

2018
IaDCTA
Member Handbook

Mission Statement

To encourage and support interest in dressage and combined training by providing:

Educational Opportunities

Competitions

Information

Liaison with USDF & USEA

Marketing activities if IaDCTA throughout the state and region

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NOTE: Verbiage has been modified in other areas of the Handbook to reflect the changes.

Membership

General Information

Benefits of Membership

Founded in 1976, the Iowa Dressage and Combined Training Association, was created to support dressage and combined training throughout the state of Iowa. Our members include people of all ages and levels of experience. Some of our members are serious competitors, while others are interested in training and enjoying their equine partners at home. Regardless of what breed of horse you ride, how long you've been doing dressage and eventing or what goals you hope to achieve, IaDCTA provides many benefits.

IaDCTA membership year runs from December 1 through November 30.
IaDCTA show year runs November 1 through October 31.

Educational Opportunities. Throughout the year, IaDCTA sponsors and promotes activities that educate dressage and eventing enthusiasts of all levels of experience, from lectures that explain the proper etiquette at competitions to clinics with some of the world's finest equestrians.

Competitions. Each year IaDCTA provides a Championship Show.

Information. An important objective for IaDCTA is to provide information to members and others who may be interested in learning more about all aspects of dressage and eventing. Through our website – www.iadcta.org or our monthly newsletter – The Collection – and participation in various equine centered events. All in an effort to keep our members informed about what's happening locally, regionally and in some cases nationally.

Awards Program. IaDCTA provides diverse year-end awards to encourage and support a high standard of horsemanship in dressage and eventing by awarding achievement in Iowa horse shows. In addition, IaDCTA hopes the award program provides incentives for participation in educational platforms and horse shows.

Grants & Funding. IaDCTA administers the Betsy Coester Memorial Fund (see page 17 for guidelines), which provides financial assistance to select members for continuing their dressage education. In addition, through its relationship with the Dressage Foundation, IaDCTA serves as a conduit for connecting our members to available resources for assistance.

Support & Fun. One of the most important benefits to membership in IaDCTA is it puts you in touch with other horse lovers and helps make the challenging aspects of our sport more fun. IaDCTA is working to increase the number of social opportunities for members to meet and support each other.

IaDCTA Memberships

Your membership fee to IaDCTA automatically includes a Group Membership to the USDF, which provides additional educational resources, access to competitions and information.

Individual (Adult) Membership for individuals over the age of 18 includes:

- Monthly copy of The Collection newsletter (electronically)
- Subscription to the USDF Connection magazine
- Eligibility for IaDCTA Year-end Championship, Rider & Horse Awards
- Group Membership to the USDF
- One vote for IaDCTA elections

Family Membership for families include 2 memberships, at least one of which must be an Adult (primary) member and additional members within the household includes:

- One monthly copy of The Collection newsletter (electronically)
- One subscription to the USDF Connection magazine
- Eligibility for IaDCTA Year-end Championship, Rider & Horse Awards for all additional family members
- Group Membership to the USDF
- Two votes for IaDCTA elections

Junior Membership for individuals under the age of 21 includes:

- Monthly copy of The Collection newsletter (electronically)
- Subscription to the USDF Connection magazine
- Eligibility for IaDCTA Year-end Championship, Rider & Horse Awards
- Group Membership to the USDF

Newsletter-Only Membership includes only the monthly copy of The Collection newsletter. It does not include the USDF Connection magazine, a Group Membership of the USDF or eligibility to vote or receive year-end awards within IaDCTA.

2018 Membership Fees

- Individual Membership: \$45.00
- Family Membership: \$60.00, plus \$10.00 for each additional member.
- Junior Membership: \$35.00
- Newsletter-Only Membership: \$25.00
- Horse nomination fee \$15.00 per discipline and per horse.

How to Join or Renew

There are three ways to join IaDCTA or renew your membership:

- Online: Visit www.iadcta.org to complete your membership application on-line. You will have the option of paying electronically by credit card, or printing an invoice and mailing a check to the address

listed on the invoice. NOTE: If you are renewing your membership, you will need to login to your IaDCTA account to complete the renewal process.

- By mail: You can complete a paper application form, which can be found in The Collection newsletters or on our website.
- In-Person: You can complete a paper application at any IaDCTA competition or event, including the Annual Meeting and Awards Banquet, any educational workshop or dressage show.

