for information concerning the capability and integrity of an applicant or official.
- LO.1.5 Reinstate officials who have allowed their licenses to lapse for one year or may require those officials to re-apply.
- LO.1.6 Require any official who does not officiate within any three year period to reapply for a license.
- LO.1.7 Determine and award official emeritus status to honored officials.
- LO.1.8 Require all officials to attend an ADS-recognized clinic for licensed officials in the classification in which the official is licensed at least once in any three year period.
- LO.1.9 Discipline any official according to the disciplinary procedures of the ADS.
- LO.1.10 Act with a majority of the committee present in all matters of acceptance, promotion and discipline.
- LO.1.11 Protect the confidentiality of all matters coming before the committee.

LO.2 Officials

LO.2.1 Judges have four classifications:

- a. Pleasure

- b. Combined Driving
- c. Dressage
- d. Coaching

LO.2.2 Technical Delegates have two classifications:

- a. Pleasure
- b. Combined Driving

LO.2.3 There are four classifications for Pleasure, Dressage, Coaching:

- a. Learner “L”
- b. Recorded “r”
- c. Registered “R”
- d. Guest

LO.2.4 There are six classifications for Combined Driving Officials:

- a. Learner “L”
- b. Recorded “r”
- c. Registered “R”
- d. Senior “S”
- e. Senior-Advanced “S-A” – restricted see [LO.3.4](#)
- f. Guest

LO.2.5 All officials must be 21 years of age or over except Learners who may be 18 years of age or over. No official under 25 years of age may be promoted to registered status until that official has been licensed as a recorded official for more than two years.

LO.2.6 All officials must be members of The American Driving Society, Inc. (ADS).

LO.2.7 Officials who are ADS licensed as required and ADS members in good standing may officiate at an ADS-recognized competition.

LO.2.8 Licenses

- a. All officials must attend and complete a clinic for each license held, a minimum of once in every three-year period. They must pass any required tests. Attendance at the ADS Super Clinic will complete this requirement for all licenses held.
- b. Combined Driving judges must also attend a Dressage clinic once every three years in addition to the Combined Driving Judges Clinic. Attendance at the ADS Super Clinic will complete this requirement for all licenses held.
- c. Extensions of the clinic requirement may be granted by the LOC under certain circumstances, on a case-by-case basis, until the next available clinic.
- d. Failure to attend a clinic when required will result in suspension of a license for a period not to exceed one year.
- e. An official will have his/her license reinstated if he/she fulfills clinic requirements during this time.
- f. If an official does not fulfill his/her clinic requirements during this one-year period, his/her license will be terminated.
- g. An official must not officiate with a suspended or terminated license, nor should he/she accept future officiating assignments until his/her license is made current.
- h. A competition must not request a guest card for an official with a suspended or terminated license.
- i. Once a license has been terminated, the LOC may require the official to reapply as a learner. At a minimum, he/she will need to attend a clinic prior to reinstatement.

- j. Officials are responsible for notifying the ADS office in writing of any changes to their status.
- k. Officials may request to have a clinic given by another reputable organization (USDF, FEI, etc.) applied to their clinic requirement. To do this officials must apply in writing to the LOC prior to attending the clinic, giving the information on the clinic (including dates, sponsoring organization, clinician, a brief list of topics covered, and whether or not a test is to be taken). The LOC will make a decision on the applicability of the clinic and notify the Official in writing of their decision. If approved, the Official must return a letter to the LOC with the signature of the clinician attesting that they attended in full and passed any test if given. Failure to send in this acknowledgement will result in no credit being given. Officials will still be required to pass a test on ADS rules once in the three year period.

LO.2.9 All ADS officials are independent contractors, who set their own fees and expenses, determine their own work hours, accept or decline assignments of their own choosing and make their own decisions in their officiating capacity. The ADS does not supervise or employ officials.

LO.2.10 Upon a written and signed report by an ADS member, the Licensed Officials Committee will review any allegations of misconduct in a manner detrimental to the standards of the ADS or misapplication of the ADS Rules in accordance with the Disciplinary procedures of the ADS.

LO.3 Classification of Judges

LO.3.1 Learner Judge: “L”

- a. A Learner Judge is a judge in training who may observe but not act in an official capacity.
- b. Learners must have the permission of the Organizer (or committee) for a particular competition and from the Licensed Official with whom the Learner will work.
- c. Learners are encouraged to work with ADS Registered officials whenever possible.
- d. A Learner must be provided the opportunity to evaluate competitors and observe officials concerning issues arising at the competition but must not consult with the official until any class or competition is completed. A Learner must not attempt to influence an official’s decision.
- e. A Learner has no authority as to the merits of a competitor and must not act in any official capacity including advice to competitors during the competition.
- f. There is no limit to the number of times a person may participate as a Learner.

LO.3.2 Recorded Judge: “r”

- a. A Recorded Judge is a person who has been recognized in that classification by the Licensed Officials Committee.
- b. A Recorded Judge is listed on the Officials Roster as “r” and is entitled to officiate according to the rules.
- c. A Recorded Combined Driving Judge may officiate alone, or be President of the Jury at any Combined Driving Event, Driving Trial or Arena Trial at the Training, Preliminary or Intermediate Levels.
- d. A Recorded Combined Driving Judge cannot be President of the Jury at a

Dressage Competition offering the Advanced Level.

- e. A Recorded Dressage Judge cannot be President of the Jury at a Dressage Competition offering the Advanced Level.
- f. A Recorded Pleasure Driving Judge must not officiate alone at any Pleasure Driving Competition having more than 15 classes in one day.
- g. A Recorded Pleasure Driving Judge who is also licensed as a Recorded Pleasure Driving Technical Delegate must not serve in both capacities at a Pleasure Driving Competition.

LO.3.3 Registered Judge: “R”

- a. A Registered Judge is a person who has been approved in that classification by the Licensed Officials Committee.
- b. A Registered Judge is listed on the Officials Roster as “R” and is entitled to officiate according to the rules.
- c. A Registered Pleasure Driving Judge may officiate alone at any Pleasure Driving Competition.
- d. A Registered Pleasure Driving Judge who is also licensed as a Registered Pleasure Driving Technical Delegate may serve in both capacities at the same show if that show offers no more than 15 classes with no more than two obstacle courses.

LO.3.4 Senior Combined Driving Judge: “S”

- a. A Senior Combined Driving Judge has successfully completed all levels of available education and has been a Registered "R" Combined Driving Judge for a minimum of five years and judged a minimum of five Advanced-level Combined Driving Events.
- b. Judges who feel they meet the requirements for Senior status may submit a letter to the LOC listing their qualifications.

LO.3.6 Guest Judge

- a. A recognized Guest Judge must be a member of a foreign federation who holds a similar license with his or her federation or another governing body or an ADS member (21 years of age or over) who is not licensed or is a retired official in a particular classification to whom the Licensed Officials Committee grants permission to officiate at a single competition.
- b. Such permission may be granted upon the request of a particular competition when application is made at least 45 days prior to the competition on the ADS form and accompanied by the non-refundable fee.
- c. A competition must request a Guest Card for international officials not licensed by the ADS.
- d. Emergency guest cards must only be granted under extraordinary circumstances such as sudden illness of an already contracted judge or unavailability of ADS officials. Guest Cards must not be granted for economic reasons. Guest Cards are not intended to allow non- licensed persons to act as officials.
- e. A Guest Card must not be issued to anyone who is ineligible or whose application to become an official has been rejected by the Licensed Officials Committee.
- f. A Guest Card official must not officiate alone without special permission of the Licensed Officials Committee.

- g. Permission to adjudicate as a Guest Judge must not be granted to any person more than twice in a particular classification unless the person resides in a foreign country.

