

# *St. Louis Area Dressage Society*

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## *Standing Rules*

New Standing Rules and revised Bylaws were voted on and approved at the St. Louis Area Dressage Society's General Membership Meeting on 22 January 2011, revised 4/2017.

# Table of Contents

GENERAL INFORMATION .....	1
I. GOVERNANCE .....	1
A. GENERAL INFORMATION.....	1
B. DUTIES OF OFFICERS.....	1
1. President. ....	1
2. Vice President.....	2
3. Secretary.....	2
4. Treasurer.....	3
II. COMMITTEES .....	3
A. DUTIES .....	3
B. GENERAL COMMITTEE POLICIES.....	4
C. STANDING COMMITTEES.....	4
1. Membership. ....	4
2. Education.....	4
3. Junior/Young Riders .....	4
4. Communications .....	4
5. Awards .....	5
6. Audit: .....	5
7. RecognizedHorseShows: .....	5
III. MEMBERSHIP, DUES AND FEES.....	6
A. MEMBERSHIP BENEFITS AND OBLIGATIONS.....	6
B. MEMBERSHIP CLASSES AND DUES.....	6
IV. CONFLICT OF INTEREST POLICY AND WHISTLE BLOWER POLICY.....	7
A. CONFLICT OF INTEREST POLICY.....	7
B. WHISTLE BLOWER POLICY.....	7
SLADS RECOGNIZED SHOW YEAR-END AWARDS .....	Appendix A
SLADS Recognized Shows Year-End Awards	
SLADS Schooling Shows Rider Year-End Awards	
SLADS Eventing Horse Year-End Awards	
CONFLICT OF INTEREST STATEMENT .....	Appendix B
WHISTLE BLOWER POLICY .....	Appendix C
SHOW MANAGEMENT RESPONSIBILITIES AND DUTIES .....	Appendix D
Show Management Positions	
Show Organizer	
Show Manager.	
Show Secretary.	

# *St. Louis Area Dressage Society*

## **Standing Rules**

### **GENERAL INFORMATION.**

The Standing Rules of SLADS shall be established by the Board of Directors to specify the policies, procedures and rules by which the business of SLADS shall be conducted. The Standing Rules derive their authority from the By-Laws. Changes or additions to the Standing Rules require a majority vote of the Board of Directors and members (as specified in Article 9, Section 6). Whenever a conflict exists between the Standing Rules and the By-Laws, the By-Laws shall be the prevailing authority. Once the Standing Rules have been established (or when amended), they will be made available to the membership on the SLADS web site. Changes/Amendments will be published in the SLADS newsletter. (SLADS Bylaws – Article 11.)

## **I. GOVERNANCE**

### **A. GENERAL INFORMATION.**

1. The Executive Officers and Board Members at Large must be current SLADS members and in good standing with USDF.
2. The Executive Officers and Boards Members at Large must recognize that the president is the official spokesperson for SLADS.
3. The SLADS Board of Directors (BOD) must keep sensitive Board of Directors/SLADS information confidential. The need for confidentiality shall be as determined by a majority of the board or as directed by the president.
4. All Board members are encouraged to actively participate in discussion.
5. All Board members will request and respect the input of all board members.
6. All Board members will strive to promote organizational unity and confidence.
7. Any Board member must inform the board if he/she feels that an issue presents a conflict of interest for any board member. Board members should not participate in discussion where there is a conflict of interest. A Board member identified as having a conflict of interest must remove themselves from the area of the discussion.
8. All Board members will seek to enhance SLADS' public image.
9. All Board members will promote membership in SLADS.
10. All Board members must respond promptly to USEF, USDF and SLADS-related correspondence and telephone calls. The SLADS president will be informed all such correspondence and calls.
11. Board members should endeavor to identify SLADS members with leadership ability as future board members or council/committee chairs.
12. At the time a new incumbent assumes the duties of office, each Executive Officer and Board Member at large will seek to work with the new member to insure a smooth transition and minimal interruption to the workings of SLADS. Past officers will remain available via phone and e-mail for consultation when needed.

### **B. DUTIES OF OFFICERS.**

1. President.
  - a. The president shall establish all standing, temporary, ad hoc, implementation or other councils/committees and appoint annually a liaison for each council/committee, subject to the approval of the SLADS BOD.
  - b. The president must describe, upon appointment, the responsibilities for ad hoc, temporary and implementation committees, as well as task forces.
  - c. The president shall serve as an ex-officio member of all committees/councils with the exception of the Nominating Committee. In that role, the president may attend and participate in discussions but shall not be a voting member.