Membership to the USDF

The IaDCTA Membership Committee receives many questions about the differences between a Group Membership and a Participating Membership to the USDF. While the full list of benefits can be found at the USDF website – www.usdf.org – here is a quick summary – taken from the website – of the differences between the two types of memberships:

USDF Participating Membership

- E-TRAK, providing unlimited online access to articles and videos on equine health care, training, and much more for the duration of your membership!
- One year of USDF Connection – USDF’s members-only magazine
- 15 percent discount at www.dressagetrainingonline.com
- 20 percent discount on FEI TV subscription
- FREE one-year basic subscription to Barn by Notes
- Yearbook issue of USDF Connection
- Complimentary USDF Competitor and Member Guide
- Member-discount rates for USDF events
- Discount on merchandise (Some exclusions apply)
- Eligibility to earn USDF University Program credit
- Eligibility to participate in USDF Rider Award programs
- Eligibility to compete for all awards (Other requirements may apply)
- Eligibility to qualify for Great American Insurance Group/USDF Regional Dressage Championships (Other requirements may apply) USDF

Group Membership:

- E-TRAK, providing unlimited online access to articles and videos on equine health care, training, and much more for the duration of your membership!
- USDF Connection – USDF’s members-only magazine,
- 15 percent discount at www.dressageclinic.com
- 15 percent discount at www.dressagetrainingonline.com
- 20 percent discount on FEI TV subscription
- FREE one-year basic subscription to Barnby Notes

- Eligibility to participate in rider award programs
- Eligibility to earn USDF University Program credit
- Member-discount rates at USDF events As you can see from this list, one of the main differences between the two membership types is that the Participating Membership includes eligibility for all year- end and lifetime achievement awards, including the Regional Dressage championships sponsored by Great American Insurance Group. Also, if you are competing in any USDF/USEF recognized competition (with the exception of the Opportunity classes). You will not need to pay additional non-member fees for each competition.

One of the best ways for IaDCTA members to get involved is by joining one of our member committees. The IaDCTA Board of Directors has created the following committees for 2018:

Committees

Awards Committee: is to oversee and coordinate the awards

- Set up guidelines for the awards program that are reviewed and approved by the IaDCTA Board of Directors.
- Create and maintain forms needed to support the awards program.
- Track nominations and determine horse and rider eligibility for awards program.
- Communicate with the IaDCTA Board and members to determine direction of changes to or maintenance of the awards program.
- Provide president with year-end results for awards banquet.
- Determine type of awards and ribbons to be used in awards program.
- Obtain awards and ribbons at best value to club.

Competitions Committee: is to oversee and coordinate competition programs of the IaDCTA.

- Set up guidelines for the competitions program that are reviewed and approved by the IaDCTA Board of Directors.
- Create and maintain forms needed to support the competitions program.
- Communicate with the IaDCTA Board and Members to determine direction of changes to or maintenance of the competitions program.
- Assist in obtaining and contracting appropriate judges for competitions.
- Assist in determining schedule of IaDCTA run competitions.

Education Committee: is responsible for proposing options for IaDCTA educational opportunities, planning the opportunities, and executing the plans. This entails:

- Finding appropriate and engaging speakers

- Determining locations
- Assembling training materials
- Preparing agendas

For all of the above and staying within the constraints of time and budget, we have provided training in support of IaDCTA horse shows, creatively partnered with other events for an added component, and offered details for the dressage rider. Examples include:

- Show Volunteer Training, in support of horse shows
- Equine Biomechanics, Chiropractic and Acupuncture, and Equine Nutrition lectures presented at our Championship Show (when available)
- Horse Show Preparation, offered with the beginning dressage enthusiast in mind
- Dinner with the Judge, designed to help the rider develop an educated eye and learn what the judge is looking for during a test
- Additionally, we keep our eyes and ears open for other nearby educational opportunities to put on our calendar.

Publicity & Communications Committee: is responsible for planning and completing any outreach, publicity or communication efforts – both within and outside the club. One of the key elements of the IaDCTA mission is to increase awareness within our state about the sports of dressage and eventing. This committee plays a very large role in doing that. The responsibilities of the Publicity & Communications Committee include:

- Publishing all of the activities of IaDCTA
- Writing, editing and publishing of The Collection or any other newsletter
- Designing and maintaining the IaDCTA website – www.iadcta.org
- Working directly with the media to increase publicity around IaDCTA events or issues pertinent to the club
- Using developing technology to ensure IaDCTA's communication strategies stay current

Membership Committee: to facilitate the process of membership to IaDCTA, maintain the club's membership records, and complete IaDCTA's submission of members to the USDF. The committee works closely with the board of directors to:

- Determine the levels and cost of membership types
- Create and distribute a Membership Application each year
- Develop and execute a recruitment strategy to grow the membership
- Maintain records of membership
- Maintain records of horse nominations
- Submit and verify the transfer of information from IaDCTA to USDF
- Accept and process membership applications

- Accept and process horse nominations
- Submit a monthly membership / horse nomination list to the board
- To identify all the rookies for the year and supply that list to the board

Volunteer Committee: was formed to facilitate the recruitment, management, training and rewarding of volunteers for all club functions, competitions and special projects. The goal of the Volunteer Committee is to create a volunteer “experience” that is educational, enjoyable and worthwhile. The responsibilities of the Volunteer Committee include:

- Assist in recruiting volunteers for competitions and events
- Assist in locating a Volunteer Coordinator for each event to ensure efficiency and organization
- Maintaining a comprehensive Volunteer Record at year-end
- Recruiting IaDCTA volunteers for special projects
- Showing appreciation for volunteer efforts
- Creating and administering incentive programs and awards each year to reward volunteers
- See page 14 for additional information.