LO.4 Classification of Technical Delegates

LO.4.1 Learner Technical Delegate: “L”

- a. A Learner Technical Delegate is a Technical Delegate in training who may observe but not act in an official capacity.
- b. Learner Technical Delegates must have the permission of the organizer (or committee) for a particular competition and from the Licensed Official with whom the Learner will work. Learners are encouraged to work with ADS Registered officials whenever possible.
- c. A Learner must be provided with the opportunity to evaluate competitions and observe officials concerning issues arising at the competition but must not consult with the official until any class or competition is completed. A Learner must not attempt to influence an Official’s decision.
- d. A Learner has no authority as to the merits of a competition and must not act in any official capacity including advice to competition management during the competition.
- e. There is no limit to the number of times a person may participate as a Learner.

LO.4.2 Recorded Technical Delegate: “r”

- a. A Recorded Technical Delegate is a person who has been approved in that classification by the Licensed Officials Committee.
- b. A Recorded Technical Delegate is listed on the Officials Roster as “r” and is entitled to officiate according to the rules.
- c. A Recorded Combined Driving Technical Delegate may officiate alone at the Training, Preliminary and Intermediate levels.
- d. A Recorded Pleasure Driving Technical Delegate may officiate alone at any competition.
- e. A Recorded Pleasure Driving Technical Delegate may judge obstacle classes at Pleasure Driving Competitions at which they are NOT the Technical Delegate.
- f. A Recorded Combined Driving Technical Delegate may judge cones at a Combined Driving Event, Driving Trial or Arena Trial when permitted by the Combined Driving rules.

LO.4.3 Registered Technical Delegate: “R”

- a. A Registered Technical Delegate is a person who has been recognized in that classification by the Licensed Officials Committee.
- b. A Registered Technical Delegate is listed on the Officials Roster as “R” and is entitled to officiate according to the rules.
- c. A Registered Pleasure Driving Technical Delegate who is also licensed as a Registered Pleasure Driving Judge may serve in both capacities at the same show if that show offers no more than 15 classes with no more than two obstacle courses.
- d. A Registered Pleasure Driving Technical Delegate may judge obstacle classes at a Pleasure Driving Competition at which they are NOT the Technical Delegate.
- e. A Registered Combined Driving Technical Delegate may judge cones at a

Combined Driving Event, Driving Trial or Arena Trial when permitted by the Combined Driving rules.

LO.4.4 Senior Combined Driving Technical Delegate: “S”

A Technical Delegate who has an “R” classification and who wants a promotion to “S” classification may apply after having:

- a. worked a minimum of five years at the “R” classification;
- b. worked as the Technical Delegate at three Advanced-level Combined Driving Events, or;
- c. apprenticed at a minimum of five Advanced-level Combined Driving Events.

LO.4.6 Guest Technical Delegate

- a. A Guest Technical Delegate must be a member of a foreign federation or an ADS member (21 years of age or over) who is not licensed as an official in a particular classification to whom the Licensed Officials Committee grants permission to officiate at a single competition.
- b. Such permission may be granted upon the request of a particular competition when application is made at least 45 days prior to the competition on the ADS form and accompanied by a non-refundable fee.
- c. A Competition must request a Guest Card for international qualified officials.
- d. Emergency Guest Cards must only be granted under extraordinary circumstances such as sudden illness of an already contracted official or unavailability of ADS officials. Guest Cards must not be granted for economic reasons. Guest Cards are not intended to allow non-licensed persons to act as officials.
- e. A Guest Card must not be issued to anyone whose application to become an official has been rejected by the Licensed Officials Committee.
- f. A Guest official must not officiate alone without special permission of the Licensed Officials Committee.
- g. Officials allowed under ADS rules may adjudicate without a Guest Card.
- h. Permission to adjudicate as a Guest official must not be granted to any person more than twice in a particular classification unless the person resides in a foreign country.

b. REGULATIONS AND THE DISCIPLINARY PROCESS

LO.5 Regulations Governing Judges

LO.5.1 A judge is obligated to adjudicate each class in conformity with the rules and specifications of that class and the directives of the American Driving Society as they appear in the ADS Rulebook.

LO.5.2 A judge is expected to be proficient and to possess a thorough knowledge of the rules of the ADS.

LO.5.3 A judge must evaluate each entry according to the requirements of the competition with no personal bias related to the entry including the animal’s size, type or way of going.

LO.5.4 Except in the case of an emergency, Judges must not accept assignments nor perform the duties for which they are not licensed or qualified.

LO.5.5 Judges accepting an invitation to officiate must recognize management’s prerogative to designate a particular system of judging, providing the system follows the ADS philosophy, and

the right to post a judge's complete order of placement for public inspection. Unless management exercises this prerogative when an invitation is issued, a judge is not required to use a particular system of judging.

LO.5.6 It is the judge's responsibility to use all ADS official score cards or forms provided by management and to sign each card or results at the completion.

LO.5.7 The decisions of a judge reflect solely an individual preference and in no way constitute a verdict by the ADS.

LO.5.8 A judge must not be an exhibitor, driver, technical delegate, organizer or manager at any event held on the grounds during a competition at which that official is officiating.

LO.5.9 A judge may not officiate at any ADS competition in more than 3 consecutive years.

LO.5.10 A judge must not judge an animal currently owned by or leased from the judge or an animal sold by said judge in a period of three months prior to the competition.

LO.5.11 A judge must not judge an animal that is boarded with or currently trained by the judge.

LO.5.12 A judge must not judge a member of his immediate family, a person living under the same roof, nor a person with whom he has a financial relationship.

LO.5.13 The judge must not judge anyone who has been instructed by that judge within a period of 30 days prior to the competition except for a group clinic.

LO.5.14 A judge may officiate over entries (competitors or animals) who attend group clinics at the competition if:

The clinic is open to all competitors and animals entered.

The clinic is advertised and available to all possible entrants.

During the clinic the judge does not drive any animal that is entered in the competition.

LO.5.15 Any judge who accepts a Learner official or who works with a Recorded official is required to complete the provided Evaluation Form and mail it within 30 days to The American Driving Society, Inc. (ADS)

LO.5.16 The Head Judge must review and approve the ADS Omnibus listing prior to the Organizer submitting it to the ADS for each event or show where a Technical Delegate is not required.

LO.6 Regulations Governing Technical Delegates

LO.6.1 A Technical Delegate must not be an exhibitor, judge (except as allowed by the rules), Driver, Course Designer, Organizer or Manager on the grounds where the competition is being held.

LO.6.2 A Technical Delegate must not officiate at any competition in which a member of his immediate family, a person living under the same roof, or a person with whom he has a financial relationship. The TD must not officiate anyone who has been instructed by that T within a period of 30 days prior to the competition, except for a group clinic.

A TD may officiate over entries (competitors or animals) who he has instructed in a group clinic if:

- a. The clinic is open to all competitors and animals entered.

- b. The clinic is advertised and available to all possible entrants.
- c. During the clinic, the TD does not drive any animal that is entered in the competition. \

LO.6.3 A Technical Delegate must not serve in that capacity at the same Combined Driving Event, Driving Trial, Driven Dressage Competition or Pleasure Driving Show more than three consecutive years.

LO.6.4 A Technical Delegate has no authority in connection with the management and judging of any competition. The Technical Delegate is the representative of the ADS and must point out in a diplomatic manner any instance where the rules and directives are not enforced.

LO.6.5 A Technical Delegate must not dictate to judges or management, but must immediately report to the appropriate officials any violations of the rules which might invalidate a class or induce disciplinary action by the ADS.

