



*VADA Fredericksburg*  
*Reaching New Levels*

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# HANDBOOK 2016

Revised 6/28/2016

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**2016 VADAF BOARD OF DIRECTORS/OFFICERS:**

<b>Co-President</b>	Denise Lennon	540-752-0799	<a href="mailto:xcrkfarm@gmail.com">xcrkfarm@gmail.com</a>
<b>Co-President</b>	Sharnette Atkinson	540-220-8484	<a href="mailto:sharnettep@aol.com">sharnettep@aol.com</a>
<b>V. P.</b>	Anna Simmons Fox	540-672-8551	<a href="mailto:blueribbondreams@gmail.com">blueribbondreams@gmail.com</a>
<b>Secretary</b>	Alison Thompson	540-373-0829	<a href="mailto:athompson747@gmail.com">athompson747@gmail.com</a>
<b>Treasurer</b>	Sharon Ackley	540-967-4532	<a href="mailto:stridersa@yahoo.com">stridersa@yahoo.com</a>

**COMMITTEE CHAIRS:**

<b>Membership</b>	Sharnette Atkinson	540-220-8484	<a href="mailto:sharnettep@aol.com">sharnettep@aol.com</a>
<b>Licensed Competition</b>	Casey Howard	540-894-6000	<a href="mailto:rosemountshow@gmail.com">rosemountshow@gmail.com</a>
<b>Year End Awards</b>	Anna Simmons Fox	540-672-8551	<a href="mailto:blueribbondreams@gmail.com">blueribbondreams@gmail.com</a>
<b>Education &amp; Clinics</b>	Megan Irby	540-247-6344	<a href="mailto:mirby2@yahoo.com">mirby2@yahoo.com</a>
<b>Volunteer Coordinator</b>	Glenda Wilson	540-371-7717	<a href="mailto:glenda.wilson@mac.com">glenda.wilson@mac.com</a>
<b>Adult Team</b>	Karen Rice		<a href="mailto:rice.kc@gmail.com">rice.kc@gmail.com</a>
<b>Youth Team</b>	Anna Simmons Fox	540-672-8551	<a href="mailto:blueribbondreams@gmail.com">blueribbondreams@gmail.com</a>
<b>Publicity</b>	Casey Howard	540-894-6000	<a href="mailto:rosemountshow@gmail.com">rosemountshow@gmail.com</a>
<b>Newsletter/ Webmaster</b>	Nancy Sinnott	540-659-0719	<a href="mailto:vadafnews@comcast.net">vadafnews@comcast.net</a>

**STATE BOARD REPRESENTATIVES:**

Denise Lennon	540-752-0799	<a href="mailto:xcrkfarm@gmail.com">xcrkfarm@gmail.com</a>
Alison Thompson	540-373-0829	<a href="mailto:athompson747@gmail.com">athompson747@gmail.com</a>

# MEMBERSHIP

Sharnette Atkinson  
8431 Heron Pointe Way  
Spotsylvania, VA 22551  
[sharnettep@aol.com](mailto:sharnettep@aol.com)

Members join for friendship, education, enjoyment, and the satisfaction of being part of an active and cohesive organization. A VADAF membership provides:

- Group membership in the United States Dressage Federation
- Eligibility for year-end awards
- Discounted show and clinic fees
- Subscription to the monthly newsletter, the Pirouette Report
- VADA and USDF publications
- VADAF Membership Handbook
- Attend Board of Directors and general membership meeting for both VADAF and VADA
- Voting rights for the purpose of elections and changes in the by-laws for VADAF

## Membership Types:

Individual <i>(Over 21 years old)</i>	\$55
Junior/Young Rider <i>(21 years old or less)</i>	\$45
Affiliate <i>(member of another VADA chapter; eligible year end awards)</i>	\$25
Family <i>(First member)</i>	\$55
Each Additional Family Member	\$20
Friend <i>(Eligible for educational programs/clinics and newsletter)</i>	\$20

The membership year runs from December 1<sup>st</sup> to November 30<sup>th</sup>. Dues received after October 1<sup>st</sup> are applied to the next membership year.

VADAF is a Non-Profit organization under IRS Section 501(c)(3). Dues are NOT tax deductible as charitable contributions. VADAF is a USDF Group Member Organization and all members are automatically USDF Group Members.



# VADA Fredericksburg

## Reaching New Levels

### 2016 Membership Form

VADAF is a Chapter of the Virginia Dressage Association (VADA). VADA is a U.S. Dressage Federation (USDF) Group Membership Organization (GMO); all VADA members automatically become USDF Group Members. The 2016 membership year runs from December 1, 2015 through November 30, 2016.

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Best phone number: (\_\_\_\_) \_\_\_\_\_ circle one: Work Cell Home

Email address: \_\_\_\_\_ USDF # \_\_\_\_\_

#### Membership Category:

\_\_\_\_\_ Individual (*Over 21 years old*).....\$55

\_\_\_\_\_ Junior/Young Rider (*21 years old or less*).....\$45

Junior/Young Rider Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Affiliate (*Member of another VADA chapter*).....\$25

If you are a member of another VADA Chapter, which Chapter is your Primary Membership? \_\_\_\_\_

\_\_\_\_\_ Family (*Primary Family Member name*).....\$55

\_\_\_\_\_ Additional Family Member (*name*).....\$20

\_\_\_\_\_ Additional Family Member (*name*).....\$20

\_\_\_\_\_ Additional Family Member (*name*).....\$20

\_\_\_\_\_ Friend (*Eligible for educational programs/clinics and Newsletter*).....\$20

Total \$ \_\_\_\_\_

Permission to use any photos taken at VADAF-sponsored events in newsletter: circle one: Y N

Permission to publish contact information in VADAF materials (newsletter, handbook, etc): circle one: Y N

Permission to release your contact information to our sponsors: circle one: Y N

To be eligible for year-end awards, you must volunteer a minimum of 8 hours to VADAF; please see the handbook or the volunteer form at <http://vadaf.net/sites/default/files/Volunteer%20Form.pdf>

How can you volunteer? Circle your interest: runner scorer show set up/take down scribe ring steward officer other (please specify) \_\_\_\_\_

Please make checks payable to VADAF and mail to: Sharnette Atkinson, 8431 Heron Pointe Way, Spotsylvania, VA 22551.

# MEMBERSHIP LIST

<b>VADAF Membership List (As of September 2015)</b>				
<b>Member Name</b>	<b>Member Number</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail Address</b>
Sharon Ackley	301	15311 Louisa Road, Louisa, VA 23093	540-967-4532	stridersa@yahoo.com
Sharnette Atkinson	318	8431 Heron Pointe Way Spotsylvania, VA 22551	540-972-5971	sharnettep@aol.com
Christine Balasi	118	Harehaven Farm 13306 Harryberry Ln King George, VA 22485	540-663-2427	balasi@hughes.net
Debbie Bowman	322	2014 Calvary Circle, #304 Charlottesville, VA 22911	540-661-6069	debbiebowmandressage@gmail.com
Gracie Buckner	313	222 Walnut Ridge Dr. Stafford, VA 22556	540-752-0131	Bucknerfamily1@gmail.com
Luray Buckner	311	222 Walnut Ridge Dr. Stafford, VA 22556	540-752-0131	Bucknerfamily1@gmail.com
Senika Buckner	314	222 Walnut Ridge Dr. Stafford, VA 22556	540-752-0131	Bucknerfamily1@gmail.com
Sally (Sam) Calabro	344	13289 Burruss Ln. Ruther Glen, VA 22546	804-994-5659	sscalabro23@gmail.com
Kerry Childers	121	P.O. Box 172 Jersey, VA 22481	540-287-4837	Kerry.l.childers@gmail.com
Teresa Coffman	112	15268 Locust Point Road King George, VA 22485	540-663-5984	marybethkl@gmail.com
Teresa Crater	334	14356 Eastview Dr King George, VA 22485	240-299-5548	camelotfarmva@gmail.com
Doug Crooks	319	912 Hanover Street Fredericksburg, VA 22401	540-373-0829	athompson747@gmail.com
Barbara Ellis	307	Broadview Farm 8204 Paige Road Woodford, VA 22580	804-448-9376	broadviewbe@juno.com
B. Karla Frank	125	Misty Brook Farm 16317 Nanzatico Ln King George, VA 22485		mistybrookfarm@yahoo.com
Rachel Gannaway	302	7341 Snow Hill Drive Spotsylvania, VA 22551	540-582-2611	rachbaugh@gmail.com
Jamie Gibbins	320	12 Blossom Tree Ct Stafford, VA 22554	540-288-3343	jamie.p.gibbins@gmail.com
Sarah Grady	332	11105 Meadowlark Ln Spotsylvania, VA 22553	540-207-6535	sarah@colchesterequines.com
Megan Irby	328	27542 Tatum Rd Unionville, VA 22567	540-247-6344	mirby2@yahoo.com
Sharon Kipping	677	11197 Michaels Road Woodford, VA 22580	804-448-3097	sharon@diamondkfarm.com
Lorraine Klepacz	116	7567 Colross Glen Dr King George, VA 22485	540-272-8101	eventingfox@gmail.com