Fundraising Committee: to create and execute a strategy to help increase the revenue generated through donations, sponsorships and fundraising efforts. By increasing revenue, the club will be able to sponsor more educational programs at a lower or no cost to its members, allocate more funds to members through the Betsy Coester Grant fund and any other educational funds, and donate money to other nonprofit organizations. The Fundraising Committee is responsible for:

- Creating a development plan and establishing a development goal for IaDCTA that may include donations, sponsorships or fundraisers
- Obtaining sponsorships for IaDCTA Competitions.
- Creating sponsorship “package”
- Thanking sponsors for their support
- Providing sponsors with appropriate follow-up material
- Encouraging members and other interested individuals to make donations (if possible) to the general fund or specifically to the Betsy Coester Grant fund
- Thanking donors for their support
- Crafting and running fundraising events

Nomination Committee: is responsible for presenting a slate of directors and officers to the current IaDCTA Board of Directors each year after seeking nominations from the Membership. Specific responsibilities include:

- Informing the Membership of the upcoming election process

- Seeking nominations from the Membership
- Collecting and disseminating information about each candidate
- Presenting and publishing a ballot including candidates for the board and officer positions.
- Calculating the results of the election and presenting them to the Board of Directors and the Membership

Competitions

One of the most important functions of IaDCTA is to assist its members with finding safe opportunities to compete in dressage and eventing – at both the schooling shows and USDF/USEF-recognized levels. Properly managing horse shows of any size or type is a time-intensive effort requiring the help of many volunteers and considerable financial resources.

Shows Sponsored and Managed by IaDCTA:

- Is responsible for every element of the show.
- All questions or issues arising about these shows will be directed to IaDCTA.
- Provide the show manager, secretary and all other positions, either through volunteers or paid contractors
- Obtains and secures the facility where the competition is held
- Pays for all costs and receives all income from the competition (with the exception of stalling)
- Contracts with the officials and judges of the competition
- Is responsible for all pieces of the competition

Shows Recognized by IaDCTA:

- IaDCTA no longer requires payment to recognize shows located in the state of Iowa.
- IaDCTA does not play a role in any management issue, including the facility, the judges, the fees, or the volunteers for any show not sponsored by IaDCTA.
- Volunteer hours worked at these shows ARE ELIGIBLE as volunteer hours by IaDCTA sponsored shows as well as all other shows within the state of Iowa that has an “L” judge or higher officiating at the events.
- Individuals must track their own volunteer hours and submit to the Club by December 1 of that show year. This is done on the “Honor System”. Volunteer hours may be gifted from a member to another member. Family, that are not members of IaDCTA may work and gift hours to a family IaDCTA member.
- For year-end Volunteer of the Year Award – gifted hours will be removed from the tally.

Guidelines for Awards

Schooling Show Guidelines

- IaDCTA is no longer requiring paid recognition by the Club for schooling shows in the state of Iowa.
- Use of a USDF “L” judge or higher (unless another judge is approved by the IaDCTA board).
- USEF, USDF, USPC or USEA tests must be used.
- Correct tack must be used in accordance with the above organization’s rules.
- The show manager must post the ride times prior to the Thursday before the show.
- A protective ASTM approved hard hat with chin harness must be worn when mounted regardless of riders age or competency level.
- Proper attire is encouraged.
- Braiding is encouraged.
- Meet the minimum standards in conducting the competition:
- Use a regular sized dressage arena, either 20x40 meters or 20x60 meters. Slight modifications to fit available space are allowed.
- The arena must be marked with the regulation letters and all sides of the arena marked with poles or boards.
- Jump courses must be safe and well designed, with a course walk allowed during the competition.
- Rider must be an IaDCTA member and the horse, nominated at the time qualifying scores are earned.
- Only submitted scores by an “L” Judge or better and shows within the State of Iowa will be counted toward IaDCTA year-end awards.
- Top three (3) scores must be obtained by participating in at least three (3) separate shows by two different “L” judge or better.
- Individuals showing will be responsible for maintaining and presenting their scores;
 - A. Test scores may be submitted by mail or electronic device;
 - B. Copy of official show results, must reflect the entire test to include venue and judge’s name;
 - C. Copies of top three (3) scores;
 - D. Copies must be received/post marked by December 1st of show year for inclusion.
- If riders share a horse, the horse will be limited to four (4) rides per day at two (2) consecutive levels. Only one (1) Horse/Rider combination per level or class.
- Horse/Rider combinations riding two (2) levels may win Championships at both levels. However, that same horse/rider combination may not win a Championship or Year-end award at the lower level if competing at that level the following year.
- Horse/Rider combinations may win consecutive level Championships until their accumulated scores reach or surpass 65.000%. If their average scores are above 65.000% Horse/Rider teams may not win two (2) years in a row but may win the Championship again with a year off.
- Individuals riding for year-end awards at INTRO Level must ride at least three (3), level C tests to qualify. Also see addition of new Walk/Trot Intro Level instructions.