LO.6.6 A Technical Delegate must keep himself available to judges, exhibitors and management at all times to clarify the application of ADS rules and investigate any situation in which the rules are not upheld.

LO.6.7 A Technical Delegate must not accept an assignment for which the Technical Delegate is not qualified under the rules.

LO.6.8 The Technical Delegate must review and approve the ADS Omnibus listing prior its submission to ADS for each event or show. For Events not requiring a Technical Delegate, the review and approval is the responsibility of the Head Judge.

LO.6.9 Additional duties include, but are not limited to, the following:

- a. To protect the interests of the exhibitors, judges, and management.
- b. To report to the management any misrepresentation or substitution of entry.
- c. To ascertain that judges either are approved in divisions to which assigned or that the competition has a guest card for the divisions not covered prior to the beginning of the competition.
- d. To measure all animals required to be measured according to the rules.
- e. To inspect, prior to each class, each obstacle course to ensure that the specifications are followed. The technical delegate has no authority to alter a course for aesthetic reasons. Alterations are in order only if the plan violates a specific rule or is clearly undriveable or unsafe.
- f. To inspect any marathon course or permanent cross country course at a time early enough to allow any changes or alterations to conform to the rules and directives for safety and driveability, to ascertain that any "allowed times" are reasonable considering terrain and weather and to supervise the briefing of competitors by the course designer.
- g. To ensure all accommodations for exhibitors, grooms, and horses are adequate and that schooling areas are suitable.
- h. To report to the management any offense or violation of the rules and prefer charges against violators if not properly handled by management.
- i. To furnish the ADS with a written report as to the conduct of the event, including any offense or violation of the rules, within 14 days of its completion.
- j. To inspect all timing equipment ensuring that it is in good working order and adequate for specific timing duties; to ascertain that adequate provision has been made for back-up timing during each applicable event and to instruct all timers

how the equipment is to be used.

- k. To complete Evaluation Forms on any Learner or Recorded Technical Delegate and mail it within 30 days to the ADS.
- l. To ascertain that scoring of all competitions is prompt and correct according to the procedures outlined in the rules including the collection of data, posting of scores and ranking of competitors.

LO.7 The Disciplinary Process

LO.7.1 The Disciplinary Process must ensure that the standard of officiating meets the highest level and ensures fair competitions by addressing the concerns of competitors, officials and management by the Licensed Officials Committee of The American Driving Society, Inc. (ADS).

LO.7.2 To ensure confidentiality, and to be considered, complaints MUST be sent to the ADS Office.

LO.7.3 The Disciplinary Process may be invoked by the Licensed Officials Committee upon any one of the following event(s):

- a. The ADS office receives a minimum of three written and signed complaints from ADS members of a similar nature about the same official within five years;
- b. The ADS office receives one written and signed complaint from an ADS member of an extremely serious nature; or
- c. The ADS office receives a series of written and signed complaints from ADS members on the same individual.

LO.7.4 The Licensed Officials Committee must investigate using the recognized investigation process to assure a good faith effort to determine sufficient cause exists, based on reasonable grounds, to warrant some degree of advisory or disciplinary action. The investigation process seeks a thorough understanding of all sides of an issue and allows for a structured, measured and fair investigation.

LO.7.5 A subcommittee must be comprised of members of the Licensed Officials Committee and/ or additional members appointed by the Licensed Officials Committee Chairperson. The subcommittee must be selected to avoid any conflict of interest between an individual concerned with investigating a complaint and the individual under investigation.

LO.7.6 All complaints submitted to the ADS, in writing and signed by ADS members, must be investigated by the Licensed Officials Committee as deemed appropriate.

LO.7.7 After review of a complaint, letters of review will be provided to parties involved. The ADS Office will file the original complaint plus the review letters. A copy of the review letter will also be placed in the official's file.

LO.7.8 Upon a finding of sufficient cause, the subcommittee must recommend to the Licensed Officials Committee one of the following:

- a. a verbal advisory warning without additional follow through
- b. a written advisory warning
- c. non-renewal of license
- d. no action

Chapter 2 – Acceptance and Promotion Criteria for Officials

LO.8 Applications

LO.8.1 Application for acceptance or promotion must be made on an official form

- provided by the ADS and accompanied by the required non-refundable fee as set by the ADS and submitted directly to the ADS.
- LO.8.2 Applicant must meet and provide documentation of the completed required criteria, as published herein (including training, volunteering, and experience in management, competitions as an official or competitor), in the classification for which he is applying. Forms are available from the ADS.
- LO.8.3 All evaluations submitted must be considered. Those Evaluations by the official with whom the candidate worked directly will be weighted most heavily. Any experience, clinic, or training not offered by the ADS must be pre-approved by the Licensed Officials Committee (and documented by the offering body) or it will not be considered in the application. Applicants must may not use members of the ADS LOC for recommendations on their initial applications, but may participate in learner activities with them.
- LO.8.4 Greater weight must be given to evaluations from Registered officials regarding the applicant.
- LO.8.5 Only criteria with documentation or evaluations must be used by the Licensed Officials Committee.
- LO.8.6 All criteria required for promotion must be done within five years (or within five years for acceptance as a Learner) of the date of the application to the Licensed Officials Committee and must not be considered again in subsequent applications for acceptance or promotion.
- LO.8.7 Any submission of competitor scores to meet criterion must demonstrate the completion of the competition with the results showing the scores of the entire class or division.
- LO.8.8 Credit must only be given for one criterion per event (except as noted for dressage experience.)
- LO.8.9 Credit will be given for the same location with the same officials only once.
- LO.8.10 Additional credit will not be given for repeated experiences with the same official unless it is at a different venue and the minimum requirement has been filled with other officials.
- LO.8.11 All applicants must also be evaluated on character and temperament to adjudicate.
- LO.8.12 All material submitted to the Committee, including applications, evaluations, questionnaires, letters received regarding applicants or officials, competition reports and other relevant information must be strictly confidential. All applicants specifically waive their rights to examine such submissions.
- LO.8.13 All applications for initial acceptance, renewal or promotion must contain a statement to be signed by the applicant, indicating the applicant:
- a. is currently a member in good standing with the ADS,
 - b. waives the right to review confidential submissions and the file,
 - c. has fulfilled the required clinic within three calendar years of the application,
 - d. has met the criteria and has provided the documentation to support the position for which he is applying,
 - e. has read and understands the rules governing the application and renewal process.
- LO.8.14 Any applicant who is denied promotion three times in the same division must wait a period of five years before re-applying.
- LO.8.15 Learner applicants are required to attend and complete an ADS-recognized officials clinic in the classification for which they are seeking acceptance within a

three-year period. This clinic must be attended prior to application for promotion.

LO.8.16 All applicants are required to take an open book test and must pass with a score of 85% or greater.

A. ACCEPTANCE AS LEARNER

LO.9 Requirements For Combined Driving And Driven Dressage Learners

All CD Judge, CD Technical Delegate, and Driven Dressage Learners must complete the following in addition to the specific requirements of the position they are applying for. See also LO.10, LO.11, LO.12

LO.9.1 A Combined Driving or Driven Dressage Learner must demonstrate knowledge and experience in horse shows, combined driving competitions, pleasure shows or clinic management in one or more of the following areas: scorer, secretary, organizer, technical delegate, timer, course designer or volunteer coordinator, or as assistant to two or more of these positions. They must also show that some of the tasks were done by the applicant.

LO.9.2 Learner must take and pass with a score of 85% or better an entry-level open-book learner judge test provided by the ADS to demonstrate a basic working knowledge of the ADS rules.

LO.9.3 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate, unless currently licensed as a driving official with ADS or USEF. Officials licensed with USDF or a performance or breed association must provide a letter of recommendation from their licensing body.

