

ALASKA DRESSAGE ASSOCIATION
ANCHORAGE, ALASKA

HANDBOOK

Prepared by
The Alaska Dressage Association
Handbook Committee

Original issue 1995-1996

Revised issues:

- January 1997
- September 1998
- January 2001
- January 2004
- November 2006
- January 2009
- May 2011

<u>CONTENTS</u>	<u>PAGE</u>
Mission Statement.....	2
Board of Directors.....	2
Committees.....	3
Additional Positions Other than Committees.....	4
Kathryn Brooks Perpetual Award.....	5
Christine Erikson Super Volunteer Award.....	7
ADA Award Guidelines.....	8

MISSION STATEMENT

The Mission of the Alaska Dressage Association is to promote and encourage a high standard of dressage throughout the state of Alaska, primarily through educational programs, publications, and events.

BOARD OF DIRECTORS

Job Descriptions

PRESIDENT:

- Creates agenda and runs meetings.
- Coordinates with the Show Committee.
- Coordinates with the Handbook/By Laws Committee.
- Coordinates with the Omnibus Editor.
- Coordinates with the Historian.

VICE-PRESIDENT:

- Runs meetings when President is unavailable and assists when needed.
- Coordinates with the Awards Committee.
- Coordinates with the Nominating Committee.
- Coordinates with the Handbook/By Laws Committee.

SECRETARY:

- Records and provides minutes of the monthly Board of Directors meetings, newsletters, correspondence and all other items of historical significance to ADA.
- Sends thank you letters to sponsors and advertisers.
- Retains annual membership contact lists.
- Forwards all historical data and copies of membership lists to Historian.
- Coordinates with Webmaster.

TREASURER:

- Provides a monetary status report of ADA accounts at meetings or when needed.
- Retains all financial records including an annual financial report.
- Provides yearly budget information to the board.
- Pays the bills associated with running ADA's non-profit status.
- Coordinates with Show the Committee.
- Coordinates with the Promotion/Membership and Fundraising Committees.
- Coordinates with the Awards Committee.
- Coordinates with Omnibus Editor.
- Coordinates with the Annual Awards Banquet Committee.

SENIOR BOARD MEMBER: Position I

- Coordinates with and gives reports with/for the Show Committee.
- Creates a complete list of volunteers for all ADA events.
- Forwards a master list of volunteer award recipients to Historian.

SENIOR BOARD MEMBER: Position II

- Coordinates with and gives reports with/for the Show Committee.
- Coordinates with and gives reports with/for the Awards Committee.

- Participates in special tasks on an Ad Hoc basis, for example promoting membership.

JUNIOR BOARD MEMBERS (2):

- Junior members help with committees and promote ADA to their peers. (Note—The junior board members will hold “advisory only” status. This means their votes will not count toward the quorum, but will be taken under advisement.)

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 committees 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.

Following is a list of committees, the designated officer responsible for the committee, and the committee’s tasks or responsibilities.

Nominating Committee: Designated Officer—Vice-President

- Conducts Annual Board of Directors Election.
- Announces election results at the Annual Awards Banquet.

Procedures for Election:

1. **Appointment:** 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 slate 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) will be annually nominated.
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 (30) 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 case of a tie vote a run-off election shall be held at the annual meeting.

Handbook and By Laws Committee: Designated Officer—Vice-President

- Reviews handbook as needed and drafts updates regarding appropriate procedures and policies, as guided by the by-laws.

Promotion/Membership and Fundraising Committee: Designated Officer—Treasurer

- Works to increase the ADA membership.
- Develops creative ways to fundraise for and at the Annual Awards Banquet.
- Develops creative ways to fundraise for the Omnibus.