# *St. Louis Area Dressage Society*

## **Standing Rules**

- d. At least one week prior to a meeting, the president shall prepare the agenda and provide it to the secretary for posting.
  - e. The President will hold and update, as required, the USEF licenses for all scheduled recognized shows. To fulfill this duty, the President must meet the membership requirements set by the United States Equestrian Federation (USEF) and United States Dressage Federation (USDF).
  - f. The SLADS President executes contracts for show facilities.
  - g. The President, working with the Vice President (VP), will present to the BOD a list of potential officials and upon approval of said list solicits and contracts for show officials (judges, technical delegates, show managers, and show secretaries). All contracts initiated by the President for SLADS for shows must be signed by both the President and the VP. If two signatures cannot be obtained in a timely manner, the President may obtain electronic approval by the VP. This approval will be kept with the contract. All signed contracts must be held by the SLADS treasurer in addition to the SLADS President and VP.
2. Vice President.
- a. The VP serves as the Show Organizer when SLADS has not retained the services of a professional show organizer.
  - b. Working with the Show Committee and others as required, the VP prepares a detailed show budget to present to the BOD and Show Committee by March 1 of each year.
  - c. The Vice President must meet the same membership requirements for USEF and USDF during the term of office as required for a Show Organizer
  - d. The VP is responsible for applying for show recognition to all local and regional organizations such as MHSA in a timely manner
  - e. In conjunction with the Show Committee the VP is responsible for meeting all deadlines with regard to publishing SLADS shows in omnibuses like Central States and Mid-South and for producing the SLADS omnibus/prize lists and to ensure show information is posted in a timely manner on the SLADS website.
  - f. The VP will obtain the Technical Delegate's report for each recognized show and present it to the BOD at first opportunity.
  - g. The VP will insure that any correspondence received from the USDF/USEF by the Show Manager and/or Show Secretary regarding levies, fines or irregularities will be presented to the BOD at the first available opportunity.
3. Secretary.
- a. The secretary shall be the custodian of the official records of SLADS. This includes but is not limited to: minutes, bylaws (current and past copies), standing rules (current and past copies), annual conflict of interest statements, personal actions, etc.
  - b. Working with the president, the secretary will send the agenda via e-mail to the SLADS BOD at least one week prior to the meeting. Working with Communications Committee, the secretary will insure that the agenda is placed on the SLADS website for viewing by members. Where possible, the agenda for an upcoming meeting will be provided to the Communications Committee for inclusion in SLADS newsletter.
  - c. Minutes should be drafted by the secretary as soon as possible after the meeting and reviewed by the president. After any corrections to the minutes, the draft is submitted to the members of the SLADS BOD for approval. Minutes may be approved via e-mail or at the next scheduled meeting. Minutes shall be published on the SLADS website with 20 days of the meeting.
  - d. Minutes will be prepared to include the following information:
    - 1) Narrative must include major points covered as well as dissenting views.

# *St. Louis Area Dressage Society*

## **Standing Rules**

- 2) Confidential or sensitive items and issues pertaining to personnel may be recorded separately and circulated separately only with the approval of the president.
  - 3) BOD and guests present will be listed first, along with those members absent. "Excused" may be used for a member whose absence is unavoidable.
  - 4) When voting is done, the minutes must be clear as to what is being voted on (motion/action) and the actual vote taken. For example, "It was moved by \_\_\_\_ and seconded by \_\_\_\_ that [description of motion/action]. Motion/Action carried (unanimously, 8-2) or Motion/Action defeated (2-8), etc. The number of abstaining votes should also be listed."
  - e. The minutes of any telephonic meeting must reflect that a meeting was held electronically.
  - f. Meetings may be tape-recorded, at the request of the secretary, for assistance in preparation of the minutes.
  - g. The Secretary will be an ex-officio member of the Communications Committee.
4. Treasurer.
- a. The treasurer will prepare a yearly budget to present at the first SLADS BOD meeting held after the Annual Membership meeting.
  - b. The treasurer will contact and work with each committee chairperson to determine an appropriate budget for the coming fiscal year prior to submitting a budget to the BOD.
  - c. The treasurer holds original copies of all contracts formal and informal made by SLADS or on behalf of SLADS by a retainer that pertain to any income or expenditure.
  - d. The treasurer shall receive a full accounting income from SLADS held events in the form of a complete excel spreadsheet. Persons responsible for completing and submitting the spreadsheet include but are not limited to: horse show secretaries & event coordinators. Template for spreadsheet shall be the providence of the treasurer.
  - e. At regularly scheduled meetings, the treasurer will present to the SLADS BOD a detailed report of SLADS financial status.

## **II. COMMITTEES**

### **A. DUTIES**

1. Advise the SLADS BOD on the relevant matters.
2. Present resolutions for action on policy and/or implementation of policy to the relevant council/committee, and SLADS BOD.
3. Provide minutes of committee meetings to the SLADS BOD, secretary, and the Communications Committee for possible inclusion on the SLADS website and/or SLADS newsletter.
4. Recommend programs and projects to the SLADS BOD within established policies and budget.
5. Assist the SLADS treasurer in preparing an annual budget for the committee, including identifying revenue sources and estimating expenses (including administrative expenses) for programs and projects planned for the next fiscal year.
6. Unless specifically stated in SLADS Bylaws and/or Standing Rules, councils and committees may take no action to commit SLADS to any business or contractual relationship, nor make policy. Committees act in an advisory capacity to the SLADS BOD.