LO.10 Combined Driving Judge Learner

LO.10.1 A Learner CD Judge must volunteer within the five years prior to the application at a minimum of two different ADS-recognized combined driving competitions (CDE, DT or ADT) for two hours in each of the three competitions (dressage, marathon and cones). Total minimum volunteer hours from all events is 12. One event should be large (25 or more competitors) and one should be small (fewer than 25 competitors).

LO.10.2 Learner must possess experience as a driver or groom/navigator in four or more ADS combined driving competitions (CDE or DT) at two or more separate venues at the Preliminary level or above in the five years prior to application. Two must be at CDEs.

LO.11 Driven Dressage Judge Learner

LO.11.1 A Learner Dressage Judge must volunteer as a scribe within the past five years a minimum of eight hours at a minimum of two separate ADS or USEF-recognized combined driving competitions (CDE, DT or ADT) or driven dressage, pleasure or driving shows.

LO.11.2 Learner must possess experience as a driver, or groom, within the past five years at four or more ADS, USEF, FEI or breed show competitions, or at six or more licensed competitions at three or more different venues as a rider or driver, trainer or official in dressage, eventing or breed competition at or above the Training level (USDF), Novice (USEA) or equivalent level.

LO.12 Combined Driving Technical Delegate Learner

LO.12.1 A Learner CD Technical Delegate must volunteer within the five years prior to the application at a minimum of two different ADS-recognized combined driving competitions (CDE, DT or ADT) for two hours in each of the three

competitions (dressage, marathon and cones). Total minimum volunteer hours from all events is 12. One event should be large (25 or more competitors) and one should be small (fewer than 25 competitors). One event must be a CDE.

LO.12.2 Learner must possess experience as a driver or groom/navigator in four or more ADS- recognized combined driving competitions (CDE or DT) at two or more separate venues at the Preliminary level or above in the five years prior to application. Two must be at CDEs.

LO.13 Requirements For Pleasure Driving & Coaching Learners

LO.13.1 Coaching Judge Learner

To be approved on a case-by-case basis.

LO.14 Pleasure Judge Learner

LO.14.1 A Learner Pleasure Driving Judge must volunteer within the five years prior to the application for a minimum of six hours each in a minimum of two separate ADS-recognized pleasure shows. Total minimum volunteer hours from all events is 12. One competition should be large (at least two days of classes) and one should be small (a one-day competition).

LO.14.2 Learner must possess experience as a driver, trainer, or working groom in competition at four or more ADS, USEF Carriage, or carriage classes at breed-recognized competitions within the five years prior to the application.

LO.14.3 Learner must demonstrate knowledge and experience in pleasure showing management in one or more of the following areas: ring master, steward or gate person, scribe for driven dressage, timer or scribe for cones or obstacle classes, pleasure drive timer or spotter, or as secretary, organizer, pleasure technical delegate or volunteer coordinator.

LO.14.4 Learner must take and pass with a score of 85% or better an entry-level open-book learner judge test from the ADS to demonstrate a basic working knowledge of the ADS rules.

LO.14.5 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate unless currently licensed as an official with ADS, USEF, USDF, or breed or performance associations or another national equine federation.

LO.15 Pleasure Driving Technical Delegate Learner

LO.15.1 A Learner Pleasure Driving Technical Delegate must volunteer within the five years prior to the application for a minimum of six hours each in a minimum of two separate ADS-recognized pleasure shows. Total minimum volunteer hours from all events is 12. One competition should be large (at least two days of classes) and one should be small (a one-day competition).

LO.15.2 Learner must possess experience as a driver, trainer, or working groom in competition at four or more ADS recognized, USEF Carriage, or carriage classes at breed-recognized breed association licensed pleasure driving competitions within the five years prior to the application.

LO.15.3 Learner must demonstrate knowledge and experience in pleasure showing management in one or more of the following areas: ring master, steward or gate person, scribe for driven dressage, timer or scribe for cones or obstacle classes, pleasure drive timer or spotter or as secretary, organizer, pleasure judge, or volunteer coordinator.

LO.15.4 Learner must take and pass with a score of 85% or better an entry-level open-

book learner judge test from the ADS to demonstrate a basic working knowledge of the ADS rules.

LO.15.5 Learner must provide letters of recommendation from two ADS officials who know the applicant's character and temperament to adjudicate unless currently licensed as an official with ADS, USEF, USDF, or breed or performance associations or another national equine federation.

LO.16 Additional Licenses

An official currently licensed in a discipline and seeking an additional license in the same discipline may request to Learn by submitting the Learner application fee and a letter of intent to the LOC.

B. REQUIREMENTS FOR PROMOTION OF OFFICIALS

A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

LO.17 Combined Driving Judge Recorded "r"

A recorded "r" combined driving judge has proven, through positive evaluations as a learner, that they are competent to serve as a side judge at any ADS recognized CT, ADT, DT, or CDE. They may serve as President of the jury at any event not offering Advanced classes. The LOC recommends that newly licensed Judges serve on a jury a minimum of three times before accepting any POJ position.

LO.17.1 Work as Learner and receive good recommendations from licensed officials at a minimum of six ADS-recognized combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the five years prior to the application. Two competitions should be large (25 or more competitors) and two should be small (fewer than 25 competitors). At least two learner experiences must be at events where pairs or multiples were competing.

The Licensed Officials Committee may consider competition experience at the Preliminary Level or above in place of two of the six experiences, however detailed information must be submitted including size of the competitions, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.17.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS-recognized clinic for combined driving judges, and pass the required test with a score of 85% or better.

LO.17.3 Provide documentation of training in driven dressage by meeting one of the following:

- a. Achieve driven dressage competition scores at Preliminary level or higher of 60 penalties or lower (or 60% or better at a pleasure show) from an ADS, USEF, FEI or breed show competition within a five-year period prior to the application for promotion;
- b. Four ridden competition scores of 60% or better from USDF or USEA licensed events within a five year period prior to the application for promotion;
- c. Complete as an auditor the USDF "L" program Section A, B, C, or D1 for dressage judges within the five years prior to the application;
- d. Demonstrate knowledge of additional dressage training or experience in ridden or driven dressage as a rider, driver, trainer, coach or as a licensed dressage

official.

LO.18 Combined Driving Judge Registered “R”

A Registered "R" Combined Driving Judge has successfully worked as a recorded official and, through positive recommendations at that level, has proven knowledgeable in any position on the jury, and may be President of the Jury at any ADS or Advanced level combined driving competition. A Registered Combined Driving Judge must be willing to provide mentoring for less experienced officials.

LO.18.1 Work with and receive good recommendations from qualified officials at a minimum of eight ADS combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the five years prior to the application. Two competitions should be large (25 or more competitors) and two should be small (fewer than 25 competitors), at least three must have multiples (unicorns or four-in-hands) entered, four must have competitors at Intermediate level or above; and one must have the Advanced level.

The applicant may substitute two experiences as a learner for the Advanced requirement with appropriate evaluations from two judges who worked with the applicant at each event. The Licensed Officials Committee may consider competition experience at the Intermediate or Advanced level in place of two of the eight experiences, however detailed information must be submitted including size of the competitions, number of entries in the applicants class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.18.2 Work as president of the jury a minimum of three times within the five years prior to the application. At least one of these experiences must be a three-day CDE with more than 25 entries. One experience may be at a DT if Intermediate level is offered.

LO.18.3 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for combined driving judges and pass the required test with a score of 85% or better.