- For the young and/or inexperienced riders/horses, IaDCTA has added a Walk/Trot class to the yearend awards. The tests used for this class will be Intro A and Intro B. Any rider/horse combination wanting to be eligible for this award will be allowed to ride only Tests A & B. One (1) of the three (3) qualifying scores must be Test B. Riders must submit their three (3) tests from two separate judges to qualify for year-end awards by December 1st of that year. This applies to year-end awards only it does not apply to individual shows.
- If a competitor chooses to ride the Intro level C class they will automatically not be entitled to qualify for the Walk Trot yearend award. However they may be qualified to compete for the regular Intro A, B, & C levels by riding three (3) Test C for two (2) different judges to qualify. This applies to year-end awards only it does not apply to individual shows.
- Individuals riding at all levels (except INTRO) will be required to ride at least three (3) tests of the chosen level with only one (1) test being the highest at the level.
- Dressage and Western Riders must obtain three (3) scores of 60% or greater from at least two(2) different “L” or better judges at three (3) different shows to count toward IaDCTA awards.
- Combined Training and Horse Trial riders must have three (3) scores from the chosen level, from two (2) different “L” or better judges and from three (3) different competitions.
- A Rider is not allowed to enter more than one (1) division (i.e. cannot enter Open and AA).
- Test of Choice is available for Quadrille, Pas de Deux, Prix Caprilli, Musical Freestyle and FEI – AA, JR/YR, JR14 and Open are combined.
 - Definition of rider divisions:
 - A. Adult Amateur (AA): For Dressage, competitors shall compete as adults from the beginning of the calendar year in which they reach the age of twenty-two (22) USEF rule GR101.
 - B. Open (O) division is for professionals as described by USEF rule GR1306.
 - C. Young Riders (JR/YR) 21 years of age and under.
 - D. Junior (JR) are 14 years and younger.
 - Riders must complete one (1) type of service:
 - A. Complete seven (7) hours of service for the club per nominated horse. Not to exceed 14 hours. (i.e. if you nominate 3 horses required hours is still 14.)
 - B. Recruit four (4) new members to IaDCTA. Must supply names of persons recruited.
 - C. Donate two-hundred (\$200.00) dollars cash to IaDCTA.
 - D. Any member wishing to attend Board Meetings will be afforded one (1) hour of volunteer time for each meeting.
- Members must track and notify the Club by December 1st of the year. Volunteer hours may be gifted from IaDCTA member to another member and by non-member family to-family members.
- The IaDCTA Show Year runs from November 1st to October 31st. The Schooling show held in conjunction with the Championship show in October will count for year-end awards the same year as ridden.
- The IaDCTA has created an additional class that is available to all Schooling Shows. It will be deemed:

“THE IOWA DRESSAGE CLASSIC CLASS”.

- A. The club will provide 1 – 6 place ribbons to sponsoring

- shows.
- B. Sponsoring Shows will consider refunding the entry fee of this class to the winner.
 - C. Open to all riders that are current IaDCTA members –horse does not have to be nominated.
 - D. Riders must ride highest test in chosen level. Administration will choose a level (i.e. Training Level Test 3) in an effort to equalize all participants.
 - E. There will be NO delineation of rider divisions or dressage discipline (i.e. open riders will be competing against AA and Jr.'s as well as Western and Dressage).
 - F. There will be no Year-end Award for this class.
 - G. Stables wanting to participate in presenting this class should contact IaDCTA to receive placement ribbons.

IaDCTA Championship and Year-end Awards

Were designed:

- To encourage and support a high standard of horsemanship in dressage and eventing by awarding achievement in the State of Iowa shows.
- To recognize achievement to those riders who consistently earn good scores.
- To encourage participation in dressage and eventing schooling shows and as a way to educate members for USDF and USEA Recognized Shows.

Championship Awards

A championship show will be held each year to determine the Year-End Champion for each division. All Horse/Rider teams with qualifying scores have an opportunity to ride for a Championship Award at their level within their division at this show. The highest test of the chosen level will be used.

- Dressage
- Combined Test
- Eventing/Horse Trials
- Western Dressage

Dressage and Combined Training.

- The results from 2-and 3-phase competitions may be used to qualify for the Combined Training Championships. However, the Championship will be a 2-phase only.
- IaDCTA is no longer requiring “Show Recognition” please refer to the “Schooling Show Guidelines” section of this handbook to learn more about requirements for competitions (see page 9).

Combined Test Championships

- Each horse/rider combination must have placed between 1st and 4th place at a given level
- In two different schooling shows (scores earned in 3 phase classes may be considered for qualification for Championships but only 2-phase will be held at the show).