# *St. Louis Area Dressage Society*

## **Standing Rules**

### **B. GENERAL COMMITTEE POLICIES**

1. The president shall establish all SLADS committees subject to the approval of the SLADS BOD. A committee is composed of a chairperson and designated committee members.
2. Ad hoc committees, special committees or task forces are special committees established and appointed by the president, and approved by the SLADS BOD for a designated purpose, normally unmet by other committees or to supplement the work of other committees. Ad hoc committees do not have permanent status. An expiration date may be stated at the time of appointment if other than an annual appointment. Such committees report to the president and SLADS BOD.
3. Subcommittees may be appointed by council/committee chairs, as needed, or may be appointed by the president, and approved by the SLADS BOD. Subcommittees are accountable to the entity that made the appointment.
4. All committees, Standing and Ad Hoc, should endeavor to include SLADS members who currently do not serve on the BOD.
5. All committees will be served by a Board member who will act as a liaison between the committee and the Board.
6. Committees will elect their Chairperson from among the committee members. An exception will be the Show Committee which will be chaired by the Vice President.
7. Committee members who are not actively participating in committee meetings, activities, and/or communications may be removed from the committee at the discretion of the Committee Chair.

### **C. STANDING COMMITTEES.**

1. Membership. Working as committee, is responsible for marketing dressage to the community and for increasing membership opportunities.
  - a. Receives membership forms and fees, forwards fees to the treasurer for deposit.
  - b. Keeps current all membership records in a membership database.
  - c. Supplies membership information to other SLADS committees as needed. Produces mailing labels needed.
  - d. Applies for USDF Group memberships by December 1st annually for current members and monthly thereafter for new members.
  - e. The Treasurer will serve as an ex-officio member of the Membership Committee.
2. Education. Working as a committee, is responsible for planning, organizing and implementing educational opportunities for the SLADS membership.
  - a. Schooling Shows
  - b. Clinics
  - c. Other educational opportunities
3. Junior/Young Riders: Working as a committee, is responsible for developing and promoting a welcoming environment to target young rider participation in SLADS.
4. Communications: Working as a committee, is responsible for the following official SLADS official publications:
  - a. The SLADS Official Newsletter - The SLADS newsletter is the primary communication to SLADS members. The newsletter will be published not less than 11 times per year. Regular issues must include the following information: President's Message, minutes from general meetings and board meetings held since the last published issue, committee reports (if no action has been taken by a committee since the last issue such should be noted, calendar of events (SLADS, USDF & other local events that might be of interest to SLADS members). Additional special issues may be published in addition to the mandatory issues.
  - b. SLADS Web site -The SLADS web site is the official presence of the St. Louis Area Dressage Society on the internet. The SLADS web site should reflect the image of SLADS in a

# *St. Louis Area Dressage Society*

## **Standing Rules**

professional business-like manner. Easy navigation for non-members is essential. Sensitive membership information must be password protected.

- c. SLADS "Buzz Book" – The "Buzz Book" is published annually and provided to all SLADS members (and advertisers) free of charge. Additional copies may be made available to members for purchase. The "Buzz Book" is not for sale to outside parties. The following information is contained in the "Buzz Book": Member name, address, city, state, zip code, phone number(s), email address, and horses' names. The Buzz Book will be open to advertisers. It should be emphasized that the listing of such information is not a SLADS endorsement nor is it a complete listing of equine services for this area. A member may "opt-out" of the Buzz Book by indicating their wishes on the SLADS membership form.
  - d. The SLADS Secretary will serve as an ex-officio member of the Communications Committee.
5. Awards: The Awards Committee acts as a liaison to the SLADS BOD in order to ensure all requirements are met and points are calculated accurately for the year end awards.
- a. The goals of the Awards committee are:
    - 1) Recognizing the achievements of the RIDER.
    - 2) Encouraging volunteerism in order to receive a SLADS year end award.
  - b. In operation, the Awards Committee will endeavor:
    - 1) To have more than one Committee member tabulate, and submit for posting on the SLADS website, all earned scores from SLADS recognized and schooling shows throughout the competition season.
    - 2) To ensure all requirements are met to receive a year end award at each level for the RIDER. The criteria for the SLADS awards are presented in Appendix A of this document.
      - a) Dressage Awards – Both Recognized Shows and Schooling Shows. Tabulates Dressage Rider year end awards per current award criteria. We offer only Rider Awards for the Schooling Shows. Collaborates with the Membership Chairperson to verify dates of membership renewal.
      - b) Selects and purchases trophies and ribbons and other sundry awards as necessary for SLADS-sponsored activities and year end awards.
6. Audit:
- a. Reviews finances.
  - b. Ensure that the SLADS Bylaws and Standing Rules are updated as provided for in Article 12, Amendments of the Bylaws and that the official version of the Bylaws on file with USDF, IRS, and/or Missouri Secretary of State is the most current version.
  - c. Addresses issues of conflict of interest, expulsion of members, whistle blower complaints, etc.
  - d. The SLADS Secretary and Treasurer will serve as ex-officio members of this Committee.
7. Recognized Horse Shows:
- a. Works with the designated Show Organizer to perform all such duties required to successfully present USEF/USDF Recognized Shows.
  - b. In conjunction with the VP as Show Organizer, is responsible for soliciting bids for Show Manager and Show Secretary on an annual basis at least one year prior to the next show season. It is the responsibility of the SLADS BOD to make the final decision as to the hiring of the Show Manager and Show Secretary.
  - c. Solicits volunteers to fill critical horse show positions: Head Scorer, Volunteer Coordinator, Footing Coordinator, etc.