LO.18.4 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:

- a. Have a record of competition with pairs or multiples in at least two events at ADS- recognized CDEs or DTs at the Preliminary level or above;
- b. Have experience as a pleasure driver, competition groom or navigator with pairs or multiples;
- c. Demonstrate specialized training in pairs or multiples;
- d. Submit two letters of recommendation from active pair or multiples drivers or from two Registered or Senior ADS CD or Driven Dressage Judges that you have judged with attesting to your knowledge in judging pairs or multiples.

LO.18.5 Provide documentation of education in dressage by meeting one of the following:

- a. Achieve four driven competition scores of 60 penalties or lower in driven dressage at an ADS, USEF or FEI competition within a five year period prior to the application for promotion (may include the same 3 competitions as above);
- b. Achieve four ridden competition scores of 60% or better from USDF recognized events within a five year period prior to the application for promotion;
- c. Complete as an auditor the USDF “L” program Section A, B, C or D1 for dressage

judges;

- d. Demonstrate knowledge of additional dressage training or experience in ridden or driven dressage as a rider, driver, trainer, coach or as a licensed dressage official.

LO.18.6 Attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.18.7 No applicant under 25 years of age will be considered for promotion unless applicant has served as a Recorded Judge for at least two years.

LO.19 Combined Driving Judge Senior “S”

In receiving a Senior “S” license, the official is expected to be exemplary in all aspects of the position of Judge, to mentor less-experienced officials and to be a representative of the ADS and the sport of Combined Driving at all times.

19.1 An individual who has successfully completed all levels of available education and has been a Registered “R” combined Driving Judge for a minimum of five years and judged a minimum of five Advanced-level Combined Driving Events.

19.2 Judges who feel they meet the requirements for Senior status may submit a letter to the LOC listing their qualifications.

LO.21 Driven Dressage Judge Recorded “r”

The recorded Driven Dressage Judge is only licensed to judge Dressage. This license must not serve on the ground jury for the marathon and cones phases of a combined driving event or serve as President of the Jury at any combined driving event. Recorded driven dressage judges may sit at “C” at dressage festivals for tests at the Training and Preliminary level.

LO.21.1 Work as a Learner with qualified officials and receive good recommendations at a minimum of six driven dressage portions of ADS-recognized combined driving competitions (CDE, DT or ADT) or driven dressage at pleasure shows in three or more ADS regions within the five years prior to the application. Two competitions should have 25 or more competitors and two should have fewer than 25 competitors.

The Licensed Officials Committee may consider competition experience at the Preliminary level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant’s class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.21.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for driven dressage judges and pass the required test with a score of 85% or better.

LO.21.3 Provide documentation of education in driven dressage by meeting one of the following:

- a. Achieve four driven competition scores of 60 penalties or better from driven dressage within a five year period prior to the application for promotion (may include same competitions as above);
- b. Achieve four ridden competition scores of 60% or better from USDF licensed events within a five year period prior to the application for promotion;
- c. Complete as an auditor the USDF “L” program Section A, B, C or D1 for dressage judges;
- d. Demonstrate knowledge of additional dressage training in ridden or driven

dressage as a rider, driver, trainer, coach or ridden dressage judge.

LO.22 Driven Dressage Judge Registered “R”

The Registered Driven Dressage Judge is only licensed to judge Dressage. This license may not serve on the ground jury for the marathon and cones phases of a combined driving event or serve as President of the Jury at any combined driving event. Registered driven dressage judges may sit at “C” at dressage festivals for tests at any level.

LO.22.1 Work with and receive good recommendations as an official at a minimum of eight driven dressage portions of ADS-recognized or USEF-licensed combined driving competitions (CDE, DT or ADT) or driven dressage at ADS or USEF pleasure shows in three or more ADS regions within the five years prior to the application. At least two competitions should have 25 or more competitors and at least two should have fewer than 25 competitors.

The Licensed Officials Committee may consider competition experience at the Intermediate or Advanced level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant’s class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.22.2 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:

- a. Experience judging pairs or multiples at least two times at ADS-recognized CDEs at the Preliminary level or above or at pleasure shows;
- b. Have experience as a competition groom or navigator with pairs or multiples;
- c. Have specialized training in driving pairs or multiples;
- d. Submit two letters of recommendation from active pair or multiples drivers or from two Registered ADS CD or Driven Dressage Judges that you have judged with attesting to your knowledge in judging pairs or multiples.

LO.22.3 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for driven dressage judges and pass the required test with a score of 85% or better.

LO.22.4 Provide documentation of education in driven dressage by meeting one of the following:

- a. Achieve four driven competition scores of 60 penalties or better in driven dressage within a five year period prior to the application for promotion (may include same competitions as above);
- b. Achieve four ridden competition scores of 60% or better from USDF licensed events within a five year period prior to the application for promotion;
- c. Complete as an auditor the USDF “L” program Section A, B, C or D1 for dressage judges;
- d. Demonstrate knowledge of additional dressage training in ridden or driven dressage as a rider, driver, trainer, coach or ridden dressage judge.

LO.22.5 Attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.22.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded Judge for at least two years.

LO.23 Combined Driving Technical Delegate Recorded “r”

A recorded Combined Driving Technical Delegate has proven, through positive

evaluations as a learner, that they are competent to serve as Technical Delegate at any ADS CT, ADT, DT, or CDE below the Advanced level. Knowledge of all aspects of the organization of an event is required. It is a recommendation of the LOC that the successful applicant work a minimum of three events at the DT or two-day CDE level before accepting the role as TD at a larger (over 40 entries) three-day CDE. A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

LO.23.1 Work as Learner and receive a good recommendation at a minimum of six ADS-recognized combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the five years prior to the application. At least two competitions should have 25 or more competitors and at least two should have fewer than 25 competitors and two must be three-day CDEs. Work as Learner experience should include briefings, scoring, scheduling, timing and course layout.

The Licensed Officials Committee may consider competition experience at the Preliminary level or above in place of two of these experiences, however detailed information must be submitted including size of the competition, number of entries in the applicant's class, scores in all three competitions and overall placing. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

LO.23.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for combined driving technical delegates and pass the required test with a score of 85% or better.

LO.23.3 Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, USEF or FEI, or demonstrate experience or education in one of the following: course design, as a steward, scoring or course building.

LO.23.4 Attend and complete safety training for horses and/or people such as first aid or emergency management.

LO.24 Combined Driving Technical Delegate Registered "R"

A Registered Combined Driving Technical Delegate has proven, through positive evaluations, to be able to officiate at any ADS or Advanced level competition. The "R" CDTD must have a proven record of working with the event organization and the Jury as necessary throughout the event, seeing potential problem areas and addressing them in a timely manner. A Registered CDTD must be willing to provide mentoring for less-experienced officials. A licensed official is always a representative of the ADS and the sport of Combined Driving even when not working at an event.

LO.24.1 Work and receive good recommendations as an official at a minimum of eight ADS- recognized combined driving competitions (CDE, DT or ADT) in three or more ADS regions within the five years prior to the application:

- a. One competition should have 25 or more competitors and one should have fewer than 25 competitors;
- b. All eight experiences must be as the TD of the competition.
- c. Three competitions should offer Intermediate level or above;
- d. A minimum of two experiences must be at three-day competitions;
- e. At least two experiences (outside of the eight) are required as the assistant (or learner) TD at an Advanced-level USEF event.

