

ALASKA DRESSAGE ASSOCIATION
ANCHORAGE, ALASKA

HANDBOOK

Prepared by
The Alaska Dressage Association
Handbook Committee

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MISSION STATEMENT

To promote and encourage a high standard of dressage throughout the state of Alaska, primarily through educational programs, publications, and events.

BOARD OF DIRECTORS

Procedures for Election

1. Nominating Committee:
A minimum of two ADA non-board members shall be appointed by the current board of directors by August 30th of each year.
2. Notification:
No later than September 7th an ADA publication shall announce to the membership that nominations are being accepted.
3. Slate of Nominees:
A ballot of no more than twice the number of positions open for election and preferably no fewer than six shall be solicited from the board and the membership.
4. Junior Board Members:
Two junior ADA members (under 18 years of age) will be elected annually to the board of directors. The junior board members will hold “advisory only” status. This means that their votes will not count toward the quorum but will be taken under advisement.
5. Qualifications for Nominees:
Nominees must be ADA members at the time of the nomination and continue as members throughout their entire term of service.
6. Submission of Nominations:
No later than September 30th all nominations, accompanied by a written biography of 300 words or less, shall be submitted to the nominating committee.
7. Ballot:
The ballot should be prepared and mailed to the membership by the Nominating Committee thirty days prior to the annual meeting of the general membership. Completed ballots must be received by the Nominating Committee no later than one week prior to the annual meeting.
8. Tie Votes:
In the case of a tie vote a run-off election shall be held at the annual meeting.

COMMITTEES

As directed in the by-laws, standing committees will be formed. A designated officer of the board of directors will be responsible for the formation of the committee and appointment of a chairperson.

As effective use of committees is critical, it is suggested that committees conduct business prior to the monthly board meeting as needed and be prepared to report at each monthly board meeting when appropriate.

List of Committees, the designated officer to oversee same, and tasks of the committee

Show Committee – President

1. Provides for the organization of licensed and schooling shows
2. Prepares the Omnibus
3. Arranges for the printing of the Omnibus
4. Distributes copies of the Omnibus to all show officials
5. Forwards copies of the Omnibus to Historian
6. Obtains dressage show results from all USDF/USEF-recognized shows in Alaska
7. Calculates year-end awards for the Annual Awards Banquet
8. Orders year-end awards
9. Solicits list of volunteers from each show manager and compiles complete list of all volunteers for the year
10. Selects and orders an appropriate item to be awarded to each volunteer at the Annual Awards Banquet
11. Forwards complete list of volunteer award recipients to Historian

Handbook and By-Laws Committee – President

1. Reviews handbook as needed and drafts updates with appropriate procedures and policies as guided by by-laws.
2. Reviews by-laws and drafts updates as needed

Nominating Committee – Vice President

1. Follows procedures outlined under Board of Directors
2. Counts ballots received
3. Announces the results of the election at the Annual Meeting

Promotion & Fundraising Committee – Treasurer

ADDITIONAL POSITIONS OTHER THAN COMMITTEES

A designated officer of the board of directors will be responsible for the appointment of the following positions.

List of positions, the designated officer to oversee same, and tasks of the committee

Historian & Records – Secretary/Treasurer

1. Maintains the minutes of the monthly Board of Directors meetings, newsletters, the Omnibus, correspondence and all other items of historical significance to ADA
2. Retains all financial records including an annual financial report
3. Retains annual membership contact lists

Membership Coordination and Participation - Treasurer

1. Prepares annual USDF roster of current membership
2. Coordinates with the Treasurer
3. Solicits membership at the annual meeting
4. Solicits sponsors
5. Bills sponsors
6. Sends thank-you letters to sponsors
7. Records awards participants
8. Records annual and lifetime recordings
9. Forwards copies of membership lists and recordings to Historian

Newsletter - Secretary

1. Creates a newsletter using a standard format
2. Solicits pertinent news from the board and committees for inclusion
3. Forwards copies of all newsletters to Historian

KATHRYN BROOKS LIFETIME ACHIEVEMENT PERPETUAL AWARD

This award is named in honor of one of our co-founders Kathy Brooks. Kathy, with her husband Steve and her third level horse Sunny, moved to Alaska in 1979 where the only dressage classes she found were those held in open shows with unrecognized judges. Often, the score sheets from these classes had only the score and no comments. The need for a dressage association was obvious to her and by January of 1980 ADA had been incorporated. Qualified judges were retained and AHSA-(now USEF) and USDF-recognized dressage shows began in Alaska. The first ADA show was held in the summer of 1980.