Mary Beth Klinger	111	15268 Locust Point Road King George, VA 22485	540-663-5984	marybethkl@gmail.com
Melana Krivitsky	315	P.O. Box 703 Solomons, MD 20688	301-752-2056	mnkrivitsky@gmail.com
Denise Lennon	287	241 Richland Road Fredericksburg, VA 22406	540-752-0799	xcrkfarm@gmail.com
Casey Longerbeam	342	408 Covington St. Culpeper, VA 22701	540-894-6000	chlongerbeam@gmail.com
Janice Magor	278	57 Misty Lane Stafford, VA 22556	540-903-5773	jmagor@yahoo.com
Pat McGovern	309	Wedgewood Farm 3619 Rock Run Road Goldvein, VA 22720	540-752-5323	farmmccgov@gmail.com
Michelle Milligan	346	11609 Harvestdale Dr. Fredericksburg, VA 22407	540-717-4532	Cheer4dressage@yahoo.com
Peggy Minnich	303	9800 Poplar Forest Road Fredericksburg, VA 22408	540-898-7247	glennandpeggy@verizon.net
Kristie O'Shea	341	68 Whispering Oaks Lane Fredericksburg, VA 22406	703-851-5852	kristie.oshea@gmail.com
Leslie Parnell	338	9619 Foxville Rd. Warrenton, VA 20186	703-795-1553	Lparnell62@yahoo.com
Stacy Pattison	345	6845 Bantyre Road Warrenton, VA 20186	240-446-3787	Stacy3wise@yahoo.com
Riley Pearse	312	7467 Colross Glen Drive King George, VA 22485	540-775-3975	pat.pearse01@gmail.com
Shanah Rahm	343	2317 Evergreen Rd. Louisa, VA 23093	434-987-0467	shanah@rahmweb.com
Jamie Sue Ramirez	324	6483 Sierra Way Locust Grove, VA 22508	540-717-2556	dressage.princess82@gmail.com
Karen Rice	290	P.O. Box 545 Keswick, VA 22947		rice.kc@gmail.com
Lee Scott	327	P.O. Box 4382 Charlottesville, VA 22905	434-244-2787	eleescott@gmail.com
Rachel Sigler	127	3 Catbird Ct. Stafford, VA 22556	540-842-9027	rachelbds@gmail.com
Anna Simmons	107	7210 Birchfield Ln Bealton, VA 22712	540-672-8551	blueribbondreams@gmail.com
Nancy Sinnott	281	7421 Snow Hill Drive Spotsylvania, VA 22551	540-582-5009	vadafnews@comcast.net
Barb Snapp	680	308 Timber Trail Spotsylvania, VA 22553	540-895-5118	tempi97@yahoo.com
Alison Thompson	282	912 Hanover Street Fredericksburg, VA 22401	540-373-0829	athompson747@gmail.com
Nicky Vogel	288	10143 Woodland Way King George, VA 22485	540-379-7442	woodyworm1@gmail.com
Lynn Whiteside-Jones	330	16430 Coatesville Road Beaverdam, VA 23015	804-994-3103	smlwjones@aol.com
Glenda Wilson	316	90 Lucks Dr. Fredericksburg, VA 22405	540-371-7717	glenda.wilson@mac.com

# MEETINGS

VADAF has one general membership meeting each year in November. The Board of Directors and Committee Chairs meet monthly to discuss the business of the club, plan educational events, Schooling Shows and the Licensed Show. These meetings are open to the general membership unless specifically indicated in the newsletter and on the website in advance. We welcome prospective and current members at these meetings and are delighted to have your input.

The VADAF meeting schedule is as follows:  
The 2<sup>nd</sup> Tuesday of every month at 7:00 p.m.

The meetings are held at:

Four Season's Family Restaurant  
5201 Route 1  
Fredericksburg, VA 22401  
540-710-2515

Please arrive at 6:30 p.m. to order your dinner.  
Meeting will start at 7 p.m.



## SCHOOLING SHOWS

Dressage Schooling Shows are a perfect opportunity to try your new tests for the 2016 show season or to just come by and watch a dressage show.

At this time, VADAF is not hosting any schooling shows. A list of local shows has been compiled and will be available via the VADAF website and in the monthly newsletter.

Please note that if you wish to compete for year-end awards, the schooling show must be judged by a USDF L graduate or a USEF licensed dressage judge.

# LICENSED COMPETITION

Casey Howard  
408 Covington Street  
Culpeper, VA 22701  
540-894-6000  
[rosemountshow@gmail.com](mailto:rosemountshow@gmail.com)

Licensed Show Competition Secretary, for Dressage I and II at Rose Mount.

USEF #320886  
 July 1, 2016  
 USDF #320886  
 August 17, 2016

Opening Date:

Closing Date:

Saturday, September 10, 2016  
**VADAF Dressage at Rose Mount I**  
 Rose Mount Farm, Spotsylvania, VA

<b>Secretary:</b>	<b>Competition Management:</b>	<b>Judges:</b>	
<b>Technical Delegate:</b>			
Casey Howard Nichols, VA 408 Covington St. Culpeper, VA 22701 540-894-6000 rosemountshow@gmail.com	VADA - Fredericksburg  Office phone day of show only 540-898-0788	Janet (Dolly) Hannon "S" CO  Debbie Riehl-Rodriguez "S" CO	Tamala
<b>Manager:</b>	<b>Chief Executive Officer:</b>	<b>Stable Manager and</b>	
<b>Veterinarian:</b>		<b>Safety Coordinator:</b>	
Sharon Ackley Woodside Equine Clinic 540-967-4532 798-3281 stridersa@yahoo.com	Nicky Vogel	Debbie Howard  540-395-4161	804-
<b>Show Website:</b>	<b>Recognition:</b>	<b>Show Level: 2</b>	<b>Farrier:</b>
On Call www.vadaf.net Daniel Prescott	USEF, USDF, VADA, and VADAF		<b>EMT:</b>

**\*\*\*Separate entries must be completed for each day\*\*\***

100	USDF Intro Test of Choice		121A	USEF Second Level Test 1	AA/JR/YR
101A	USEF Training Level Test 1	AA/JR/YR	121B	USEF Second Level Test 1	Open
101B	USEF Training Level Test 1	Open	122A	USEF Second Level Test 2	AA/JR/YR/BLM 2016
**101O	USEF Training Level Test 1	Opportunity	122B	USEF Second Level Test 2	Open/BLM 2016
102A	USEF Training Level Test 2	AA/JR/YR/BLM 2016	123A	USEF Second Level Test 3	AA/JR/YR/GAIG 2017
102B	USEF Training Level Test 2	Open/BLM 2016	123B	USEF Second Level Test 3	Open/GAIG 2017
**102O	USEF Training Level Test 2	Opportunity	131	USEF Third Level Test 1	AA/JR/YR/Open
103A	USEF Training Level Test 3	AA/JR/YR/GAIG 2017	132	USEF Third Level Test 2	AA/JR/YR/Open/BLM 2016
103B	USEF Training Level Test 3	Open/ GAIG 2017	133	USEF Third Level Test 3	AA/JR/YR/Open/GAIG 2017
111A	USEF First Level Test 1	AA/JR/YR	141	USEF Fourth Level Test 1	AA/JR/YR/Open
111B	USEF First Level Test 1	Open	142	USEF Fourth Level Test 2	AA/JR/YR/BLM/Open/BLM 2016
112A	USEF First Level Test 2	AA/JR/YR/BLM 2016	143	USEF Fourth Level Test 3	AA/JR/YR/Open/GAIG 2017
112B	USEF First Level Test 2	Open/BLM 2016	161	FEI Prix St Georges	Open/BLM 2016/ GAIG 2017
113A	USEF First Level Test 3	AA/JR/YR/GAIG 2017	*^171	FEI Test of Choice	Open/BLM 2016/GAIG 2017
113B	USEF First Level Test 3	Open/GAIG 2017	*+181	USDF Musical Freestyle TOC	Open/BLM 2016/GAIG 2017
			*191	FEI Musical Freestyle TOC	Open/BLM 2016/ GAIG 2017