- LO.24.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF recognized clinic for combined driving technical delegates and pass the required test with a score of 85% or better.
- LO.24.3 Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, USEF or FEI, or demonstrate experience or education in one of the following: course design, as a steward, scoring or course building.
- LO.24.4 Attend and complete safety training for horses and/or people such as first aid or emergency management.
- LO.24.5 Demonstrate knowledge of pairs and multiples by meeting one of the following:
- a. Have competition experience as a driver or groom/navigator with pairs and multiples at least two times at ADS-recognized, USEF or specialty breeds licensed combined driving or pleasure shows;
 - b. Have specialized training in pairs or multiples;
 - c. Provide two letters of recommendation from active pair or multiples drivers or from Registered driving officials you have worked with attesting to your knowledge in combined driving pairs or multiples.
- LO.24.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded TD for at least two years.
- LO.25 Combined Driving Technical Delegate Senior “S”
In receiving a Senior “S” license, the official is expected to be exemplary in all aspects of the position of Technical Delegate and to mentor less-experienced officials.
- LO.25.1 A Technical Delegate may be advanced to “S” if he or she has:
- a. held the “R” classification for at least five years;
 - b. worked a minimum of three Advanced-level Combined Driving Events, or
 - c. apprenticed at five Advanced-level events.
- LO.25.2 Technical Delegates who feel they meet the requirements for Senior status must submit a letter to the LOC listing their qualifications.
- LO.27 Pleasure Judge Recorded “r”
- LO.27.1 Work as Learner and receive good recommendations at a minimum of four separate ADS- recognized pleasure shows in three or more ADS regions within the five years prior to the application. At least one competition should have at least 15 classes and at least one should have fewer than 15 classes; OR Provide current competition record within the five years prior to the application demonstrating competitive Pleasure driving for two of the required four shows.
- LO.27.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure judges and pass the required test with a score of 85% or better.
- LO.27.3 Demonstrate additional pleasure driving training by attending and completing clinics related to pleasure driving offered by the ADS, CAA or specialty breeds.
- LO.28 Pleasure Judge Registered “R”
- LO.28.1 Work and receive good recommendations as an official at a minimum of four separate ADS, USEF Carriage, or carriage classes at breed-recognized shows in three or more ADS regions within the five years prior to the application. At least one competition should have more than 15 classes and one should have fewer

than 15 classes; OR Provide current competition record demonstrating competitive pleasure driving within the five years prior to the application at two of the required four shows. The Licensed Officials Committee may consider competitive experience at ADS, USEF, CAA or carriage classes at breed-recognized shows once for a one-day show and once again for a show held over two or more days. Detailed information must be submitted including size of the competition, number of entries in the applicant's classes and the type of class (e.g., turnout, working, reinsmanship, obstacle, driven dressage) along with his or her placings. Submission of competition experience does not ensure that it will be accepted in lieu of learner experiences.

- LO.28.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure judges and pass the required test with a score of 85% or better.
- LO.28.3 Demonstrate additional pleasure driving training by attending and completing clinics offered by the ADS, CAA, or USEF; or attend and complete safety training for horses and/or people such as first aid or emergency management.
- LO.28.4 Demonstrate knowledge of judging pairs and multiples by meeting one of the following:
- a. Have competition experience with pairs and multiples at least four times at ADS, USEF Carriage, CAA, or carriage classes at breeds-licensed pleasure shows;
 - b. Have experience as a competition groom or driver in pleasure or combined driving with pairs or multiples;
 - c. Have specialized training in pairs or multiples;
 - d. Provide two letters of recommendation from active pleasure pair or multiples drivers attesting to your knowledge in judging pleasure pairs or multiples.
- LO.28.5 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded Judge for at least two years.
- LO.29 Pleasure Driving Technical Delegate Recorded "r"
- LO.29.1 Work as a Learner and receive good recommendations at a minimum of four separate ADS- recognized pleasure shows in two or more ADS regions within the five years prior to the application. At least one competition should have at least 15 or more classes and one should have fewer than 15 classes; OR
Provide current competition record demonstrating competitive pleasure driving within the five years prior to the application at two of the required four shows.
- LO.29.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF recognized clinic for pleasure driving technical delegates and pass the required test with a score of 85% or better.
Demonstrate additional driving technical training by attending and completing clinics offered by the ADS, FEI or USEF; in any of the of the following: pleasure course design, pleasure scoring or pleasure course building; OR
provide documentation of additional education or actual pleasure driving experience in scoring, course design, course building and/or stewarding; or attend and complete safety training for horses and/or people such as first aid or emergency management.
- LO.30 Pleasure Driving Technical Delegate Registered "R"

- LO.30.1 Work and receive good recommendations as an official at a minimum of four separate ADS- recognized pleasure shows in two or more ADS regions within the five years prior to the application:
- a. At least one competition should have at least 15 classes and one should have fewer than 15 classes.
 - b. At least twice, applicant must be the only technical delegate at the competition; OR Provide current competition record demonstrating competitive pleasure driving within the five years prior to the application at two of the required four shows.
- LO.30.2 Within the three years prior to the application for promotion, attend and complete all requirements of an ADS or USEF-recognized clinic for pleasure technical delegates and pass the required test with a score of 85% or better.
- LO.30.3 Demonstrate additional pleasure driving technical ability since becoming a recorded official by: designing pleasure driving courses, stewarding, scoring or course building; OR providing documentation of additional education or actual experience in pleasure driving shows scoring, course designing, course building and/or stewarding.
- LO.30.4 Attending and completing safety training for horses and/or people such as first aid or emergency management.
- LO.30.5 Demonstrating knowledge of pairs and multiples by meeting one of the following:
- a. Competition experience in at least five times at ADS recognized, USEF or specialty breeds licensed pleasure shows;
 - b. Experience as a competition groom, driver in pleasure driving with pairs or multiples;
 - c. Specialized training in pairs or multiples;
 - d. Two letters of recommendation from active pair or multiples drivers attesting to your knowledge in pleasure pairs or multiples.
- LO.30.6 No applicant under 25 years of age will be considered for promotion unless that applicant has served as a Recorded TD for at least two years.
- LO.31 Coaching Judge Recorded “r”
- LO.31.1 Learners will be evaluated on a case-by-case basis but will be required to demonstrate coaching driving experience.
- LO.31.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF recognized clinic for coaching judges and pass the required test with a score of 85% or better.
- LO.31.3 Demonstrate additional coaching training by attending and completing clinics related to coaching driving.
- LO.32 Coaching Judge Registered “R”
- LO.32.1 Work and receive good recommendations as an official who will be evaluated on a case-by- case basis and will include current competition or driving experience.
- LO.32.2 Within the three years prior to the application for promotion attend and complete all requirements of an ADS or USEF recognized clinic for coaching judges and pass the required test with a score of 85% or better.
- LO.32.3 Attend and complete safety training for horses and/or people such as first aid or emergency training.

LO.32.4 No applicant under 25 years of age will be considered for promotion unless that judge has served as a recorded Judge for at least two years.

Chapter 3 – Competition Officials Code of Ethics

Code of Ethics for Judges and Technical Delegates of The American Driving Society, Inc. (ADS). For the acceptance of equestrian sports by others, its integrity is an absolute pre-condition.

The purpose of the Code of Ethics is to ensure fair, knowledgeable, and honest officiating. Failure to adhere to these standards can result in disciplinary action as stated in the Advisory Process.