Kathy was an example of excellence in dressage in Alaska at that time. Her horse, tack and attire were exemplary, as well as her attitude and her enthusiasm. There was no end to the time that she spent in creating the Alaska Dressage Association and welcoming members to be a part of this group dedicated to promoting excellence in dressage.

Kathy continued being active in the association until her return to Alexandria, Virginia in 1987 with her husband Steve, her two young children and, of course, Sunny. She returned to be near the National Institute of Health in Bethesda, Maryland where she was being treated for melanoma. She continued being a member of ADA and to keep in touch with her usual enthusiasm until her death in 1993 at the age of 47.

The Award

The award was designed and constructed by Alaskan artist Carol Gelvin. It is a horse and rider carved in alabaster stone and Osage orange wood and sits on a base of redwood. Steel spurs, Athabascan glass beads, Alaska Native moose leather and moose bone for the dressage arena letters are other materials that were used in the construction.



As the award is intended to honor lifetime achievement it will be awarded only once to any recipient. In keeping with the special nature of the award it will be granted only when a worthy person is nominated, which may not occur every year.

The award is a traveling award and must be returned with its case to ADA prior to the Annual Awards Banquet each year so that it may be given to the new recipient. It will bear the name of all of the recipients and will be engraved each year.

KATHRYN BROOKS LIFETIME ACHIEVEMENT PERPETUAL AWARD

Recipients

2008	Raena Schraer	1997	Leslye Reynolds
2007	Linda Kelley	1996	Tracy Audette
2006	Mary Kaye Hession	1995	Carla Giroux
2005	Laurie Collins	1994	Frieda Koper (Woodbury)
2004	Britany Kaiser	1993	Sigrun Robertson
2003	Suzanne Mues	1992	Anna Tileston
2002	Christine Erikson	1991	Katherine Long
2001	Not awarded	1990	Susie Merritt
2000	Not awarded	1989	Deana Johnson
1999	Jennifer Watson	1988	Margaret Adams
1998	Not awarded	1987	Carolyn Schultz

Qualifications for Nominees

Nominees must:

1. Be ADA members.
2. Have worked to promote interest in dressage in Alaska, exemplifying through their own efforts, high standards in promoting dressage in Alaska.
3. Have contributed time and talent to ADA activities.
4. Have set an example in exhibiting good sportsmanship.

Procedures for the Award

1. Nominations will be accepted from the membership. A form available on the ADA website specifically addressing the four qualifications for nominees listed above must be completed for the nomination and submitted to the nominating committee by September 30th.
2. The board of directors will review all nominees and select a maximum of three who have been found to meet qualifications. If no nominees adequately fulfill the qualifications, the board may choose not to present the award for that year.
3. These nominees will be voted upon by the membership at the same time as the annual election of board members. If only one qualified nominee is presented the board of directors may vote to grant the award without asking for a vote from the general membership.
4. A description of Kathryn Brooks, recipients of the award from previous years, the award qualifications, and a biography of each nominee should appear on the ballot.

5. The recipient will be the individual who receives the most votes.
6. The award will be presented at the annual ADA banquet properly engraved with recipient's name. ADA President shall ensure engraving of award prior to banquet.

CHRISTINE ERIKSON ADA SUPER VOLUNTEER AWARD

This award is bestowed as merited (not necessarily on an annual basis) to the volunteer who has done the extraordinary for three or more dressage show seasons. The recipient need not be an ADA member, but ADA board members are eligible. The show committee chairperson, under the advisement of the show committee, will formally select the recipient of the super volunteer award.

This award was initiated in 2004 through a donation from Christine Erikson, a long-time dressage supporter and volunteer, who died in 2005. Susie Merritt was the first recipient in 2004 and Christine herself was the recipient in 2005.

Recipients

2004	Susie Merritt
2005	Christine Erikson
2008	Linda Kelley

ADA AWARD GUIDELINES

Publication of the Omnibus must follow official Handbook language.