- Combined Test Championship- 2 Phase Combined test championships will be offered at:
- Division:
 - Open
 - Adult Amateur
 - Junior/YR
 - JR14
- Levels:
 - Pre-beginner Novice
 - Beginner Novice
 - Novice
 - Training
 - Preliminary

Qualifying scores for: In Hand, Equitation, Quadrille, Pas de Deux, Prix Caprilli, Musical Freestyle and FEI only. Must meet the two (2) minimum qualifying score requirements below:

- Three scores from two different shows
- Two placements between 1st and 4th place in Dressage Equitation;
- Minimum Qualifying Dressage Scores Level Open, AA, JR/YR and JR14.
- Intro, Training, First, Second, Third, Fourth and FEI Test of Choice for All Divisions: 60%.
- In-Hand, Quadrille, Pas De Deux, Prix Caprilli or Freestyle for All Divisions: 60% Championship ride will be the highest test of the level, from memory and with no whips.
- The rider is responsible for submitting copies of the qualifying tests with the championship show entry form, with the exception of Dressage Equitation, where results from the show where placement was earned must be submitted with the entry.
- Results from competitions if received by sponsoring entity will be posted either in The Collection or on the IaDCTA website.

Year-End Awards

Awards are given out at the Annual Banquet to recognize the year of achievements. Awards are given out for Horse/Rider teams for each level and division.

- Intro Level A,B & C require all three (3) qualifying scores MUST be the highest test of the level, Test C.
- Intro Level Walk/Trot Class requires only Tests A & B be ridden with at least one (1) of the Three (3) tests using Test B.
- All other levels only one (1) of three (3) qualifying scores must be ridden at the highest level.

*****END OF YEAR AWARD***** The Board will choose and name an appropriate year-end award to be presented at the Annual Banquet to an IaDCTA qualifying member. (i.e. 2017's Exhibitor of the Year).

Rider Recognition Awards: Are given out at the Annual Banquet recognizing rider achievement in their division.

- Open Rider – highest average % of qualifying scores
- AA Rider – highest average % of qualifying scores
- Jr/Yr - highest average % of qualifying scores
- JR14 - highest average % of qualifying scores
- INTRO Level top three(3) scores all from highest level test 3
- All other Levels; three (3) top scores, one (1) must be from the highest test of the level.

70% Club: An award given out at the Annual Banquet recognizing exceptional performance. This Award requires one (1) score of 70.000% or higher from the highest test of the level ridden.

Volunteer Award: Is presented at the Annual Banquet recognizing the IaDCTA member with the highest hours logged by a single member. Gifted hours will be subtracted from individual counts if applicable.

Qualified Rider: Medals are given out at the Annual Banquet to recognize rider achievement at their level.

- May be earned over one (1) or more years of competition.
- Scores may be earned on more than one (1) horse.
- After receiving a gold at a given level, riders may not earn another medal at that level.
- The Rider Award program is effective January 1, 1998 and is not retroactive.
- It is the responsibility of the rider to apply for a rider award by using this IaDCTA Qualified Rider Award Application form. The form must include all the required information along with a copy of the test score.
- Rider must be an IaDCTA member and the Rider and Horse must be nominated for scores to count.
- Volunteer service requirements apply.

To achieve a:

- Gold Medal: Three (3) scores of 65% or better from two (2) events by "L" judge or better.
- Silver Medal: Three (3) scores of 60% to 64.999% from two (2) events by "L" judge or better..
- Bronze Medal : Three (3) scores of 55.000% to 59.999% from two (2) events by "L" judge or better.

Volunteer Program

Is essential to the survival and success of IaDCTA. IaDCTA does not have any paid employees, so everything from administrative, competition management, and membership matters are performed through our volunteer

network. To make the volunteer process more streamlined, enjoyable, and educational, IaDCTA is providing more structure to the program, including more rigorous recruitment, training and incentive programs.

Roles and Responsibilities of the Volunteer Committee:

- Communication. The Volunteer Committee (VC) is responsible for communicating with the members on a regular basis to announce all of the current and upcoming opportunities for volunteering. Volunteer opportunities will be posted:
 - On the home page and the Volunteer Opportunities pages of the website (www.iadcta.org)
 - Within each Collection newsletter
 - Through club emailings
- In addition – if a particular event still needs volunteers – the VC will make phone calls or send individual emails to members who have not yet volunteered
- Recruiting. The VC will be responsible for recruiting volunteers for each IaDCTA event or to fill other, non-event volunteer positions and needs.
- Management. At each recognized competition, the VC will work closely with the show manager to determine staffing needs for the event and establish a “chain of command” for the work that needs to be done.
- Tracking. Members are required to submit their volunteer hours to the VC, although it is the responsibility of the VC to keep a written record. A Volunteer Hour log will be posted on the website at the close of the year so that members can access their volunteer history and verify that the VC committee has correctly acknowledged their time.