- Good officiating depends upon a correct observance of the fine points and the selection of the best animals for the purpose described by conditions of the class.
- An official serves four interests: personal conscience, exhibitors, managers and spectators. That official should make clear that the best animals/drivers win. Conduct all dealings with honesty and fairness.
- It is an honor to be contracted as an official. All involved must be treated with respect. Conflicts must be avoided.
- The appearance of impropriety can be as damaging as actual impropriety. Conduct that appears to be improper is unacceptable.
- Avoid conflicts of interest both real and perceived.
- The acceptance of inappropriate hospitality or gift giving from competitors is not allowed. Inappropriate hospitality is defined as the offering or receiving of accommodations, tours, event tickets, entertainment, meals or other similar personal benefits.
- Any official who fails to report to a show or reports late without a valid reason will be subject to disciplinary action.
- Officials must be appropriately dressed in a professional manner and must not smoke or drink alcohol while officiating.
- Always show respect and interest for the competitor. Treat everyone equally.
- Even when attending an event as a competitor or spectator, officials must hold to the highest standards. Remember that you are always a licensed official and act accordingly.
- Arrogant and rude behaviors are a violation of the Code of Ethics.
- Judges and Technical Delegates must not discuss any exhibitor's faults with another competitor.
- Know the rules for the classes being judged.
- Judges must judge based on the rules or standards of the class and must not base decisions on personal likes or dislikes.

Any person who violates or condones the violation of the Code of Ethics is subject to disciplinary measures.

Non-Licensed Competition Personnel

CP.1 Organizer or Manager

- CP.1.1 The organizer or manager is responsible for the operation of the event. He must be available at all times to act in an executive capacity. It is the organizer or manager's duty to enforce all the rules and directives of the ADS from the time entries are admitted to the grounds until departure. He must not be an exhibitor at the event nor may he serve as a judge or technical delegate or learner official. (This does not exclude his family from participation.)
- CP.1.2 The Organizer or Manager may provide a non-transferable wrist bracelet to each person upon signing the liability waiver; and, if so provided, no one be allowed to ride on a vehicle without a wrist bracelet during the event.
- CP.1.3 Additional duties include, but are not limited to, the following:
- a. To ensure that all judges and technical delegates are on the current ADS Officials Roster or to obtain a Guest Card.
 - b. To order the measurement of any horse whose height is in question and to see that such measurement is correctly performed.
 - c. To eliminate a competitor who has made an entry of horse, driver or vehicle that is ineligible.
 - d. To pay officials and employees fees and other agreed indebtedness at the close of the event or to secure in writing an agreement by all parties concerned for the release of indebtedness by other manner or means.
 - e. To provide adequate timing equipment, in good working order, for use by the appointed timekeepers.
 - f. To provide back-up timing equipment for immediate use in case of equipment failure.
 - g. Any organizer/manager that violates or knowingly permits violation of the rules or directives of the ADS is subject to disciplinary action.
- Please note: Judges and/or Technical Delegates holding Senior-Advanced (S-A) classification may judge ONLY Advanced-level Combined Driving Events.*
- CP.1.4 The Organizer must ensure the Technical Delegate is provided with a copy of the ADS Omnibus to review and approve prior to its submission to ADS for each event or show. For Events not requiring a Technical Delegate, the Organizer must ensure that the Head Judge is provided with a copy of the ADS Omnibus to review and approve prior to its submission to the ADS for each event or show.

CP.2 Secretary

The manager/organizer and secretary positions may be held by the same person.

- CP.2.1 It is the responsibility of the event secretary to apply for dates for the event. At least 60 days must elapse between the application and the holding of an event to allow for arbitration and decision in the event of conflict.
- CP.2.2 Additional duties include, but are not limited to, the following:
- a. To submit a draft of the prize list at least 60 days prior to the competition or submit approved information for the ADS Omnibus.
 - b. To file a copy of the final prize list with the ADS at least 30 days prior to the event. First year competitions must submit a draft of the prize list at least 60 days prior to the event.
 - c. To forward copies of the prize list to the judges and Technical Delegate immediately upon publication.
 - d. To obtain from each exhibitor all required health papers and a signed disclaimer of liability.

- e. To provide appropriate badges for all officials.
- f. To assign and provide a number card for each turnout.
- g. To furnish the judge in each class a score card with exact specifications of the class.
- h. To furnish correct ribbons and trophies to ringmaster at the time of presentation.
- i. To post obstacle course designs at the proper time for their inspection.
- j. To notify, at the earliest convenience, interested competitors if a class is cancelled or does not fill.
- k. To forward to the ADS office, within 10 days of the closing of an event, a complete summary including winners, post entries, scratches, and corrections for all classes.
- l. To collect and submit to ADS office the required non member fee for each driver who is not a current ADS member.

CP.3 Veterinarian

CP.3.1 General Veterinary requirements for a recognized Combined Driving Event are covered in the rules for Combined Driving Events and are governed thereby. (See Rules for Combined Driving Competitions).

CP.3.2 Regulations governing Veterinarians in other recognized events.

- a. The official Veterinarian should insure that he, or a qualified associate, is on duty or on call during the hours of the event and should be prepared to handle all duties in the arena or on the grounds.
- b. The Veterinarian assists management in all matters pertaining to the health and welfare of the animals in competition.
- c. The Judge may request an opinion from the Veterinarian as to the soundness of a horse for the purpose of awarding ribbons in a competition. A judge's decision as to the soundness of a horse is final.

CP.4 Ringmasters

CP.4.1 The ringmaster is responsible for the conduct of each class during its performance. CP.4.2 His duties include, but are not limited to, the following:

- a. To communicate with the paddock marshal and announcer, to insure that all eligible entries are assembled before judging begins.
- b. To assure that judges' directives for changes of gait or reversal of direction are conveyed to all participants clearly and quickly either through the announcer or personally by voice or electronic enhancement.
- c. During the performance of obstacle competitions to signal, by some clearly understood method, permission to start, expiration of time and any necessary eliminations.
- d. To remain, at all times, in communication with the announcer to advise of all scoring of times, penalties and point totals for announcement.
- e. To present or supervise the presentation of awards at their proper time to proper recipients.

CP.5 Paddock Marshals and Gate Attendants

CP.5.1 The paddock marshal/gate attendant is responsible for assisting with the entrance and exit of exhibitors in their respective classes.

CP.5.2 His duties include, but are not limited to, the following:

- a. To arrange, in cooperation with the secretary, an “order of going” for each class in which entries are shown with individual performances and to post said “order” in sufficient time to allow competitors to prepare and to oversee the correct progression of entries in and out of the arena.
- b. To ascertain that all eligible entries in classes judged as a group are in the arena before the judging begins.
- c. To keep clear all access and gate areas and to expel all unauthorized vehicles, horses, and persons from said areas.

CP.6 Course Designer

CP.6.1 The course designer is responsible for the design and construction of obstacle, cross country, and marathon courses.

CP.6.2 The duties include, but are not limited to, the following:

- a. To provide for management’s approval, diagrams and materials lists necessary for the construction of all obstacle and cross country courses in sufficient time for their proper construction.
- b. To provide the Technical Delegate with diagrams of all obstacle courses and marathon maps including their lengths and respective timing requirements. Included should be diagrams of any alterations planned should ties occur which necessitate a “drive-off.”
- c. To provide the secretary with maps and course designs for posting at proper times.
- d. To oversee the placement of temporary obstacles/road cones before each class and insure that each obstacle conforms to the course diagram before each individual round.
- e. To ensure that each obstacle conforms to the specifications for width adjustment.

CP.7 Timekeeper

CP.7.1 The timekeeper is responsible for the taking and recording of all times necessary for the official placings in each obstacle class and/or marathon.

CP.7.2 His duties include, but are not limited to, the following:

- a. To be familiar with correct operational techniques for each piece of timing equipment that is provided by management.
- b. To ascertain that throughout the event, all timing equipment is in proper working order and to report immediately to management and the technical delegate any equipment failure, malfunction or operational error either real or suspect for corrective action or a technical ruling.

CP.8 Scorer

The scorer at any ADS recognized event is responsible for completing the scoring for an event/show and determining the placings and/or points applicable to the organizing committees’s published ADS Omnibus listing or prize list. The scorer must not have any other duties at an event from the time an individual competition begins until the scoring for that competition is complete.