**\*Please state Level and Test on Entry Form**

**\*\*Opportunity class: open to non members of USEF/USDF, must not compete in open/qualifying classes if riding in opportunity classes.**

**\*^ FEI Test of Choice only Intermediate I, Intermediate II, Grand Prix, Young Rider Team Test and Junior Team Test may be ridden as qualifying for GAIG's/USDF Regional Championships.**

**\*+ USDF Musical Freestyle Test of Choice, please note that the Training Level Freestyle cannot be ridden as qualifying for the GAIG's/USDF Regional Championships.**

EVERY CLASS OFFERED HEREIN, WHICH IS COVERED BY THE RULES AND SPECIFICATIONS OF THE CURRENT USEF RULE BOOK, WILL BE CONDUCTED AND JUDGED IN ACCORDANCE THEREWITH.

**ENTRIES:** Entries accepted by the date received by the Secretary. You MUST use the 2016 Entry blank! Telephone entries will not be accepted. All entries (competing & non-competing) MUST include a valid negative Coggins test (through 9/11/2016) or the entry WILL NOT BE ACCEPTED.

**LEVELS:** USEF Training Level through FEI Grand Prix, USDF and FEI Musical Freestyle, including 2016 BLM and 2017 GAIG Qualifiers.

**AWARDS:** Trophy and six ribbons in each class, Third and Fourth level class placings will be split between AA/JR/YR and Open. High Score awards may be presented. Management reserves the right to split/combine classes if entries warrant. Ribbons and awards not picked up at show will not be mailed. USDF/Dover Adult Amateur Medal: Awarded from class 123, Second Level Test 3.

**OPEN CLASSES:**

- \$45.00 USEF Training through Fourth Levels, USDF Musical Freestyle
- \$55.00 FEI Levels, FEI Musical Freestyle
- \$25.00 Opportunity Classes
- \$25.00 Introductory Classes

**OTHER FEES:**

- \$10.00 Change fee, once the show is scheduled
- \$10.00 GAIG division fee (must be paid before the class for score to count)
- \$20.00 Non-refundable Office Fee, per entry, per day (includes number fee)
- \$16.00 USEF Fee, per horse (USEF Drug & USEF Fee)
- \$30.00 USEF non-member rider, owner, and/or trainer
- \$25.00 USDF Non-member fee (rider and owner)
- \$30.00 Post Entry Fee for entries received after 8/24/2016
- \$50.00 Bounced check charge
- \$30.00 Non-Competing Horse
- \$100.00 Stabling per horse or tack stall for weekend (see below)
- \$50.00 Daily stable rate
- \$50.00 Campers per night, electric only, limited space
- \$ 9.00 Bedding

**MAKE CHECKS PAYABLE TO: "VADAF".** BOUNCED CHECK POLICY: Entry will be removed from the schedule, charged the bounced check fee, and placed on waiting list until a money order or certified check is received by the Entry Secretary. All entries (competing and non-competing) MUST include a valid Coggins test (through 9/11/2016) or the entry WILL NOT BE ACCEPTED, USEF & USDF Numbers, with copies of the cards and ALL required signatures in accordance with the USEF Rules. Full refund minus \$25 handling charge, if the Entry Secretary is notified on or before 8/17/2016.

**NO REFUNDS AFTER CLOSING DATE,** including the cancellation of classes due to inclement weather.

\*An acknowledgement of entry SHOWING STATUS will be confirmed by email ([rosemountshow@gmail.com](mailto:rosemountshow@gmail.com)) upon receipt of entry. PLEASE CHECK THIS FOR ANY ERRORS. If you have any problems or do not receive this confirmation, please contact the Secretary immediately.

\*Competitors are reminded that USEF rules require entry forms to be signed completely in all three signature blocks (no photocopies!). JR/YR riders are reminded to include their birth date or their entries will be returned. Junior riders CANNOT sign as Rider or Trainer. Please have your parent or guardian sign. You MUST include an emergency contact and phone # (see stabling).

**HEADGEAR REQUIREMENTS:** From the time horses are officially admitted to the competition grounds by competition management, anyone mounted on a horse at any time on the competition grounds, including non-

competing riders, riders on non-competing horses, and those competing in all classes and tests, including Para-Equestrian tests, must wear protective headgear as defined by this rule and otherwise in compliance with GR801. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place. Protective headgear is defined as a riding helmet which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. The harness must be secured and properly fitted.

**MODIFIED DRESS CODE FOR RIDERS IN OPPORTUNITY CLASSES:** Riders in classes and test at all levels in Level 1 Competitions, and riders in Opportunity classes in Level 2 and Level 3 Competitions, may compete wearing breeches and shirts of any color as permitted in DR120.8. Jackets or vests of any type are allowed but not required and neckwear may be worn only if the rider chooses to compete in a riding jacket. Boots and protective headgear are required as specified in DR120.1-6. USEF DR120.5.

**FLY HOODS PERMITTED FOR OUTDOOR CLASSES:** Fly hoods (ear covers) are permitted for competitions held outdoors in order to protect horses from insects. The fly hoods should be discreet and should not cover the horse's eyes. After completion of the test, the rider or his representative is responsible for removing the fly hood to present to the designated ring steward for inspection. USEF DR171.7.

**FREESTYLES:** Freestyle rider must present a good quality CD to the Secretary. The sound system will be available for testing, to be announced at the show.

**RINGS:** may be watered periodically should the weather conditions warrant.

**DOGS:** All dogs must be kept on a leash while on the show grounds. Any dog off leash is subject to a \$50 fine per USEF rules.

**TIMES:** Times will be posted on the Competition Website, [www.vadaf.net](http://www.vadaf.net).

**STABLING:** \$100.00 for the weekend, arriving on Friday noon through Sunday. Daily rate \$50.00. NO initial bedding. Bedding available for purchase. Permanent Stalls with small half doors and stall mats. Stallions may need additional stall guards for doors. Stall dimensions are 10' x 10'.

**ARENAS:** Ring 1 and 2 are outdoor sand/blue stone arenas, 20m x 60m. Two outdoor sand/bluestone warm-ups arenas. The 215' x 145' and will be for lunging only. The 290' x 135' Schooling Ring will be for warm up only.

**FOOD:** Available on grounds.

**MEDICAL-WASTE:** All medical waste (needles, syringes, etc.) must NOT be discarded in stalls, manure pits, garbage cans or on grounds. All medical supplies must be placed in appropriate container located in each barn.

**PHOTO/VIDEO VENDORS:** Photographer: Pics of You, at: [picsofyou.com](http://picsofyou.com).

Videographer: Video Vibes, at: [kathleen.cleary414@gmail.com](mailto:kathleen.cleary414@gmail.com).

**DIRECTIONS:** directions from I-95: take the Spotsylvania exit 126 Rt. 1/Rt. 17 South. Turn right onto Southpoint Pkwy. At Rt. 208, Courthouse Rd, turn left. Go through 6 traffic lights and start looking for Rose Mount on the left. Horse show entrance is the SECOND Rose Mount Farm entrance (marked). Physical address of show grounds: 9601 Courthouse Rd, Spotsylvania, VA 22553.

**HOTELS:** ALL WITHIN 6 MILES OF SHOW @ Exit 126 off of I-95.

Econo Lodge: 540-898-5440

Sleep Inn Southpoint: 540-710-5500 ask for Dressage at Rose Mount discount

Hampton Inn and Suites: 540-898-5000

Ramada Inn South: 540-898-5550.