ADA High Point of Show Awards

1. High Point and Reserve High Point awards will be presented for each junior and senior rider earning the highest scores in Introductory, Training, First, Second, and Third Level & Above classes. (A junior is defined by USEF GR126, as an individual who has not reached his 18th birthday as of December 1st of the current competition year.) A High Point award will be presented for the rider earning the highest score in Prix Caprilli and Musical (including Pas de Deux and Quadrille Team) classes.
2. An award will be presented to the horse achieving the highest dressage score (excluding Introductory, Musical and Prix Caprilli classes) at the show.
3. The following describes the awards, ribbons, prizes and sashes that will be presented for the above:

High Point Awards (Ribbons and Prizes)

Each Show	Sr Champion	Sr Reserve	Jr Champion	Jr Reserve
Introductory	X	X	X	X
Training	X	X	X	X
First	X	X	X	X
Second	X	X	X	X
Third & Above	X	X	X	X
Prix Caprilli	Champion only			
Musical	Champion only			
High Score Horse	Champion only - Sash			

Championship Classes

1. Five Championship Classes will be offered at the ADA Biggest Event Ever Horse Show.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be postmarked at least one day prior to any competition for which qualifying scores are recorded.
3. To qualify a minimum percentage must have been earned at a USDF/USEF-licensed show held in Alaska during the current competition year. Qualifying scores must be earned prior to the championship classes.

4. The qualification requirements are as follows: Beginning Dressage Rider, one score of 50% or above in a Beginning Dressage Rider class; Training Level, one score of 55% or above in a Training Level Test 4 class; First Level, one score of 55% or above in a First Level Test 4 class; Second Level, one score of 55% or above in a Second Level Test 4 class; Third Level and Above, one score of 55% or above in a Third Level Test 3 class or any test at Fourth Level or above.
5. Horses that qualify in more than one level are limited to competing in two consecutive levels. However, only one test may be chosen for the Third Level & Above class. Competitors should remember that there is a limit of three rides per day per horse including championship classes.
6. Championship tests must be ridden from memory.
7. Championship classes do not count for Year-End Awards.
8. Tests to be ridden for the Championship Classes are: Beginning Dressage Rider, Training Level Test Two; Training Level, Training Level Test Four; First Level, First Level Test Four; Second Level, Second Level Test Four; Third Level and Above, the highest test for the level at which the rider has qualified. If qualified at more than one level the rider shall choose which one level to enter.
8. Distinctive ribbons will be presented to six places for each of these classes. A Championship award will be presented for first place only in each class.
9. In the event of a tie, two Championship awards will be presented.

Year-End Level Award

1. Award given to a horse/rider combination at Training, First, Second, and Third Level and above.
2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be postmarked at least one day prior to any competition for which scores are recorded.
3. Score Requirements
 - a. A minimum of six scores at USDF/USEF-licensed shows in Alaska.
 - b. A minimum of three shows and three different judges.
 - c. Two of these six scores must be at the highest test of the level (e.g. Training Level Test 4).
 - d. No more than two of these six scores may be of Test 1.
 - e. Musical and Prix Caprilli scores are not included.
 - f. The top six scores that meet these requirements are then averaged.
4. The winner is determined by the highest average score.
5. Champion and Reserve Champion Awards will be presented for Open, Adult Amateur, and Junior at each level. In addition, certificates will be given to all horse/rider combinations qualifying for the year-end awards.

ADA Horse of the Year Award

1. Award given for the horse with the highest adjusted median score.
2. The horse must be recorded with ADA (either annually or lifetime) and the owner must be an ADA member. The membership and recording fee must be postmarked at least one day prior to any competition for which scores are recorded.
3. Score Requirements

- a. A minimum of six scores at USDF/USEF-licensed shows in Alaska.
- b. A minimum of three shows and three different judges.
- c. Musical and Prix Caprilli scores are not included.
- d. Scores from all riders are included.
- e. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level and 4% for any score earned at Fourth Level.

EXAMPLE:

A score of 50.000% would be

Training Level 50.000%,	Third Level 53.000%,
First Level 51.000%,	Fourth Level 54.000%
Second Level 52.000%,	

4. If a tie score should occur, the scores for the horses with the highest adjusted median score will be recalculated using a mean average to determine the winner. If the tie continues to be unbroken, all scores will be rounded to the nearest whole number and the mode will then be used to determine the winner.
5. First, second and third place awards will be presented.