Show Committee: Designated Officer —President

- Provides for the organization of licensed and schooling shows.
- Coordinates with the Show Manager and Show Secretary of each show.
- Solicits a list of volunteers from each show manager and compiles a complete list of all show volunteers.
- Provides volunteer lists to Senior Board Position I.
- Coordinates with and acquires contracts from the Anchorage Horse Council or other facilities where ADA shows are held.
- Acquires contracts from all show officials, EMTs, veterinarians, and farriers.
- Coordinates with national and local organizations for show recognition.
- Appoints a Hospitality Chairperson to cover care for judges, technical delegates, clinicians, or other guests of ADA functions.
- Coordinates with Treasurer for payments.
- Coordinates with Omnibus Editor for show information.
- Coordinates with Webmaster for posting of show information.
- Coordinates with Secretary for thank you letters.
- Coordinates with Senior Board Member I.

Awards Committee: Designated Officer—Vice-President

- Obtains dressage show results from all USDF/UDEF recognized shows in Alaska.
- Calculates year end awards for the Annual Awards Banquet.
- Orders show awards and year end awards using approved budget for expenses.
- Selects and orders an appropriate item to be awarded to each volunteer at the Annual Awards Banquet.
- Coordinates with Treasurer for awards budget.
- Coordinates with Senior Board member II.

Annual Awards Banquet Committee: Designated Officer—Treasurer

- Coordinates banquet facility.
- Coordinates with the Awards Committee.
- Coordinates with the Promotions/Membership and Fundraising Committee for Silent Auction.

ADDITIONAL POSITIONS OTHER THAN COMMITTEES

Following is a list of additional positions, the designated officer responsible for the position, and the tasks or responsibilities.

Historian: Designated Officer—President

- Organizes and compiles all historical information relevant to ADA activities.

Membership Coordination and Participation: Designated Officer—Treasurer

- Prepares annual USDF roster of current membership
- Coordinates with the Treasurer
- Solicits membership at the annual meeting
- Solicits sponsors
- Bills sponsors
- Sends thank you letters to sponsors
- Records awards participants
- Records annual and lifetime recordings
- Forwards copies of membership lists and recordings to Historian

Newsletter: Designated Officer—Secretary

- Creates a newsletter using a standard format; the newsletter will be distributed by email and posted on the web site
- Solicits pertinent news from the board and committees for inclusion
- Forwards copies of all newsletters to Historian

Webmaster: Designated Officer—Secretary

- Publishes and updates all relevant information on the ADA website.

Omnibus Editor: Designated Officer—President

- Prepares and prints the annual Omnibus for our horse shows.
- Coordinates the distribution of the Omnibus to all show officials, national and local organizations, ADA webmaster, ADA members, and ADA historian.
- Coordinates with Treasurer for Omnibus funding.
- Coordinates with the Promotion/Membership and Fundraising Committee for Omnibus advertising.
- Coordinates with Secretary for thank you letters.
- Coordinates with Webmaster for posting of Omnibus.

KATHRYN BROOKS LIFETIME ACHIEVEMENT PERPETUAL AWARD

This award is named in honor of one of our co-founders Kathy Brooks. Kathy, along 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.

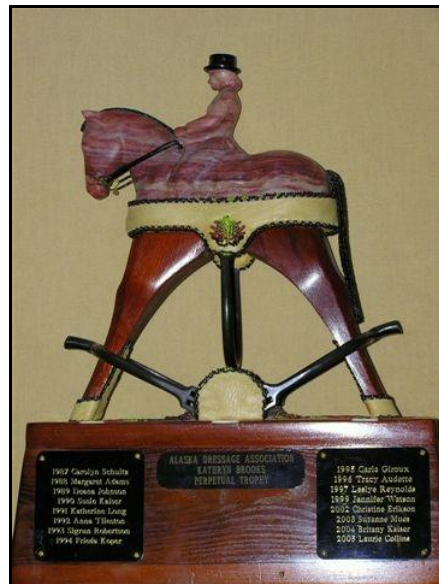
Kathy was an example of excellence in dressage in Alaska at that time. Her horse, tack and attire

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.