**Under Virginia Law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. CODE OF VIRGINIA TITLE 3.1. AGRICULTURE, HORTICULTURE AND FOOD, CHAPTER 27.5 EQUINE ACTIVITY LIABILITY ACT, VA. Code Ann. 3.1-796.130 (1994).**

**HOLD HARMLESS CLAUSE:**

The Equine Activity Liability laws of the State of Virginia, VA Code Ann. Sec 3.2-6200-6203 state among its statutory provisions that, "NOTICE: Intrinsic dangers in equine activity, include (i) the propensity of equines to behave in ways that may result in injury, harm or death to persons on or around them; (ii) the unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (iii) certain hazards such as surface and subsurface conditions; (iv) collisions with other animals or objects; and (v) the potential of a participant acting in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability." No Participant nor any participant's parent, guardian, or representative shall have or make any claim against or recover from any equine activity sponsor, equine professional, or any other person for injury, loss, damage, or death of the participant resulting from any of the intrinsic dangers of equine activities. It is further understood that each owner, rider, spectator, and other participants assume any and all risks of loss or injury and agrees to hold harmless, regardless of negligent acts or omissions VADA Inc, Rose Mount Farm, USDF, USEF, its instructors, officers, directors, agents, show management, show committee, and all other horse show personnel.

**VIRGINIA STATEMENT OF INHERENT RISKS:** Inherent risks of equine activities include, but are not limited to, the following: (i) the propensity of an equine to behave in dangerous ways which may result in injury to the participant; (ii) the inability to predict an equine's reaction to sound, movements, objects, persons, or animals; and (iii) hazards of surface or subsurface conditions.

**MOTORIZED VEHICLE STATEMENT:** In accordance with GR901.29: Minors who do not have a valid driver's license which allows them to operate a motorized vehicle in the state in which they reside will not be permitted to operate a motorized vehicle of any kind, including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles, on the competition grounds of licensed competitions. Minors who have a valid temporary license may operate the above described motorized vehicles as long as they are accompanied by an adult with a valid driver's license. ***The parent(s), legal guardian(s), or individual who signs the entry blank as a parent or guardian of a minor operating a motorized vehicle in violation of this rule are solely responsive for any damages, claims, losses or actions resulting from that operation.*** Violations of this rule will be cause for sanctions against the parent(s), guardian(s) and/or trainer(s) who are responsible for the child committing the offense. Penalties may include exclusion of the child, parent(s), guardian(s), and/or trainer(s) from the competition grounds for the remainder of the competition and charges being filed against any of the above individuals in accordance with Chapter 6. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule.

**USEF MEMBERSHIP STATEMENT:** Life, senior active and junior active members shall be eligible to participate in all classes at Regular Competitions, Eventing Competitions at the Preliminary Level or above and Combined Driving Competitions at the Advanced Level, Dressage, Reining and Vaulting Competitions and Endurance Rides. A nonmember may participate as a handler, rider, driver, owner, lessee, agent, coach or trainer at Regular Competitions, Eventing Competitions, Dressage Competitions, Reining Competitions and Combined Driving Competitions upon payment of a \$30 Show Pass fee. Participants in the following classes are exempted from the Requirements of this rule: 1) leadline; 2) exhibitions; 3) games and races; 4) classes for 4-H members; 5) walk trot and academy classes (academy classes are classes limited to horses used regularly in a lesson program); 6) USDF introductory level tests, pas de deux and quadrille classes; 7) NRHA Endorsed Reining Competitions. 8) Opportunity classes, 9) citizens of other nations who have proof, in English, of current membership in good standing of their own National Federation, 10) USEA beginner novice division; and 11) assistant handlers in Dressage Sport Horse Breeding classes.

USEF #327135  
 July 1, 2016  
 USDF #327135  
 August 17, 2016

Opening Date:

Closing Date:

Sunday, September 11, 2016  
**VADAF Dressage at Rose Mount II**  
 Rose Mount Farm, Spotsylvania, VA

**Secretary:**  
**Technical Delegate:**  
 Casey Howard  
 Nichols, VA  
 408 Covington St.  
 Culpeper, VA 22701  
 540-894-6000  
 rosemountshow@gmail.com

**Competition Management:**  
 VADA - Fredericksburg  
 Office phone day of show only  
 540-898-0788

**Judges:**  
 Janet (Dolly) Hannon "S", CO Tamala  
 Debbie Riehl-Rodriguez "S", CO

**Manager:**  
**Veterinarian:**  
 Sharon Ackley  
 Woodside Equine Clinic  
 540-967-4532  
 798-3281  
 stridersa@yahoo.com

**Chief Executive Officer:**  
 Nicky Vogel

**Stable Manager and  
 Safety Coordinator:**  
 Debbie Howard 804-  
 540-395-4161

**Show Website:**  
 On Call  
 www.vadaf.net  
 Daniel Prescott

**Recognition:**  
 USEF, USDF, VADA, and VADAF

**Show Level: 2**  
**Farrier:**  
**EMT:**

**\*\*\*Separate entries must be completed for each day\*\*\***

200	USDF Intro Test of Choice		221A	USEF Second Level Test 1	AA/JR/YR
201A	USEF Training Level Test 1	AA/JR/YR	221B	USEF Second Level Test 1	Open
201B	USEF Training Level Test 1	Open	222A	USEF Second Level Test 2	AA/JR/YR/BLM 2016
**2010	USEF Training Level Test 1	Opportunity	222B	USEF Second Level Test 2	Open/BLM 2016
202A	USEF Training Level Test 2	AA/JR/YR/BLM 2016	223A	USEF Second Level Test 3	AA/JR/YR/GAIG 2017
202B	USEF Training Level Test 2	Open/BLM 2016	223B	USEF Second Level Test 3	Open/GAIG 2017
**2020	USEF Training Level Test 2	Opportunity	231	USEF Third Level Test 1	AA/JR/YR/Open
203A	USEF Training Level Test 3	AA/JR/YR/GAIG 2017	232	USEF Third Level Test 2	AA/JR/YR/Open/BLM 2016
203B	USEF Training Level Test 3	Open/GAIG 2017	233	USEF Third Level Test 3	AA/JR/YR/Open/GAIG 2017
211A	USEF First Level Test 1	AA/JR/YR	241	USEF Fourth Level Test 1	AA/JR/YR/Open
211B	USEF First Level Test 1	Open	242	USEF Fourth Level Test 2	AA/JR/YR/Open/BLM 2016
212A	USEF First Level Test 2	AA/JR/YR/BLM 2016	243	USEF Fourth Level Test 3	AA/JR/YR/Open/GAIG 2017
212B	USEF First Level Test 2	Open/BLM 2016	261	FEI Prix St Georges	Open/BLM 2016/GAIG 2017
213A	USEF First Level Test 3	AA/JR/YR/GAIG 2017	*^271	FEI Test of Choice	Open/BLM 2016/GAIG 2017
213B	USEF First Level Test 3	Open/GAIG 2017	*+281	USDF Musical Freestyle TOC	Open/BLM 2016/GAIG 2017
			*291	FEI Musical Freestyle TOC	Open/BLM 2016/GAIG 2017

**\*Please state Level and Test on Entry Form**



**\*\*Opportunity class: open to non members of USEF/USDF, must not compete in open/qualifying classes if riding in opportunity classes.**

**\*^ FEI Test of Choice please note that only the Intermediate I, Intermediate II, Grand Prix, Young Rider Team Test and Junior Team Test may be ridden as qualifying for GAIG's/USDF Regional Championships.**

**\*+ USDF Musical Freestyle Test of Choice, please note that the Training Level Freestyle cannot be ridden as qualifying for the GAIG's/USDF Regional Championships.**

EVERY CLASS OFFERED HEREIN, WHICH IS COVERED BY THE RULES AND SPECIFICATIONS OF THE CURRENT USEF RULE BOOK, WILL BE CONDUCTED AND JUDGED IN ACCORDANCE THEREWITH.

**ENTRIES:** Entries accepted by the date received by the Secretary. You MUST use the 2016 Entry blank! Telephone entries will not be accepted. All entries (competing & non-competing) MUST include a valid negative Coggins test (through 9/11/2016) or the entry WILL NOT BE ACCEPTED.

**LEVELS:** USEF Training Level through FEI Grand Prix, USDF and FEI Musical Freestyle, including 2016 BLM and 2017 GAIG Qualifiers.

**AWARDS:** Trophy and six ribbons in each class, Third and Fourth level class placings will be split between AA/JR/YR and Open. High Score awards may be presented. Management reserves the right to split/combine classes if entries warrant. Ribbons and awards not picked up at show will not be mailed. USDF/Dover Adult Amateur Medal: Awarded from class 123, Second Level Test 3.