Volunteer Rules & Requirements:

- The volunteer hour requirement for the Year-end Awards programs will be 7 hours per horse/rider combination and per discipline (i.e. western, dressage, combined training etc.). Hour’s requirement shall not exceed 14 hours total no matter how many horses or disciplines are listed.
- Volunteer Training sessions/workshops will be held as needed to prepare IaDCTA members for the various positions needed at competitions. However, completion of these sessions is recommended for new volunteers, but is not required.
- After the Volunteer Committee informs the membership of upcoming volunteer opportunities and indicates how and to whom interested members can sign up for the positions, it is the responsibility of the member to sign-up.
- At year end December 1 of the show year, the volunteer will submit his/her total hours to the Volunteer Committee using the “Volunteer Record” form – either electronically or by mail. The VC will tabulate all submitted hours volunteer hours.

Allocation of volunteer time:

- 100% of volunteer time at competitions with an “L” judge or higher count toward the year’s volunteer hours
- 100% of volunteer time for a dedicated IaDCTA project counts toward the year’s volunteer hours.

- Projects may include: The Collection, any IaDCTA history projects, club administration issues, photography, fundraising campaigning, material design, etc.
- Other volunteer opportunities may be eligible to count for the year's volunteer hours. Special considerations may be made at the discretion of the VC chairperson.

Volunteer Opportunities

The IaDCTA Volunteer Committee has already outlined some specific opportunities for volunteering, although this list will be updated as new events or opportunities arise. The first list includes the various responsibilities for volunteers at all events or competitions, and the second lists the competitions and events where volunteers will be needed.

Key Volunteer Positions Available:

- Competitions:
 - Judges (only graduates of the USDF “L” training program are eligible)
 - Manager
 - Secretary
 - On-site Volunteer Coordinator (if separate of show manager)
 - Scribe
 - Equipment Checker
 - Ring Steward
 - Announcer
 - Scorer
 - Runner
 - Gate/ jump crew
 - Jump Timer
 - Arena set-up crew member
 - Arena take-down crew member
 - “Floating” volunteer (parking, concession stand, awards, etc.)
 - IaDCTA “Storefront” volunteer
 - Hospitality Coordinator for competitors and officials
 - Social director
 - Photographer
- Fundraising:
 - Planning
 - Outreach
 - Sponsor Follow-up
- PR - Media – Communications:
 - Program design
 - Working on The Collection

- Website design
- Conducting an interview and writing follow-up article for Collection
- Photography
- Additional club materials
- Education and Social Events:
 - Planning
 - Set-up and Clean-up
 - Additional event-specific positions (i.e. Reader, Cook, etc.)
- Committee work/projects as needed

Training:

IaDCTA wants the volunteer experience to be as educational, efficient and rewarding as possible. In order to achieve that, the Education and Volunteer Committees will be holding multiple volunteer training sessions each year to help new (and experienced) volunteers learn about the various volunteer positions that are necessary for recognized and schooling competitions. This year's volunteer workshop will also include specific training on show management.

IaDCTA Grants

Betsy Coester Fund Grant

The Betsy Coester Grant program was established in memory of Betsy Coester - one of Iowa's most prominent and well-respected equestrians. Betsy was dedicated to helping people learn more about dressage and eventing. The grant is funded by donations from members and sponsors.

The Betsy Coester Fund provides financial support to members to help further their dressage education. The grant has typically been given to cover tuition costs for clinics, workshops or other educational opportunities.

Grant guidelines:

- To apply for a Betsy Coester Fund grant, a member must complete the grant application form in its entirety, including the accompanying essay.
- The application must be received prior to the Board meeting preceding the event for which the grant is being requested. Awards will not be given retroactively for past events.
- The number of Awards given in a particular year will depend on the level of funds available in the Betsy Coester Fund.
- Awards will be an amount to cover tuition for up to one half (1/2) of the cost of a clinic ride, work shop or other educational event with no single award exceeding \$100.
- All IaDCTA members are eligible to receive Grant funds.
- No member shall receive a Grant funds in consecutive years.

- Current members not meeting the minimum volunteer requirement for the previous year will not be considered for a grant.
- Members must be in their second year of membership prior to being considered.
- Grant recipients are REQUIRED to submit an article for the Collection newsletter about the event for which the grant was given. **The grant money will not be given until this requirement has been fulfilled.**

After reviewing each grant application, the IaDCTA Board of Directors decides if and for what amount a particular grant will be given, and will notify the applicant following its decision. The BOD will consider the following criteria in making its decision:

- Prior support of club events such as clinics, competitions, board meetings and other venues
- Volunteer commitment in the past/present years
- Number of members applying for a given program/clinic
- Funds available in the Betsy Coester Grant fund
- Previously awarded grants to an applicant

IaDCTA By-Laws

Article I Name

The name of this association shall be IOWA DRESSAGE AND COMBINED TRAINING ASSOCIATION, herein referred to as the Association.