PAST RECIPIENTS OF THE KATHRYN BROOKS AWARD

- | | | | |
|------|-------------------|------|-------------------------|
| 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 Awards 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

- 2010 Mary Kaye Hession
- 2009 Carolyn Schultz
- 2008 Linda Kelley
- 2005 Christine Erikson
- 2004 Susie Merritt

ADA AWARD GUIDELINES

Publication of the Omnibus must follow official Handbook language.

ADA High Score of Show Awards

1. High Score and Reserve High Score awards will be presented for each junior and senior rider earning the highest scores in Introductory/Opportunity, Training, First, Second, and Third Level & Above classes. (A junior is defined by USEF GR127, as an individual who will not have reached his 18th birthday as of December 1st of the current competition year.) A High Score award will be presented for the rider earning the highest score in Prix Caprilli and Musical (including Pas de Deux and Quadrille Team) classes. All High Score and Reserve High Score awards require a minimum score of 58% except Introductory/Opportunity Level for which the minimum score is 55%.
2. An award will be presented to the horse achieving the highest dressage score (excluding Introductory, Opportunity, 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 Score Awards (Ribbons and Prizes) for Each Show

Award for	Sr Champion	Sr Reserve	Jr Champion	Jr Reserve
Introductory or Opportunity	Yes	Yes	Yes	Yes
Training	Yes	Yes	Yes	Yes
First	Yes	Yes	Yes	Yes
Second	Yes	Yes	Yes	Yes
Third & Above	Yes	Yes	Yes	Yes
Prix Caprilli	Champion only			
Musical	Champion only			
High Score Horse	Champion only (sash)			

Championship Classes

1. Four 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 received 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 may be earned prior to lunch break on the day championship classes are held.
4. The qualification requirements are as follows: -Training Level, one score of 55% or above in a Training Level Test 3 class; First Level, one score of 55% or above in a First Level Test 3 class; Second Level, one score of 55% or above in a Second Level Test 3 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: -Training Level, Training Level Test Three; First Level, First Level Test Three; Second Level, Second Level Test Three; 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.
9. 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.
10. 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 received 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 3).
 - 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. A minimum average score of 58% is required to qualify.
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.

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 received 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. Opportunity, 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, 4% for any score earned at Fourth Level, and 5% for any score earned in an FEI Level test.
 - f. A minimum adjusted median score of 58% is required to qualify.

EXAMPLE:

A score of 60.000% would be:

Training Level 60.000%	Third Level 63.000%
First Level 61.000%	Fourth Level 64.000%
Second Level 62.000%	

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 have paid the ADA Awards Program Fee. The membership and award fees must be received 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. Opportunity, Musical and Prix Caprilli scores are not included.
 - d. Rides on 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, and 5% for any score earned in an FEI Level test. (See example above.)
 - f. A minimum adjusted median score of 58% is required to qualify.
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 received 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 received 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 at a USDF/USEF-licensed show held in Alaska in a USDF Musical Freestyle class. A minimum non-adjusted score of 58% is required to qualify.
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.
4. Champion and Reserve Champion awards will be presented.

Pas de Deux Award

1. All riders must be ADA members and have paid the ADA Awards Program Fee. The membership and awards fee must be received 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. A minimum non-adjusted score of 58% is required to qualify.
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.
4. Champion and Reserve Champion awards will be presented.

Quadrille Team Award

1. All riders must be ADA members and have paid the ADA Awards program Fee. The membership and awards fee must be received 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. A minimum non-adjusted score of 58% is required to qualify.
3. An adjustment of 2% will be made for any score earned at Preliminary Level and 5% for scores earned at Intermediate Level.
1. Champion and Reserve Champion awards will be presented.

Prix Caprilli Award

1. An award given to a horse/rider combination.

2. The rider must be an ADA member and have paid the ADA Awards Program Fee. The membership and awards fee must be received 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. A minimum average score of 58% is required to qualify.
4. Champion and Reserve Champion awards will be presented.

Dressage Super Senior Award

1. Award given for a horse that 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 received 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 3, Second Level Test 3, 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.