**OPEN CLASSES:**

- \$45.00 USEF Training through Fourth Levels, USDF Musical Freestyle
- \$55.00 FEI Levels, FEI Musical Freestyle
- \$25.00 Opportunity Classes
- \$25.00 Introductory Classes

**OTHER FEES:**

- \$10.00 Change fee, once the show is scheduled
- \$10.00 GAIG division fee (must be paid before the class for score to count)
- \$20.00 Non-refundable Office Fee, per entry, per day (includes number fee)
- \$16.00 USEF Fee, per horse (USEF Drug & USEF Fee)
- \$30.00 USEF non-member rider, owner, and/or trainer
- \$25.00 USDF Non-member fee (rider and owner)
- \$30.00 Post Entry Fee for entries received after 8/24/2016
- \$50.00 Bounced check charge
- \$30.00 Non-Competing Horse
- \$100.00 Stabling per horse or tack stall for weekend (see below)
- \$50.00 Daily stable rate
- \$50.00 Campers per night, electric only, limited space
- \$ 9.00 Bedding

**MAKE CHECKS PAYABLE TO: "VADAF".** BOUNCED CHECK POLICY: Entry will be removed from the schedule, charged the bounced check fee, and placed on waiting list until a money order or certified check is received by the Entry Secretary. All entries (competing and non-competing) MUST include a valid Coggins test (through 9/11/2016) or the entry WILL NOT BE ACCEPTED, USEF & USDF Numbers, with copies of the cards and ALL required signatures in accordance with the USEF Rules. Full refund minus \$25 handling charge, if the Entry Secretary is notified on or before 8/17/2016.

**NO REFUNDS AFTER CLOSING DATE,** including the cancellation of classes due to inclement weather.

\*An acknowledgement of entry SHOWING STATUS will be confirmed by email ([rosemountshow@gmail.com](mailto:rosemountshow@gmail.com)) upon receipt of entry. PLEASE CHECK THIS FOR ANY ERRORS. If you have any problems or do not receive this confirmation, please contact the Secretary immediately.

\*Competitors are reminded that USEF rules require entry forms to be signed completely in all three signature blocks (no photocopies!). JR/YR riders are reminded to include their birth date or their entries will be returned. Junior riders CANNOT sign as Rider or Trainer. Please have your parent or guardian sign. You MUST include an emergency contact and phone # (see stabling).

**HEADGEAR REQUIREMENTS:** From the time horses are officially admitted to the competition grounds by competition management, anyone mounted on a horse at any time on the competition grounds, including non-

competing riders, riders on non-competing horses, and those competing in all classes and tests, including Para-Equestrian tests, must wear protective headgear as defined by this rule and otherwise in compliance with GR801. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place. Protective headgear is defined as a riding helmet which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. The harness must be secured and properly fitted.

**MODIFIED DRESS CODE FOR RIDERS IN OPPORTUNITY CLASSES:** Riders in classes and test at all levels in Level 1 Competitions, and riders in Opportunity classes in Level 2 and Level 3 Competitions, may compete wearing breeches and shirts of any color as permitted in DR120.8. Jackets or vests of any type are allowed but not required and neckwear may be worn only if the rider chooses to compete in a riding jacket. Boots and protective headgear are required as specified in DR120.1-6. USEF DR120.5.

**FLY HOODS PERMITTED FOR OUTDOOR CLASSES:** Fly hoods (ear covers) are permitted for competitions held outdoors in order to protect horses from insects. The fly hoods should be discreet and should not cover the horse's eyes. After completion of the test, the rider or his representative is responsible for removing the fly hood to present to the designated ring steward for inspection. USEF DR171.7.

**FREESTYLES:** Freestyle rider must present a good quality CD to the Secretary. The sound system will be available for testing, to be announced at the show.

**RINGS:** may be watered periodically should the weather conditions warrant.

**DOGS:** All dogs must be kept on a leash while on the show grounds. Any dog off leash is subject to a \$50 fine per USEF rules.

**TIMES:** Times will be posted on the Competition Website, [www.vadaf.net](http://www.vadaf.net).

**STABLING:** \$100.00 for the weekend, arriving on Friday noon through Sunday. Daily rate \$50.00. NO initial bedding. Bedding available for purchase. Permanent Stalls with small half doors and stall mats. Stallions may need additional stall guards for doors. Stall dimensions are 10' x 10'.

**ARENAS:** Ring 1 and 2 are outdoor sand/blue stone arenas, 20m x 60m. Two outdoor sand/bluestone warm-ups arenas. The 215' x 145' and will be for lunging only. The 290' x 135' Schooling Ring will be for warm up only.

**FOOD:** Available on grounds.

**MEDICAL-WASTE:** All medical waste (needles, syringes, etc.) must NOT be discarded in stalls, manure pits, garbage cans or on grounds. All medical supplies must be placed in appropriate container located in each barn.

**PHOTO/VIDEO VENDORS:** Photographer: Pics of You, at: [picsofyou.com](http://picsofyou.com).

Videographer: Video Vibes, at: [kathleen.cleary414@gmail.com](mailto:kathleen.cleary414@gmail.com).

**DIRECTIONS:** directions from I-95: take the Spotsylvania exit 126 Rt. 1/Rt. 17 South. Turn right onto Southpoint Pkwy. At Rt. 208, Courthouse Rd, turn left. Go through 6 traffic lights and start looking for Rose Mount on the left. Horse show entrance is the SECOND Rose Mount Farm entrance (marked). Physical address of show grounds: 9601 Courthouse Rd, Spotsylvania, VA 22553.

**HOTELS:** ALL WITHIN 6 MILES OF SHOW @ Exit 126 off of I-95.

Econo Lodge: 540-898-5440

Sleep Inn Southpoint: 540-710-5500 ask for Dressage at Rose Mount discount

Hampton Inn and Suites: 540-898-5000

Ramada Inn South: 540-898-5550.

**Under Virginia Law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. CODE OF VIRGINIA TITLE 3.1. AGRICULTURE, HORTICULTURE AND FOOD, CHAPTER 27.5 EQUINE ACTIVITY LIABILITY ACT, VA. Code Ann. 3.1-796.130 (1994).**

**HOLD HARMLESS CLAUSE:**

The Equine Activity Liability laws of the State of Virginia, VA Code Ann. Sec 3.2-6200-6203 state among its statutory provisions that, "NOTICE: Intrinsic dangers in equine activity, include (i) the propensity of equines to behave in ways that may result in injury, harm or death to persons on or around them; (ii) the unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (iii) certain hazards such as surface and subsurface conditions; (iv) collisions with other animals or objects; and (v) the potential of a participant acting in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability." No Participant nor any participant's parent, guardian, or representative shall have or make any claim against or recover from any equine activity sponsor, equine professional, or any other person for injury, loss, damage, or death of the participant resulting from any of the intrinsic dangers of equine activities. It is further understood that each owner, rider, spectator, and other participants assume any and all risks of loss or injury and agrees to hold harmless, regardless of negligent acts or omissions VADA Inc, Rose Mount Farm, USDF, USEF, its instructors, officers, directors, agents, show management, show committee, and all other horse show personnel.

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# YEAR END AWARDS

Anna Simmons Fox  
7210 Birchfield Lane  
Bealton, VA 22712  
540-672-8551  
[blueribbondreams@gmail.com](mailto:blueribbondreams@gmail.com)

VADAF offers awards to its membership to recognize outstanding accomplishments and service throughout the year. These awards are meant to serve as an incentive for its members to further their education and set higher goals. Some of the awards are based solely on merit, others are not. These awards are available at the Year End Awards Banquet.

## VADAF Year End Awards:

- ❖ **High Score Awards**
- ❖ **Majic Jami Award**
- ❖ **Unsung Heroes of Dressage Award**
- ❖ **Volunteer of the Year Award**
- ❖ **Equine Senior Award**
- ❖ **Gary Locke (Jr/Yr) Perpetual Trophy Award**
- ❖ **Heather Hayes Memorial Award**
- ❖ **Achievement Awards**

The following is a list of the general criteria for VADAF Awards. Please make sure and review the listed criteria under each separate award as some may differ.