Article II Purpose and Objectives

The purpose of this Association is to foster a high standard of horsemanship through employment of classical dressage techniques. In furtherance of this goal, the Association will disseminate educational material, sponsor and promote equestrian activities such as clinics, seminars and competitive events, and encourage others to do likewise. The Association will participate in any program or activity deemed advisable by its membership, provided that such participation does not conflict with conditions governing a non-profit education organization as defined by the United States Department of Internal Revenue. The Association will cooperate with other local and national organizations and individuals interested in the development and promotion of better horsemanship.

Article III Membership and Dues

Section 1: There shall be three classes of membership: Individual, Family, and Junior

A. An individual member shall be 19 years of age and over and shall have the right to vote, hold office, and participate in all association activities.

A family membership shall have two votes, and hold only one office per family.

A junior member shall be 18 years of age or under and shall have the right to participate in all association

activities

Section 2: The dollar amount for annual dues is determined by a majority vote of the Board of Directors. The deadline for annual dues is March 1st for any given year.

Section 3: A candidate for membership shall submit a Membership Application to the Chair of the Membership Committee.

Section 4: The membership period shall be from December 1 to November 30 of each year. Any member delinquent in dues as of March 1st, may be assessed a late fee and cease to be a member if negligent in the payment of all fees.

Section 5: A member may be dropped from the membership for conduct and actions detrimental to the interests of the Association upon recommendation to the Membership Committee and approval of the Board of Directors.

Section 6: The Volunteer of the Year winner will receive recognition to be determined by the current Board. The Volunteer of the Year is voted by the current Board, cannot be a member of the Board of Directors or an Officer. The Volunteer of the year may possibly receive a IaDCTA membership. If the Volunteer of the Year is part of a family membership, the price of the family membership will be reduced or refunded by the amount of an individual membership by the Treasurer.

Article IV Officers

Section 1: The officers of the Association shall consist of president, vice president, secretary and treasurer.

Section 2: All officers shall be elected by a majority vote of the general members at the Annual Meeting.

Section 3: All officers shall serve for a term of one year. They shall be eligible to succeed themselves.

Article V Duties of Officers

Section 1: The president shall preside at all meetings of the Association.

Section 2: The vice president shall, in the absence of the president, or upon his/her request, perform the duties of president. In the event of the death of the president, the vice-president shall succeed the president.

Section 3: The secretary shall give notice and keep minutes of all meetings of the Association and be responsible for maintaining the records of the Association.

Section 4: The treasurer shall be the general finance officer of the Association. He/she shall collect payments due the Association, keep full and accurate account of all receipts and disbursements, deposit all payments and other valuables in depositories designated by the Board of Directors, and pay all bills of the Association approved by the Board of Directors. He or she shall report to the Board of Directors, when so requested, the financial state of the Association. He or she can make an annual report to the Association of its financial position.

Article VI Board of Directors

Section 1: The Board of Directors shall consist of nine members of the Association, three of whom shall be elected by a plurality of the membership each year. Each elected board member shall serve for a three-year term. Officers shall begin their term January 1. In the event of a vacancy on the Board, the Board shall fill the

vacancy by majority vote to complete the balance of the year.

Section 2:

A. Directors shall make and enforce the rules of the Association. They shall use their discretion in adopting rules recommended by the respective committees.

B. The Directors may, after a hearing, remove from office any officer or member of any committee of the Association for failure to perform the duties of his or her office in an acceptable manner.

Section 3: At all meetings of the Board of Directors, a majority of the current Directors shall constitute a quorum.

Section 4: Elected directors are expected to attend the regularly scheduled meetings of the Board of Directors. If a Director misses three consecutive meetings, or misses more than four during the year, he/she may be removed from the board by a majority vote of the board and a replacement made by majority vote of the board to complete the balance of the year.

Section 5: In the event of any vacancy on the Board of Directors, the Board shall name a member to fill such vacancy until a successor can be duly elected.

Section 6: The Board of Directors shall keep a record of its proceedings and shall report at the annual meeting of the Association, or at any general meeting, and matters which, in its judgment, require the action of the members.

Section 7: The officers of the Association shall hold the same offices on the Board of Directors.

Section 8: The Board of Directors shall meet semi-annually as well as such time and place as a majority of the Board members deem necessary. Meetings shall be held only after five days' notice. All meetings shall be open to the general membership.

Section 9: The Board of Directors shall delegate to the various committees such duties and powers as it shall deem necessary and desirable.

Section 10: The directors shall receive no compensation for services as Directors, nor shall they be compensated for expenses incurred with attendance at meetings of the Board of Directors.

Section 11: The Board of Directors shall establish the fiscal year of the Association, approve of all major expenditures and the annual budget, and determine dues and assessments.

Article VII Committees

Section 1: The committees of the Association shall consist of those standing committees and the Board of Directors may deem any special committees as necessary.

Section 2: All committees shall be appointed by the president and approved by the Board of Directors.