# *St. Louis Area Dressage Society*

## **Standing Rules**

- d. Assists in production of SLADS show omnibuses, prize lists, show programs, and other related documents.

### **III. MEMBERSHIP, DUES AND FEES.**

#### **A. MEMBERSHIP BENEFITS AND OBLIGATIONS.**

1. Each member is encouraged to contribute to the success of SLADS by service as a Committee Chair, Committee member, volunteer at a schooling or recognized show, or other service to the organization.
2. Member contact information supplied on the Membership Form will be published in the "Buzz Book", a membership directory, unless exemption from this is requested on the Membership Form. Membership lists will not be released to outside parties.
3. Members in good standing:
  - a. Receive the SLADS official newsletter, SLADS. Members are encouraged to receive the newsletter through e-mail.
  - b. Are included in mailings for activities, shows, clinics, etc. Members are encouraged to receive such information through e-mail.
  - c. Are eligible to participate in SLADS year end awards programs.
  - d. Exempt from non-member fees at SLADS-sponsored events.
  - e. Receive an automatic USDF Group Membership with its accompanying benefits.

#### **B. MEMBERSHIP CLASSES AND DUES.**

1. The SLADS BOD may establish classes of membership within SLADS and shall set forth the requirements for becoming and remaining a member.
2. The amount of money associated with each class of membership will be established by the SLADS BOD no later August 1 of the calendar year. This information will be published in the SLADS newsletter and on the SLADS website.
3. Classification of membership.
  - a. Junior/Young Riders - Provides one USDF Group Membership
  - b. Individual - Provides one USDF Group Membership
  - c. Family - Provides one USDF Group Membership and an USDF Supporting Membership for one additional family member listed on the SLADS application form. If additional supporting memberships are needed for other family members, they can be purchased at the current USDF supporting membership price.
4. Additional USEF/USDF Fees: These fees are to be paid directly to USEF and USDF.
  - a. To be eligible for USDF Horse Awards and to participate in USEF/ USDF Qualifying Classes and/or Regional or National Championships you will need to be a USEF Member (see 3b.) and a USDF Participating Member. For further information regarding a USDF Participating Membership, go to [www.usdf.org](http://www.usdf.org).
  - b. To avoid paying USEF non-member fees at Recognized Dressage Shows you must join USEF as a Senior, Business or Life Member. For information on USEF membership and horse recording, go to [www.usef.org](http://www.usef.org).
  - c. Horses must also be recorded/registered with the USEF and USDF to be eligible for USDF Horse Awards, Qualifying Classes, Regional and/or National Championships.
  - d. The Group Membership eliminates the USDF non-member fees.

# *St. Louis Area Dressage Society*

## **Standing Rules**

### **5. SUSPENSION OF SLADS MEMBERSHIP**

- a. Any member suspended by USEF or USDF will automatically be considered a member not in good standing with SLADS for the period of their suspension. During this period, the individual will be ineligible to participate in any SLADS programs including Awards, and will have their name removed from the SLADS membership roster.
- b. If at any time a member is reported to have performed cruelty and/or abuse of a horse, the BOD has the right to further investigate and if the information is found to be legitimate, the BOD has the authority to suspend membership in SLADS for the period of one year.
- c. If at any time a SLADS member is found to be disrespectful to a fellow SLADS member, SLADS employee, or SLADS volunteer, the SLADS BOD has the authority to suspend the offending member's SLADS membership for the period of six months.

## **IV. CONFLICT OF INTEREST POLICY AND WHISTLE BLOWER POLICY**

### **A. CONFLICT OF INTEREST POLICY.**

1. In keeping with the Conflict of Interest Policy stated in the Bylaws, all members of the SLADS Executive Board and Board Members at Large will annually complete and sign a Conflict of Interest Statement. A copy is provided as Appendix B.
2. These statements will be completed prior to the second meeting of the SLADS BOD following the Annual Membership Meeting
3. The Conflict of Interest Statements will be held on file by the SLADS Secretary. They are to remain in SLADS' permanent official file.

### **B. WHISTLE BLOWER POLICY.**

1. SLADS is committed to high standards of ethical, moral and legal business conduct. Inline with this commitment, and SLADS' commitment to open communication, this policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution. A copy is provided as Appendix C.