- Rider and owner must be a member of VADAF at the time the score is earned.
- Copy of the front page of the test for each score submitted (must show horse name, rider name, and date of show, location, points, and total percentage). A USDF printout may be sent in.
- Tests must be judged by a USDF L graduate or a USEF licensed dressage judge to be eligible for VADAF year end awards.
- Meet volunteer requirements:
  - Eight hours of volunteer participation at one or more VADAF event is required.
  - Minimum of 4 hours must be completed and earned by the rider or horse owner.
  - Rider, horse owner, family members or friend may earn the balance.
  - Volunteer Service form must be completed and signed by the activity coordinator for the event.
  - Note that volunteer time provided to non-VADAF events will not count.
- Member must attend at least one VADAF meeting during the year (youth meetings and socials will count). Attendance will be taken at meetings to ensure that this requirement is met.
- Year-End Awards Form, and test copies must be completed and **mailed to the Awards Chairman by December 7th**. The competition year runs from December 1st to November 30th.

## VADAF Year End High Score Awards:

1. Awarded to the same horse/rider combination.
2. The competition year runs from December 1st to November 30th. Submitted scores must be earned during the current show year.
3. Rider and owner must be members of VADAF in good standing at the time the score is earned.
4. Eight hours of volunteer participation at one or more VADAF event is required. A minimum of 4 hours must be completed and earned by the rider or horse owner. The rider, horse owner, family members or friend may earn the balance. A Volunteer Service form must be completed and signed by the activity coordinator for the event. Note that volunteer time provided to non-VADAF events will not count.
5. Member must attend at least one VADAF meeting during the year (youth meetings and socials will count). Attendance will be taken at meetings to ensure that this requirement is met.
6. At least 6 scores of the same level from 3 different judges must be submitted. One of those scores MUST be from Test 3 of the level shown. Freestyle awards will require 4 tests of the same level from 3 different judges.
7. In addition, to qualify for Champion or Reserve Champion, two of the tests submitted must be from the highest test of that level.
8. No score below 55% (before coefficients are added) will count towards year-end awards.
9. Tests must be judged by a USDF L graduate or a USEF licensed dressage judge.
10. Year-End Awards Forms, and test copies must be completed and mailed to Awards Chairman by December 7th. Packets must be received by December 7. Any packets received after December 7 will not be considered.
11. Scores will be weighted as to test ridden. The score is multiplied by the coefficient below. The result is then added to the score. Top 6 scores (4 freestyle), including required tests, will then be averaged for placing.

### **Intro Level:**

Test	Schooling	Recognized
A	.02	.04
B	.03	.05
C	.04	.06

### **Training – Fourth:**

Test	Schooling	Recognized
1	.02	.04
2	.03	.05
3	.04	.06

### **FEI:**

Test	Schooling	Recognized
Prix St George	.02	.04
Intermediare I & II	.03	.05
Grand Prix	.04	.06

**MFS:**

Schooling                      Recognized  
.04                                      .06

12. Awards will be given at the following levels for which there is a qualified recipient: Intro Level, Training Level, First Level, Second Level, Third Level, Fourth Level, FEI, and Freestyles (split at discretion of Awards Committee). Separate Junior/Young Rider (21 or under in current year) awards may be made at the discretion of the Awards Committee. Junior/Young Riders remember to indicate your status on the VADAF Year End Information Form.

**VADAF Achievement Awards:**

1. Rider and Horse combination must achieve four (4) scores from at least two (2) separate schooling and/or recognized shows.
2. Riders must have scores validated with VADAF Show Validation Form -OR- copies of qualifying test -OR- USDF score printout.
3. Awards are based solely on scores collected over time and need not be earned in one year.
4. Each award recipient will receive a Certificate of Achievement, Medal, and special award.

**Scoring requirements:**

<b>GOLD</b>	<b>SILVER</b>	<b>BRONZE</b>
Introductory - 4 scores of 68% or better	Introductory - 4 scores of 65% or better	Introductory - 4 scores of 62% or better
Training - 4 scores of 68% or better	Training - 4 scores of 65% or better	Training - 4 scores of 62% or better
First - 4 scores of 67% or better	First - 4 scores of 64% or better	First - 4 scores of 61% or better
Second - 4 scores of 66% or better	Second - 4 scores of 63% or better	Second - 4 scores of 60% or better
Third - 4 scores of 65% or better	Third - 4 scores of 62% or better	Third - 4 scores of 60% or better
Fourth - 4 scores of 65% or better	Fourth - 4 scores of 62% or better	Fourth - 4 scores of 60% or better
FEI - 4 scores of 64% or better	FEI - 4 scores of 60% or better	FEI - 4 scores of 58% or better
Musical Freestyle - 4 scores of 70% or better	Musical Freestyle - 4 scores of 67% or better	Musical Freestyle - 4 scores of 64% or better
Pas de Deux - 4 scores of 70% or better	Pas de Deux - 4 scores of 67% or better	Pas de Deux - 4 scores of 64% or better

Qualifying members should send qualifying scores to the Awards Chairman. To be considered, members MUST include: show name, date, judge's name, rider name, horse name, tests ridden, and the score % for each Level you have qualified for.

**VADAF Candidate Nominated Awards:**

These awards are given to individuals who have been nominated by their peers. Nominations may be made by any member in good standing. In the event that more than one

person is nominated for any award, all nominations will be presented to the Board of Directors and a winner will be determined by a vote of the board members. In the event that a nominee is a member of the Board of Directors they will abstain from the voting process.

### **Equine Senior Award:**

This award has been generously donated by Broadview Farm and the Ellis Family in loving memory of Capital Gain, also known as “Teddy”.

1. Any senior in good standing is a candidate for this award.
2. Must show in at least four shows.
3. Nominees must exhibit good sportsmanship, fair play, and perpetuate the sport of Dressage.
4. Nominees must exhibit good horsemanship and horse management skills at all times and serve as an example to his/her peers and young riders.
5. Nominations may be filed with the Awards Chairman by December 7<sup>th</sup>.
6. A perpetual trophy will be presented at the annual awards banquet. The trophy will remain with the recipient until November 15<sup>th</sup>. It shall be turned in at that time to the Awards Chairman to allow time for cleaning, repairs, and engraving before the next awards banquet.
7. Nominations should be sent to the Awards Chairman. To be considered, the form **MUST** include: the nominator’s first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award: (250 word maximum).

### **Gary Locke Junior/Young Rider Perpetual Trophy Award:**

1. Any Junior/Young Rider (21 or under) in good standing.
2. Must show in a least one show.
3. Exhibits good sportsmanship in and out of the show ring.
4. Exhibits good horsemanship/horse management skills at all times.
5. Volunteers a portion of time on behalf of VADAF above and beyond the minimum required for year-end awards.
6. A perpetual trophy will be presented at the annual awards banquet. The trophy will remain with the recipient until November 15<sup>th</sup>. It shall be turned in at that time to the Awards Chairman to allow time for cleaning, repairs, and engraving before the next awards banquet.
7. Nominations should be sent to the Awards Chairman by December 7<sup>th</sup>. To be considered, the form **MUST** include: the nominator’s first and last name, phone number, and email address. Please describe why you feel this nominee deserves this award: (250 word maximum).

### **Magic Jami Award:**

The Majic Jami award was established in 1999 by Rebecca Burnham in memory of her horse “James”. James taught Rebecca to ignore defeat by teaching her patience, tolerance, and the thrill of small victories. He taught her that horses are not only intelligent but also have a sense of humor. The award is intended to honor a horseman who works hard to make the most of



what he has, to overcome difficulties, and to form a partnership with his horse. He may not necessarily achieve high test scores or win classes, but perseveres, has fun, appreciates and enjoys his horse. Nominations should be sent to the Awards Committee. To be considered, the nomination letter must be received by December 7<sup>th</sup> and needs to include: the name of the award, nominator's first and last name, home and cell phone numbers, and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)

### **Unsung Heroes of Dressage:**

Justine and Brittney Hryczaniuk decided to start this award for the unspoken heroes found in our parents (or parent figure) on the sidelines. In dressage, these people are the ones who are there for us when we need them most, be it an extra swipe of the towel to help us look our best, trailering our horse and us as well, or just an extra word of encouragement.