ADA Rider of the Year Award

1. Award given to the ADA member who has the highest adjusted median score.
2. The rider must be an ADA member and paid the ADA Awards Program Fee. The membership and award fees must be postmarked at least one day prior to any competition for which scores are recorded.
3. Score Requirements
 - a. A minimum of six scores at USDF/USEF-licensed shows in Alaska.
 - b. A minimum of three shows and three different judges.
 - c. Musical and Prix Caprilli scores are not included.
 - d. Rides from all horses are included.
 - e. An adjustment of 1% will be made for any score earned at First Level, 2% for any score earned at Second Level, 3% for any score earned at Third Level and 4% for any score earned at Fourth Level. (See example above.)
4. If a tie score should occur, the scores for the horses with the highest adjusted median score will be recalculated using a mean average to determine the winner. If the tie continues to be unbroken, all scores will be rounded to the nearest whole number and the mode will then be used to determine the winner.
5. First, second and third place awards will be presented.

Sixty Percent Award

1. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and award fees must be postmarked at least one day prior to any competition for which scores are recorded.
2. A certificate is awarded to every ADA member who earns a minimum of one score of 60% or higher at a USDF/USEF-licensed show held in Alaska.
3. A certificate and patch are awarded to every ADA member who earns five or more scores of 60% or higher at USDF/USEF-licensed shows held in Alaska.

ADA Musical Freestyle Award - Individual

1. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and awards fee must be postmarked at least one day prior to any competition for which scores are recorded.
2. Award given to the ADA member who achieves the highest score a USDF/USEF-licensed show held in Alaska in a USDF Musical Freestyle class.
3. An adjustment of 2% will be made for any score earned at Second Level and 5% for scores earned at Third Level and above.

Prix Caprilli Award

1. An award given to a horse/rider combination.
2. The rider must be ADA member and have paid the ADA Awards Program Fee. The membership and awards fee must be postmarked at least one day prior to any competition for which scores are recorded.
3. Score Requirements
 - a. A minimum of two scores from Prix Caprilli classes at USDF/USEF-licensed shows in Alaska.
 - b. A minimum of two shows and two different judges.
 - c. The top two scores meeting the criteria will be averaged.

Pas de Deux Award

1. The riders must be ADA members and have paid the ADA Awards Program Fee. The membership and awards fee must be postmarked at least one day prior to any competition for which scores are recorded.
2. Award given to the team who achieves the highest score at a USDF/USEF-licensed show held in Alaska in a USDF Pas de Deux class.
3. An adjustment of 2% will be made for any score earned at Second Level and 5% for scores earned at Third Level and above.

Quadrille Team Award

1. The riders must be ADA members and have paid the ADA Awards program Fee. The membership and awards fee must be postmarked at least one day prior to any competition for which scores are recorded.
2. Award given to the team who achieves the highest score at a USDF/USEF-licensed show held in Alaska in a USDF Quadrille class.
3. An adjustment of 2% will be made for any score earned at Preliminary Level and 5% for scores earned at Intermediate Level.

Dressage Super Senior Award

1. Award given for a horse who is age 25 or older. This award may only be earned once by any given horse. More than one horse can earn this award in any given year.
2. The horse must be recorded with ADA (either annually or lifetime) and the owner must be an ADA member. The membership and recording fee must be postmarked at least one day prior to any competition for which scores are recorded.
3. Score requirements
 - a. A minimum of six scores earned during the current year at First Level or above at USDF/USEF-licensed shows in Alaska.
 - b. A minimum of three shows and three different judges.
 - c. Two of these six scores must be from the highest test of the level at which the horse earns the award. (e. g. First Level Test 4, Second Level Test 4, etc.)
 - d. Scores from all riders are included.
4. A photo frame engraved with Dressage Super Senior Award, the horse's name and the year in which the award is earned will be presented to the owner.
5. This award is sponsored in loving memory of Strut Along Dandy, a beautiful AQHA red dun gelding owned by Linda and Jim Kelley who was truly a Super Senior. He was a life-long competitor in halter, trail, western, and costume classes. He began his dressage career later than most and was always a super dressage ring companion. He came up from the pasture whenever his name was called ready for whatever his owners wanted to do, including giving many youngsters and several adults their "first ride". He was a once-in-a-lifetime equine companion who is dearly missed. Dandy left this world many years too soon on December 22, 1999.