# *St. Louis Area Dressage Society*

## **Appendix A**

## **Year End Awards**

### **SLADS RECOGNIZED SHOW YEAR-END AWARDS**

#### **General Requirements:**

These requirements are applicable to all categories in addition to any specific rules or exclusions in each section

1. SLADS dues must be paid before any scores will be accrued. Scores earned before dues are paid will not count towards awards.
2. All current members of SLADS and their horse(s) listed on the SLADS Membership form are eligible for awards. Additional horses may be added at any time during the competition season. Scores earned before a horse is added will not count towards awards.
3. Competition season is from December 1 of the previous year through November 30 of the current year. This is the same as the USEF competition year.
4. SLADS score correction is from July 1 till December 10 of the competition season. Score discrepancies can be emailed to the awards chair. Include the date of the show, name of the rider and horse, level and test ridden, and score earned.
5. Competitions must be open to all members of SLADS. Breed shows or shows that are otherwise restricted cannot be recognized by SLADS.
6. The list of SLADS recognized shows must be posted on the SLADS website and published in the SLADS newsletter by March 1 each year. Only scores received from these shows will count towards awards.
7. To propose a show be added to the list of SLADS recognized shows, it must be presented to the Awards Committee and approved by the SLADS BOD.
8. A score is defined as the score tabulated and posted by the Show Secretary. Scores cannot be submitted by competitors.
9. Scores from the SLADS recognized shows must be posted on the SLADS website. Riders are responsible for checking their scores on the SLADS website for accuracy and for reporting any discrepancies to the awards chair.
10. A work requirement of a full day (8 hours) for SLADS must be fulfilled sometime during the competition season. The hours must be fulfilled by the rider, the owner, or a "worker" pre-designated as supporting the member at any SLADS sponsored activity or other SLADS designated task. A pre-designated "worker" must indicate who the hours are for prior to working the hours.
11. Volunteer hours at SLADS shows will be reported by the Volunteer Coordinator. Project hours earned outside of shows will be reported by the SLADS sponsor or Event Coordinator.
12. Awards will be tabulated and determined by the Awards Committee to be presented at the SLADS Annual Awards Banquet.
13. Award rules can only be changed prior to March 1, except in extraordinary circumstances.
14. The manager or secretary of a SLADS recognized competition may not earn scores towards SLADS awards but may compete Hors de Concours as per USEF rule GR1202 #5.

### **DRESSAGE RIDER AWARDS**

#### **Bronze, Silver, Gold, Platinum & Professional**

Awards are based on an average of percentages earned at each level with minimum score requirements.

1. Award Categories:
  - a. Bronze – Riders who have not reached their 13<sup>th</sup> birthday by the beginning of the competition season (December 1)
  - b. Silver - Riders have reached their 13<sup>th</sup> birthday but have not reached 21<sup>st</sup> birthday by the beginning of the competition season (December 1).
  - c. Gold – Riders have reached their 21<sup>st</sup> birthday but have not reached their 40<sup>th</sup> birthday by the beginning of the competition season (December 1).

# *St. Louis Area Dressage Society*

## **Appendix A**

## **Year End Awards**

- d. Platinum - Riders have reached their 40th birthday by the beginning of the competition season (December 1).
  - e. Professional – Riders of any age who do not hold a current USEF amateur status.
2. Requirements:
- a. Must meet all of the General Requirements.
  - b. Rider of the horse must be a SLADS member.
  - c. At least one score from the highest test of the level must be counted in the average.
  - d. All scores, meeting or exceeding the minimum score requirement, earned by each rider, on one or more horses, per level will be averaged during the competition season.
  - e. Scores may be earned in any class division (Open, Maiden, AA, Jr/YR, Qualifying, Championship when held in St. Louis, etc.).
  - f. Up to six awards at each level (Intro thru FEI) will be presented.
3. Requirements per Level:
- a. INTRO THRU FIRST LEVEL
    - 1) Scores of 58% and above will be counted towards this award.
    - 2) A minimum of four (4) scores are required from at least two different shows.
  - b. SECOND THRU FOURTH LEVEL
    - 1) Scores of 55% and above will be counted towards this award.
    - 2) A minimum of four (4) scores are required from at least two different shows.
  - c. FEI LEVELS (other than Junior/Young Rider), AND FREESTYLE (NATIONAL 1-4 AND FEI LEVELS)
    - 1) Scores of 55% and above will be counted towards this award.
    - 2) A minimum of three (3) scores are required from at least two different shows.

### **SPECIAL RECOGNITION AWARDS**

1. Must meet SLADS General Requirements for Rated Shows
2. Rules for establishing a SLADS Special Recognition Dressage Award:
  - a. Donor must submit the award requirements in writing to the Awards Committee. Once reviewed, the Awards Committee will present the proposed award to the SLADS BOD for submission into the SLADS Bylaws amendment process.
  - b. Donor provides the following award criteria.
  - c. Longevity of the award
  - d. Eligibility
  - e. Donor provides the trophy, which is displayed at SLADS events.
  - f. Donor is responsible for any annual expense.
  - g. Engraving
  - h. Recipient's take home award
  - i. Any additional trophies
  - j. Any annual expenses must be paid by November 30th of each year.
3. Required award criteria.
  - a. Must meet all of the General Requirements in the SLADS Year End Awards Program.
  - b. Both the rider(s) and the owner of the horse must be SLADS members.
  - c. Qualifying scores must meet the SLADS minimum score requirements.