Approval of Competitions

Chapter 1 – Standards for Approval

AC.1 Date Application

Application for date approval must be submitted to the ADS Secretary at least 60

days prior to an event, including the required fee which is not refundable. New events must also submit two copies of a draft of their proposed Prize List at least 60 days prior to the event.

Any national Advanced Division classes at Combined Driving Events must be approved by and licensed by the United State Equestrian Federation (USEF). Advanced division classes at Combined Driving Events are governed by USEF rules. Organizers may offer Intermediate-II classes (see [987.3](#)) at any ADS-recognized event.

AC.2 Responsibility of Management

organizing committee must agree to the following:

AC.2.1 That the competition will be conducted in accordance with the rules, regulations and directives of the ADS and must be so stated in the Prize List and catalog.

AC.2.2 That an Organizer/Manager and Secretary be appointed and listed in the Prize List and catalog. AC.2.3 That a copy of the final draft of the Prize List, approved by the hired Technical Delegate, be filed with the ADS at least 30 days prior to the event unless a listing approved by the hired Technical

Delegate has been published in the ADS Omnibus.

AC.2.4 That all judges and technical delegates invited be listed on the roster of the ADS judges and technical delegates or have a valid guest card. For a Dressage event within a Pleasure Driving competition, a judge who is recognized by the USEF or FEI in dressage may be acceptable but application for a guest card must be made to the chairman of the Licensed Officials Committee. GR-B – Organizers of ADS-approved events must secure the services of at least one ADS- licensed official.

AC.2.5 That score cards and dressage tests provided by the ADS be used.

AC.2.6 Provide qualified medical personnel (as defined by state or local EMS district) either present or on call (except marathon); a means of communication for accident notification to the central command area; a means of patient retrieval (by stretcher, etc.) from inaccessible areas; and a means of transporting stretcher cases to a hospital. An accident preparedness plan should be in place to address injury of horse(s) or competitors and severe weather. Any event, trial or show that includes a marathon must provide qualified medical personnel on site from the start of the marathon until the last horse completes the course.

AC.2.7 That a veterinarian be present if a Marathon is offered and either present or on call for other events.

AC.2.8 Provide evidence of a negative Coggins test for each horse entered or be in compliance with the requirements of the state in which the event is held.

AC.2.9 That liability insurance coverage, either permanent or temporary, is in effect for the entire event.

AC.2.10 That all required reports, lists, fees, forms and results must be submitted to the ADS within the time required (See Organizer's Kit.) Organizers who do not comply within the time stipulated may be subject to a \$100 fine.

AC.2.11 To furnish entry blanks, Judges' Cards, class sheets or any other documentation within the time required by the ADS. These records must be retained for three years.

AC.2.12 Document retention. A copy of all original documents such as Entry Forms, waivers, declarations, records of results, accident/incident report, and significant correspondence must be retained for at least 12 months following the event and made available to the ADS upon request.

AC.2.13 At combined driving events, judges may not judge more than eight hours in one day, not including a short morning and afternoon break and a minimum 45-minute break for lunch. A pleasure driving competition may not hold classes more than 16 hours out of any 24-hour period.

AC.2.14 Motorized Vehicle Notice: At any ADS-recognized event, minors who do not have a valid driver's license which allows them to operate a motorized vehicle in the jurisdiction in which they reside will not be permitted to operate a motorized vehicle of any kind (including, but not limited to: golf carts, motorcycles, scooters, or farm utility vehicles) at the event location. Minors who have a valid temporary license or learner permit may operate motorized vehicles only when accompanied by an adult with a valid driver's license. The parent(s), or legal guardian(s) of a minor operating a motorized vehicle in violation of this rule are solely responsible for any damages, claims, losses or actions resulting from that operation. Violations of this rule will be cause for penalties and/or sanctions against the parent(s), guardian(s) and/ or trainer(s) who are responsible for the child committing the offense. Penalties may include exclusion of the child, parent(s), guardian(s) and/or trainer(s) from the event location for the remainder of the event. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt.

Note: This notice must be prominently posted prior to the start of any ADS-recognized event.

AC.3 Responsibility of the ADS

The American Driving Society, Inc, (ADS) will, upon approval, provide the following:

- All judges' score cards for Pleasure Driving, Combined Driving and Dressage.
- An electronic copy of the current ADS Rulebook.
- The names and addresses of the requested ADS membership (by states) on self-adhesive labels ready for mailing.
- Free insertion of date in "The Whip" Calendar of Events with designation as an "ADS- recognized competition."
- Subject to space availability, publication of report of competition with photographs if furnished.
- An ADS membership advertisement for inclusion in the Prize List and catalog.
- An "Organizers Kit" for either Pleasure Driving or Combined Driving competitions.

Chapter 2 – Prize Lists and Catalogs

AC.4 General

AC.4.1 All divisions and sections for which rules are provided herein must be conducted accordingly and must not be held under rules that are not in agreement.

AC.4.2 A recognized event is not limited to classes listed in the ADS Rulebook. Special classes which are not in the Rulebook may be offered provided the spirit of the classes conforms to the ADS philosophy. The Prize List must contain detailed specifications for the information of exhibitors and officials.

AC.4.3 Information published in the ADS Omnibus will take priority over information in the Prize List in the case of conflicting information. Errors in the ADS Omnibus should be noted in the Prize List as errors.

AC.5 Prize Lists, Catalogs and ADS Omnibus

AC.5.1 In order for an event to be recognized by the ADS, the Prize List, catalog or ADS

Omnibus entry must be submitted to the ADS by the required date, and must contain the following information:

- a. Date and place of the event
- b. A list of all officials presiding at the event
- c. Names of the Organizer, Manager and Event Secretary along with the appropriate addresses, phone number and e-mails, as applicable
- d. A list of divisions offered
- e. Complete class specifications for each class offered
- f. Minimum number of entries per class if applicable
- g. Entry deadlines and acceptance of post entries and fees if applicable
- h. A tentative time schedule
- i. Driven dressage tests to be used, if applicable
- j. Marathon information, if applicable
- k. Obstacle-Cones information, if applicable
- l. Posting of Marathon and Obstacle-Cones maps (method/time), if applicable
- m. All applicable fees: entry fee, stabling, grounds fee, etc.
- n. Refund policy
- o. Awards
- p. Availability of camping sites (including amenities)
- q. Exact street address, city, state and zip code with directions to event location

AC.5.2 If a separate Prize List is offered, it must also include the following:

- a. The ADS membership statement.
- b. The following statement must appear in the general rules or information heading in the prize list: “The [insert name of Event] is recognized by The American Driving Society, Inc. (ADS) and every class offered herein which is covered by the current rules and specifications of the Society will be conducted and judged in accordance therewith.”
- c. An entry blank which must contain the current disclaimer of liability to be signed by every competition participant, including each person who rides with a driver on a carriage not only during the actual competition, but including any time from arrival at the competition to departure. NOTE: Parent or Guardian must sign if competitor is under 21 (or age of majority in state in which competition takes place).

AC.5.3 Whenever an ADS Omnibus submission is received missing the required information above, the event must be listed as “Recognition Pending.”

AC.6 Class Specifications

When publishing class specifications in Prize Lists, use specifications (found in their respective sections of this Rulebook) in their entirety.

Appendix AC-A. Conflict of Interest

A judge must not adjudicate at any event in which a member of his immediate family, a person living under the same roof, a person with whom the judge has a financial relationship, clients or trainers are competing.

A Technical Delegate must not officiate at any competition in which a member of his family, a person living under the same roof, a person with whom the judge has a financial relationship, clients or trainers are competing.