Nominations should be sent to the Awards Committee. To be considered the form MUST be received by December 7<sup>th</sup> and needs to include: the nominator's first and last name, home and cell phone numbers and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)

### **Volunteer of the Year:**

The purpose of the volunteer award is to recognize and encourage the active participation of those members who do not necessarily show horses. The awards committee will choose up to 6 people or 10% of the general membership (whichever is less) as recipients of the Volunteer Award, based on the following criteria:

1. The member has volunteered more time and effort than required.
2. Members may be nominated for the award by their peers or selected by the Board.
3. Examples of activities that may be considered include, but not are limited to:
  - a. Working at horse shows, (manager, secretary, scorer, runner, etc.).
  - b. Working at clinics, (organizer, donation of facilities, etc.).
  - c. Working on committees, logo sales
  - d. Holding elected or delegated office, (President, Secretary, Treasurer, State Board Representative, Committee Chair, etc.).
  - e. Producing the newsletter.
  - f. Organizing a program for a meeting or hosting a meeting

Nominations should be sent to the Awards Chairman by November 1<sup>st</sup> or they may be presented at the November general and elections meeting. A volunteer of the year will be chosen at the general meeting whose name will then be submitted to VADA for the state award. The other recipients will be chosen from the nominees by the awards committee and awards will be given at the VADAF Annual Awards Meeting.

The nomination letter MUST include: the name of the award, nominator's first and last name, phone numbers, and email address. Please describe why you feel this nominee deserves this award. (250 word maximum)

### **Heather Hayes Memorial Award:**

This trophy will be sponsored by Maribella Farm, Inc. in memory of Heather Hayes for all her dedication as editor of the Pirouette Report and the many volunteer hours she gave to the

club. This award started with VADAF Schooling show series in 2008. Each year the award will be presented to horse and rider combination with the highest score from a VADAF schooling show who also meet the following criteria.

The following is a list of criteria for this award to be noted in your application:

1. Must be a member of VADAF by the first VADAF Schooling Show.
2. You must have completed 16 hours of volunteer time by the end of year.
3. The applicant must have attended at least 5 VADAF meetings during the competition year.
4. Riders must indicate on the Year End Award Form that they would like to be considered for this award.

**Submitting Award Qualifications:**

1. Complete the Year End Awards Form, available on the VADAF website.
2. Make copies of the front page of qualifying tests and/or obtain a USDF score printout.
3. Complete a separate form for each level and rider/horse combination.
4. Mail the above information to the Awards Chairman. Completed packets must be received by December 7<sup>th</sup> to be eligible for Year End Awards.
5. Mail Volunteer Service Form(s) to Volunteer Chairman.



# VADA Fredericksburg

## Reaching New Levels

### Year End Award Form

Member Name: \_\_\_\_\_ Horse: \_\_\_\_\_ Level: \_\_\_\_\_

Circle one: JR/YR Senior Date Joined: \_\_\_\_\_ Meeting Attended (must attend one): \_\_\_\_\_

### Volunteer Hours (need 1 day = 8 hours)

Date	Event	Job	Hours

(Use back of sheet, if needed, to list additional volunteer hours.)

### Show Scores

Date	Show	Schooling/ Licensed	Judge	Test	Score	Co-Eff	Final

(Use back of sheet, if needed, to list additional show scores.)

Check box if you want to be considered for:

- Heather Hayes Memorial Award

Requirements for this award are different from VADAF Year End Awards. Necessary documentation must be submitted. Please see Handbook for details.

Check box if you want to nominate any member for any of the following awards:

- Gary Locke Junior/Young Rider Perpetual Trophy Award or
- Magic Jami Award or
- Unsung Heroes of Dressage or
- Volunteer of the Year Award

Requirements for any of these awards are different from VADAF Year End Awards. Please see Handbook for details.

- ✓ This form must be completed and sent into Awards Chairman, along with copies of the front page of each test (or USDF printout). The completed packets must be received by December 7<sup>th</sup> to be eligible for Year End Awards.
- ✓ Please complete a separate form for each level and each rider/horse combination.
- ✓ See VADAF's Handbook for a complete list of awards offered to the VADAF Membership and additional information.



# VADA Fredericksburg

## Reaching New Levels

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VADAF Volunteer Service Form

Name of Volunteer: \_\_\_\_\_ Circle one: Jr/YR Senior

Name of Person (if donating hours to Members): \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Volunteer Service Performed: \_\_\_\_\_

Hours of Service Performed: \_\_\_\_\_ ½ day (4 hours)  
\_\_\_\_\_ 1 day (8 hours)  
\_\_\_\_\_ other ( \_\_\_\_\_ hours)

Signature of Activity Coordinator: \_\_\_\_\_

Mail this form to the Volunteer Chair by November 30<sup>th</sup>. See Handbook for the number of hours needed to be eligible for awards.



# VADA Fredericksburg

## Reaching New Levels

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VADAF Volunteer Service Form

Name of Volunteer: \_\_\_\_\_ Circle one: Jr/YR Senior

Name of Person (if donating hours to Members): \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Volunteer Service Performed: \_\_\_\_\_

Hours of Service Performed: \_\_\_\_\_ ½ day (4 hours)  
\_\_\_\_\_ 1 day (8 hours)  
\_\_\_\_\_ other ( \_\_\_\_\_ hours)

Signature of Activity Coordinator: \_\_\_\_\_

Mail this form to the Volunteer Chair by November 30<sup>th</sup>. See Handbook for the number of hours needed to be eligible for awards.

## EDUCATION & CLINICS

Megan Irby  
27542 Tatum Road  
Unionville, VA 22567  
540-247-6344  
[mirby2@yahoo.com](mailto:mirby2@yahoo.com)

VADAF offers a variety of educational activities throughout the year. These activities are designed to educate the membership and the community about equine and farm related topics. Examples may include seminars open to the public about equine law, emergency preparedness for farm owners and worming and vaccination protocols. Additionally, mounted and unmounted activities/clinics with local and national experts are subsidized by VADAF and VADA.

VADAF sponsors mounted and unmounted clinics through out the year. Often, the club has a grant to help defer costs, or can obtain a better rate based on volume. The clinics are open to members and non-members; however, members are given preference in oversubscribed clinics. We welcome suggestions from members for clinic topics, and clinicians/trainers. Please contact the Education Chair with your suggestions for clinics.

## Clinic Rider/Auditor Application Form

Rider times will be available on VADAF Website: [www.vadaf.net](http://www.vadaf.net) and sent via Email.

Today's Date: \_\_\_\_\_ Clinic Name: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_ Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Check One Participation Type: Rider Auditor  
Negative Coggins Date: \_\_\_\_\_  
Showing at Level: \_\_\_\_\_ Training at Level: \_\_\_\_\_  
Horse's Name: \_\_\_\_\_  
Any Special Instructions?: \_\_\_\_\_  
Emergency Contact and Phone Number on the Day of Event: \_\_\_\_\_

Rider needs to Read, Understand and Agree to the Release Form, shown below.

Please note: If this rider is a Junior, this Release Form **MUST BE** Read, Understood and Agreed to by the parent or guardian to be accepted.

### VIRGINIA DRESSAGE ASSOCIATION FREDERICKSBURG CHAPTER (VADAF) Liability/Release Form:

I, the undersigned, understand that there are risks of injury and death inherent in all equine activities, including the event named above. Such risks include, but are not limited to: (i) the propensity of an equine to behave in dangerous ways which may result in injury to or death of participants in such activities; (ii) the inability to predict an equine's reaction to sound, movements, objects, persons or animals; and (iii) the hazards of surface or subsurface conditions. I assume all risks of injury, death, and /or injury or damage to property, including equines, associated with participation in equine activities. I waive all rights to sue VADA, VADAF, and/or any of their officers, directors, volunteers, employees and agents, the clinician at this event, the owner or lessor of the facilities where the event is held, and/or any sponsor of this event, for injury to or death of me, or where applicable, the junior rider named below, and/or for injury or damage to property, including equines. I agree to indemnify and hold harmless the foregoing parties from and against any and all such claims of injury, death or damage. This Liability/Release form is to be construed in accordance with, and to be as broad as permitted by, the Equine Activity Act set forth in the Virginia Code. I represent that I have the requisite training, coaching and abilities to safely compete in this competition.

\_\_\_\_\_  
Signature of Rider

\_\_\_\_\_  
Signature of Parent or Guardian, if Junior Rider

Entries: Open until filled, limited number of openings. Early registration is strongly encouraged. A waiting list will be started if more entries are received than can be accommodated. If you are placed on a waiting list, you will be notified. Otherwise, you will be notified of your ride time either by email or phone.