Section 3: A Nominating Committee shall be appointed by the president and approved by the Board of Directors.

Section 4: The standing committees may include the following and such other committees as are approved by the Board of Directors.

A. The Membership Committee shall be responsible for maintaining the membership records.

B. The Competitions Committee shall be responsible for the organization and recording of all results for all competitions and shows sponsored by the Association.

C. The Education Committee shall be responsible for clinics and special programs.

D. The Publicity Committee shall be responsible for appropriately publishing all of the activities of the Association and for editing and publishing of any newsletter, which may be issued by the Association.

E. The Nominating Committee shall present a slate of directors to the Board of Directors each year after soliciting suggestions from the membership. Write-ins shall be permitted on the ballots.

Section 5: All competitions, clinics, or special programs must be approved by the Board of Directors.

Article VIII Meetings

Section 1: There shall be an Annual Meeting of the Association and such other meetings as called by the Board of Directors.

Section 2: The membership shall be given reasonable written notice of the time and place of meetings.

Section 3: Annual meetings of the Association shall be held in any given month and will be determined by a majority vote of the Board of Directors. Members shall be notified at least 30 days in advance of the meeting. Installation of the new Board members shall take place at this meeting.

Section 4: The order of business of the Board of Directors and of meetings of the Association shall be: A. Approval of the minutes

B. Reports of officers C. Reports of committees D. Unfinished business E. New Business F. Adjournment

Section 5: At a meeting of the members, a quorum shall consist of members present, provided written notice has been given to the membership at least 30 days in advance of the meeting date.

Section 6: Special meetings may be called by the President with the approval of the Board of Directors, or shall be called on written request of ten members.

Section 7: Robert's Rules of Order shall govern Meetings of the membership.

Article IX General Management

Section 1: Proxy Voting

Members of the Board of Directors may vote by Proxy if executed in writing and filed with the Secretary. Proxy must be in writing to the Secretary and must be made available for the Board perusal if requested.

Section 2: Contracts

All contracts entered into by the President or his/her authorized agent must contain a cancellation clause. No contracts may be entered into without the approval and knowledge of the Board of Directors. If any member of the Association, without the president's approval and consent, signs any contract, the said contract may become the liability of the individual signing such contract.

Section 3: USDF Representation

A. The Board of Directors may appoint an individual member as the Association's delegate to the USDF or USEA annual meetings. This member should be knowledgeable of the Association's bylaws, management, etc., and should be an integral part of the meeting.

B. Expenses of each delegate will be voted on and approved at least sixty days prior to the Annual Meeting, if required.

Section 4: A director of the Corporation shall not be liable to the Corporation or its members for money damages for any action taken, or any failure to take any action, as a director, except liability for any of the following: (1) the amount of a financial benefit received by a director to which the director is not entitled; (2) an intentional infliction of harm on the Corporation or the members; (3) a violation of the unlawful distribution provision of the Revised Iowa Nonprofit Corporation Act; or (4) an intentional violation of criminal law. If the Revised Iowa Nonprofit Corporation Act is hereafter amended to authorize the further elimination or limitation of the liability of directors, then the liability of a director of the Corporation, in addition to the limitation on personal liability provided herein, shall be eliminated or limited to the extent of such amendment, automatically and without any further action, to the fullest extent permitted by law. Any repeal or modification of this Article shall be prospective only and shall not adversely affect any limitation on the personal liability or any other right or protection of a director of the Corporation with respect to any state of facts existing at or prior to the time of such repeal or modification.

Section 5: The Corporation shall indemnify a director for liability (as such term is defined in section 504.851(5) of the Revised Iowa Nonprofit Corporation Act) to any person for any action taken, or failure to take any action, as a director, except liability for any of the following: (1) receipt of a financial benefit by a director to which the director is not entitled; (2) an intentional infliction of harm on the Corporation or the members; (3) a violation of the unlawful distribution provision of the Revised Iowa Nonprofit Corporation Act; or (4) an intentional violation of criminal law. Without limiting the foregoing, the Corporation, shall exercise all of its permissive powers as often as necessary to indemnify and advance expenses to its directors and officers to the fullest extent permitted by law. If the Revised Iowa Nonprofit Corporation Act is hereafter amended to authorize broader indemnification, then the indemnification obligations of the Corporation shall be deemed amended automatically and without any further action to require indemnification and advancement of funds to pay for or reimburse expenses of its directors and officers to the fullest extent permitted by law. Any repeal or modification of this Article shall be prospective only and shall not adversely affect any indemnification obligations of the Corporation with respect to any state of facts existing at or prior to the time of such repeal or modification.

Article X Amendments

These bylaws may be amended at a meeting of the Association by a two-thirds vote of the total voting membership, provided the proposed amendment has been submitted to the membership in writing a week before the meeting. An amendment may be proposed by the Board of Directors or by five other members if prior notice has been given to the Board of Directors.