### **Suzanne Brown Memorial Trophy**

1. Must meet all of the General Requirements.
2. While this award is based on the horse, both the rider(s) and the owner of the horse must be SLADS members.
3. This trophy is presented annually at First Level in memory of SLADS member, Suzanne Brown. It is awarded to the First Level horse with the highest average score.
4. This trophy is awarded for one year. It may be won multiple times by the same horse. The trophy may not be retired.

# *St. Louis Area Dressage Society*

## **Appendix A**

## **Year End Awards**

5. All First Level scores of 58% and above, earned by each horse during the competition season, will be averaged for this award.
6. If a horse is ridden by multiple riders, all of the riders' scores, meeting the above requirements, are included in calculating the horse's average score.

### **Night Wind Farm "Tootsie" Memorial Trophy**

1. Must meet all of the General Requirements.
2. While this award is based on the horse, both the rider(s) and the owner of the horse must be SLADS members.
3. This trophy is presented annually at Training Level in memory of Night Wind Farm's Imperfections (aka Tootsie). It is awarded to the Training Level horse with the highest average score of 63% or higher.
4. This trophy is awarded for one year. It may be won multiple times by the same horse. The trophy may not be retired.
5. All Training Level scores of 58% and above, earned by each horse during the competition season, will be averaged for this award.
6. Scores from ALL classes, except Maiden, will count towards this award.
7. If a horse is ridden by multiple riders, all of the riders' scores, meeting the above requirements, are included in calculating the horse's average score.

### **"Borneo" Memorial Trophy**

1. Must meet all of the General Requirements.
2. While this award is based on the horse, both the rider(s) and the owner of the horse must be SLADS members.
3. This trophy is presented annually in memory of Night Wind Farm's founding stallion, Borneo, who proved himself on the track and in the breeding shed producing exceptional athletes. It is awarded to the Thoroughbred horse with the highest average score of 60% or higher.
4. Jockey Club Papers, Performance Horse Registration, or foaling certificates ARE required to validate eligibility.
5. This trophy is awarded for one year. A horse may only win this award twice at the same level. The trophy may not be retired.
6. All scores that meet the minimum percentage for the level, earned by each horse during the competition season, will be averaged for this award.
7. Results from ALL classes except Maiden, Young Horse Classes, In Hand, Materiale, Developing Horse, and HC will count towards this award.
8. If a horse is ridden by multiple riders, all of the riders' scores are included in calculating the horse's average score.

## **SLADS SCHOOLING SHOW RIDER YEAR-END AWARDS**

1. General Requirements:
  - a. SLADS dues must be paid before any scores will be accrued. Scores earned before dues are paid will not count towards awards.
  - b. All current members of SLADS and their horse(s) listed on the SLADS Membership form are eligible for awards. Additional horses may be added at any time during the competition season. Scores earned before a horse is added will not count towards awards.
  - c. Competition season is from December 1 of the previous year through November 30 of the current year. This is the same as the USEF competition year.
  - d. SLADS score correction is from July 1 till December 10 of the competition season.
  - e. A work requirement of a half day (4 hours) for SLADS must be fulfilled sometime during the competition season. The hours must be fulfilled by the rider, the owner, or a "worker" pre-designated as supporting the member at any SLADS sponsored activity or other SLADS designated task. A pre-designated "worker" must indicate who the hours are for prior to working the hours.
  - f. Volunteer hours at SLADS schooling shows will be reported to the Volunteer Coordinator by the Chair of the Education Committee.

# *St. Louis Area Dressage Society*

## **Appendix A**

## **Year End Awards**

- g. Rider Awards will be tabulated and determined by the Awards Committee to be presented at the SLADS Annual Awards Banquet. There will not be any Horse Awards for schooling shows.
  - h. Award rules can only be changed prior to the first schooling show, except in extraordinary circumstances.
2. Award Categories:
- a. Up to six awards may be given at each level.
  - b. Definitions:
    - 1) Junior/Young Rider - Riders have not reached their 21st birthday by the beginning of the competition season per USEF rules.
    - 2) Adult Amateur Riders
    - 3) Open Riders
  - c. Intro Level
    - 1) Junior/Young Rider
    - 2) Adult Amateur Riders
    - 3) Open Riders
  - d. Training Level
    - 1) Junior/Young Rider
    - 2) Adult Amateur Riders
    - 3) Open Riders
  - e. First Level
    - 1) Junior/Young Rider
    - 2) Adult Amateur Rider
    - 3) Open Riders
  - f. Second Level
    - 1) Junior/Young Rider
    - 2) Adult Amateur Riders
    - 3) Open Riders
  - g. Third Level and above
    - 4) Junior/Young Rider
    - 5) Adult Amateur Rider
    - 6) Open Riders
  - h. Western Dressage
    - 4) Junior/Young Rider
    - 5) Adult Amateur Riders
    - 6) Open Riders
  - i. In Hand
    - 7) Junior/Young Rider
    - 8) Adult Amateur Rider
    - 9) Open Riders
3. Requirements:
- a. Must meet all of the General Requirements.
  - b. Rider of the horse must be a SLADS member.
  - c. All scores earned by each rider, on one or more horses, per Award Category will be averaged during the competition season.
  - d. One Champion award will be presented per Award Category (total of 21 awards).
  - e. A rider may only receive one SLADS schooling show award per competition season. If a rider is eligible for more than one award, then the award at the highest level is received.
  - f. If a rider is eligible to receive a SLADS Recognized Show Award, the rider becomes ineligible for a SLADS Schooling Show Award for the same competition season.
4. Requirements per Level:
- a. All Levels
    - 1) An average score of 55% and above will be required to qualify for an award at these levels.
    - 2) A minimum of three (3) scores are required from at least two different shows.

# St. Louis Area Dressage Society

## Appendix B

## Conflict of Interest

### CONFLICT OF INTEREST STATEMENT

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the St. Louis Area Dressage Society (hereafter referred to as "SLADS"). Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matters.

Any member of the Board, Officer or any Committee member, which is an officer, board member, a committee member, or staff member of a client organization or vendor of the SLADS shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, Officer, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, officer, committee member, or an employee of the following organizations:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with SLADS which has resulted in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with SLADS.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with SLADS.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Printed: \_\_\_\_\_

# *St. Louis Area Dressage Society*

## **Appendix C**

## **Whistle Blower Policy**

### **WHISTLE BLOWER POLICY**

If any St. Louis Area Dressage Society (hereinafter referred to as 'SLADS') member reasonably believes that some policy, practice, or activity of SLADS is in violation of law, a written complaint may be filed by that member with the Board of Directors or a member of the Audit Committee.

It is the intent of SLADS to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all SLADS members is necessary to achieving compliance with various laws and regulations. A SLADS member is protected from retaliation only if the SLADS member brings the alleged unlawful activity, policy, or practice to the attention of SLADS and provides SLADS with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to SLADS members that comply with this requirement.

SLADS will not retaliate against an SLADS member who, in good faith, has made a protest or raised a complaint against some practice of SLADS, or of another individual or entity with whom SLADS had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

SLADS will not retaliate against a SLADS member who discloses or threatens to disclose to a Board Member or a public body any activity, policy, or practice of SLADS that the SLADS member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

# *St. Louis Area Dressage Society*

## **Appendix D**

## **Show Management**

### **SHOW MANAGEMENT RESPONSIBILITIES AND DUTIES**

#### **SHOW MANAGEMENT POSITIONS.**

##### **Show Organizer:**

1. Working with the SLADS Board of Directors (BOD) is responsible for the smooth, efficient, and fiscally-responsible organization of the show. Basic position requirements:
  - a. Must be a participating member of USEF and USDF and meet any other requirement that may be established by USEF and USDF for a show organizer.
  - b. Possesses a thorough working knowledge of the USEF and USDF rules as they apply to SLADS shows. This includes completing all recognition forms and omnibus listing for the show

##### **Show Manager.**

1. Working with the SLADS Show Organizer is responsible for the smooth, courteous and efficient management of the show. Basic position requirements:
  - a. Possesses a thorough working knowledge of the USEF rules and an understanding of FEI rules as they apply to SLADS shows. This knowledge includes the rule book, rulings, suspensions, drug & medications and forms.
  - b. Understands and is able to act as a show secretary if necessary. Is conversant with Fox Village Software or similar dressage show management software.
  - c. Know the rules well enough to be able to explain them to spectators, volunteers and competitors and know that the competition is in compliance with the rules.
  - d. Must be a participating member of USEF and USDF and meet any other requirement that may be established by USEF and USDF for a show manager.
  - e. Must qualify at the correct level to do the type of show they are managing. Reference USEF GR308.2e.
  - f. Is responsible for the actual running of the show from set up to take down.
  - g. Must be able to work well under pressure and remain courteous. Must work well with competition staff, volunteers, national organization contacts, sponsors, show officials and competitors & their families.

##### **Show Secretary.**

1. Working with the SLADS Show Organizer is responsible for the efficient, orderly and courteous management of the show office. Basic position requirements:
  - a. Must be a participating member of USEF and USDF and meet any other requirement that may be established by USEF and USDF for a show secretary.
  - b. Must qualify at the correct level to do the type of show for which they are functioning as show secretary. Reference USEF GR308.2e.
  - c. Understands and is able to act as a show manager if necessary. Is conversant with Fox Village Software or similar dressage show management software.
  - d. Know the rules well enough to be able to explain them to spectators, volunteers and competitors and know that the competition is in compliance with the rules.
  - e. Must be able to work well under pressure and remain courteous. Must work well with competition staff, volunteers, national organization contacts, sponsors, show officials and competitors & their families.

### **III. SHOW MANAGEMENT RESPONSIBILITIES AND DUTIES.**

The following is a table outlining the responsibilities and duties associated with holding a USEF/USDF Recognized Dressage Show. This is not intended as a complete list but as an overview and guideline.

# St. Louis Area Dressage Society

## Appendix D

## Show Management

SHOW ORGANIZER	SHOW COMMITTEE	SHOW MANAGER	SHOW SECRETARY
Is responsible for soliciting bids for Show Manager and Show Secretary on an annual basis at least prior to the next show season. It is the responsibility of the SLADS BOD to make the final decision as to the hiring of the Show Manager and Show Secretary.	Works with the Show Organizer to solicit volunteers to fill critical show positions: Head Scorer, Volunteer Coordinator, Footing Coordinator and others as required.	Act as competition contact and answering questions from competitors.	Set up show in Fox Village or other dressage show management software.
Works with the Show Manager and others as needed to review all show related bills prior to submission to SLADS Treasurer.	Works with the Show Organizer, to prepare listings/bids for all officials for submission to the BOD. Including: show secretary, judges, TD, farrier, veterinarian, EMT, security; as well as volunteer chair, head scorer and footing coordinator	Work closely with the secretary from open date to the end of the competition. <ul style="list-style-type: none"> <li>a. Collaborate on the number of competitors, rides, horses.</li> <li>b. Figure how many people might attend competitors' parties.</li> <li>c. Determine need for fewer or more officials, volunteers, etc.</li> </ul>	Receives all competition entries. <ul style="list-style-type: none"> <li>a. Lists date received on all entries.</li> <li>b. Validate completeness.</li> <li>c. Validate arithmetic</li> <li>d. Validate appropriate memberships, horse recordings, fees, etc.</li> <li>e. Log the entry in the income spreadsheet supplied by the SLADS treasurer</li> <li>f. Assess omissions, contact competitor, determines incomplete and or late fees.</li> </ul>
In conjunction with a designated board member submits to the BOD a list of potential officials and upon approval of said list solicits and contracts for show officials (judges and technical delegates). Hiring must be done one to two years in advance.	Responsible for rental of all equipment used at the show: golf carts, portable toilet facilities, radios, tables/chairs, signage, etc.	Work with the volunteer contact to be sure enough volunteers are available.	Have show receipts deposited frequently and all receipts deposited at least 1 week prior to the actual show.
Continues to check that the budget is being abided by and all increases in expenses will be presented to the BOD.		Validate that enough rooms have been secured at the competition hotel for out of town officials & staff. Arranging the hotel shuttle for daily pick-up and delivery to and from the show grounds.	For Great American / USDF Regional Championships understand the process for validating championship entries with the USDF. <ul style="list-style-type: none"> <li>a. Understand that all Championship entries</li> </ul>

# *St. Louis Area Dressage Society*

## **Appendix D**

## **Show Management**

			<p>must be accepted (without late fees if they qualified at the last possible moment)</p> <p>b. Understand special processes for taking Championship entries</p>
<p>Holds the USEF recognized show license for SLADS. Meets all deadlines for recognized show licensure to USEF, USDF, USEA, etc. and applications for Young Rider, Brentina, Championships, Dover Medal and other programs that will enhance and market SLADS shows larger audience.</p>		<p>Validate that there is a written contract (including licensure information as applicable) on the show grounds with the vet &amp; farrier on call (or on site as required), security and medical personnel.</p>	<p>Is on the grounds and ready as soon as the show ground opens for competitors.</p>
<p>Will research facility availability and present findings to BOD.</p>		<p>Receive all sponsor materials, ribbons, prizes, etc. from national and regional organizations.</p>	<p>Input entries into show database</p>
<p>Works with the appropriate SLADS committee to insure that adequate and appropriate ribbons &amp; trophies are ordered for the shows.</p>		<p>Work with secretary and designated SLADS staff to get stall charts posted, stalls labeled and shavings information to facility.</p>	
<p>Responsible for arranging for the housing and general comfort of all contracted personnel.</p>		<p>Coordinate with facility for any early arrivals or late departures.</p>	
		<p>Work with facility to make sure the outdoor arenas are set up properly to hold the number of dressage arenas, warm-up areas and lunging area necessary for the show.</p>	
		<p>Validate that the arenas are set up properly at the facility</p>	

*St. Louis Area Dressage Society*

**Appendix D**

**Show Management**

		Meet with TD as requested to check the facility prior to the show.	
		Make sure additional judges' platforms are deployed and ready.	
		Work with Footing Coordinator and secretary to work out a schedule for arena drags and watering.	
		Proof read the schedule for conflicts prior to having it posted at the facility and on the SLADS website.	
		Know and follow the rules regarding changes in ride times after the schedule is posted.	
		Validate that proper security will be present on the show grounds.	
		Is responsible for the set up and tear down of show arenas, warm-up areas, offices, sound systems, vendor area, etc.	