1. Mail this Application and a copy of your **NEGATIVE COGGINS TEST**
2. **PAYMENT IS REQUIRED IN FULL.** If paying by check, make checks payable to VADAF and mail to:

# VOLUNTEERS

Glenda Wilson  
90 Lucks Drive  
Fredericksburg, VA 22405  
540-371-7117  
[glenda.wilson@mac.com](mailto:glenda.wilson@mac.com)

VADAF is an all volunteer organization – the Board, the Committee Chairs, the event planners, and the show staff. The hope is that every member will commit some of their time back to the organization in some small or large way. All time is appreciated.

Examples of activities that may be considered include, but not are limited to:

- 1) Holding elected or delegated office, (President, Secretary, Treasurer, State Board Representative, Committee Chair, etc.).
- 2) Working at horse shows, (manager, secretary, scorer, runner, etc.).
- 3) Working at clinics, (organizer, donation of facilities, etc.).
- 4) Working on committees, logo sales.
- 5) Organizing a program for a meeting or hosting a meeting.
- 6) Producing the newsletter.
- 7) Provide newsletter editor with 1/2 page article would equal 1 hour volunteer time. Sources could include book/magazine article, clinic attended, personal experience, etc.
- 8) Fundraising: Every \$35 donation would equal 3 hours volunteer time. May include any monies toward Licensed Show such as ads, sponsorships, award donations, etc. would apply.
- 9) Help soliciting Vendors for Licensed Show.



# VADA Fredericksburg

## Reaching New Levels

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### Volunteer Coordinator:

Glenda Wilson  
90 Lucks Drive  
Fredericksburg, VA 22405  
540-371-7117  
[glenda.wilson@mac.com](mailto:glenda.wilson@mac.com)

VADAF is an all volunteer organization – the Board, the Committee Chairs, the event planners, and the show staff. The hope is that every member will commit some of their time back to the organization in some small or large way. All time is appreciated.

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Describe how you would like to volunteer:

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# VADA Fredericksburg

## Reaching New Levels

### VADAF Volunteer Service Form

Name of Volunteer: \_\_\_\_\_ Circle one: Jr/YR Senior

Name of Person (if donating hours to Members): \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Volunteer Service Performed: \_\_\_\_\_

Hours of Service Performed: \_\_\_\_\_ 1/2 day (4 hours)  
\_\_\_\_\_ 1 day (8 hours)  
\_\_\_\_\_ other ( \_\_\_\_\_ hours)

Signature of Activity Coordinator: \_\_\_\_\_

Mail this form to the Volunteer Chair by November 30<sup>th</sup>. See Handbook for the number of hours needed to be eligible for awards.



# VADAF Fredericksburg

## Reaching New Levels

### VADAF Volunteer Service Form

Name of Volunteer: \_\_\_\_\_ Circle one: Jr/YR Senior

Name of Person (if donating hours to Members): \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Volunteer Service Performed: \_\_\_\_\_

Hours of Service Performed: \_\_\_\_\_ 1/2 day (4 hours)  
\_\_\_\_\_ 1 day (8 hours)  
\_\_\_\_\_ other ( \_\_\_\_\_ hours)

Signature of Activity Coordinator: \_\_\_\_\_

Mail this form to the Volunteer Chair by November 30<sup>th</sup>. See Handbook for the number of hours needed to be eligible for awards.

# ADULT & YOUTH TEAMS

## **Adult Team Coordinator:**

Karen Rice  
P.O. Box 545  
Keswick, VA 22947  
[rice.kc@gmail.com](mailto:rice.kc@gmail.com)

## **Youth Team Coordinator:**

Anna Simmons Fox  
7210 Birchfield Lane  
Bealton, VA 22712  
540-672-8551  
[blueribbondreams@gmail.com](mailto:blueribbondreams@gmail.com)

### Adult Team Criteria:

1. Be a current member of VADAF
2. Have 16 hours of volunteer time for VADAF (Time can be acquired from June 2015 to June 2016)
3. Two qualifying scores at the level showing: Intro 63%, Training Level 63%, First Level 61%, Second Level and above 60%.

VADAF encourages its adult members to demonstrate their talents and represent the club at the team competition. Regardless of your skill level, there is a team for everyone. Participating in the team competition is a great way to get to know your fellow club members and members from the other local GMOs. The team entry is sponsored by the club. Team members and the general membership are encouraged to obtain additional sponsorship from local, regional and national businesses to cover additional fees such as stabling and accommodations.

### Youth Team Criteria:

1. Be a current member of VADAF
2. Have 16 hours of volunteer time for VADAF (Time can be acquired from June 2015 to June 2016)
3. Two qualifying scores at the level showing: Intro 63%, Training Level 63%, First Level 61%, Second Level and above 60%.

VADAF has had a terrific youth team over the last few years! We encourage our youth members to continue to represent the strength of our club and educational programs. Participating on the youth team has many of the same benefits as the adult team. Friendship, a sense of accomplishment, learning how to approach the public for sponsorship, and learning about fundraising (bake sale, jewelry sales, etc.) just to name a few.

# GRANTS

## **VADAF Grant Contact:**

Alison Thompson  
912 Hanover St  
Fredericksburg, VA 22401  
[athompson747@gmail.com](mailto:athompson747@gmail.com)

VADAF offers all members in good standing educational/competition Grants. Grants are intended to further the education of a member or the training and/or competition opportunities of a member and a horse that they personally own or lease.

## **Grant Request Criteria:**

- The Applicant must be a VADAF member in at least his/her second consecutive year of membership and in good standing (i.e., current dues paid, active participant, and active volunteer at club activities). The Applicant must attend at least one club meeting each membership year and volunteer at least eight (8) hours of volunteer service within twelve (12) months prior to submitting the grant request.
- The Applicant shall personally complete the VADAF Grant Request form in its entirety. Incomplete and illegible Grant Request forms shall be denied.
- The Applicant's completed Grant Request form shall be sent (by mail or email) to the VADAF Secretary, whose name and contact information can be found on the VADAF web site: [www.vadaf.net](http://www.vadaf.net).
- The Applicant's Grant Request form shall be read by the Secretary, at a meeting of the club's elected Officers, and voted upon by the elected Officers. This meeting shall be held separately than the regularly scheduled club meetings. Requests must be submitted a minimum of six (6) weeks prior to the planned activity.
- The Applicant shall be notified by letter by the VADAF Secretary of the approval or denial of their request. If approved, a check to provide funds for the approved activity will be included with the letter.
- If the Grant Recipient fails to participate in the activity that has been approved, he/she may petition the Board to substitute a different activity within the same membership year. If the Grant Recipient fails to complete an approved activity, he/she is bound to return the Grant monies within two (2) months of the missed activity.
- The Grant Recipient shall share his/her experience and knowledge gained with the Board and other club members. To fulfill this requirement, the Grant Recipient may: 1) write an article for the club's newsletter; 2) give a 10 to 15 minute oral presentation at a club meeting; or 3) propose another method of sharing their experience, subject to approval by the elected Officers. The Grant Recipient's newsletter article, presentation, or alternate method of sharing the experience shall be completed within two (2) months of the end of the activity funded by the Grant. If the Grant Recipient fails to meet the requirement to share his/her experience within the two-month time frame, he/she is bound to return the Grant monies within two (2) months.

Grant Specifics:

- Grants may be awarded for up to \$500.00 per member in nonconsecutive membership years (December 1st to November 30th).
- No more than a total of \$2,000.00 in Grant monies shall be awarded each membership year (December 1st to November 30th).
- Any Grant money not awarded in a particular year shall be returned to the general fund.
- Grants are not retroactive, and cannot be used to pay for past expenses.
- Grants are not transferable.
- Grants shall be awarded solely on the basis of the Grant Request form, fulfillment of the criteria specified above, and vote of the elected Officers. There shall be no discrimination of a Grant Applicant on the basis of race, sex, age, ability, religion, or disability.



## VADA Fredericksburg

### VADAF Grant Request

\*Before completing this form and applying for the grant funds, it is the applicant's responsibility to read and understand the grant criteria contained in the current VADAF Handbook located on the club's website. If you have questions regarding, submission of a grant request you may contact the VADAF Secretary for guidance. Current Secretary contact information can be found on the VADAF website and in the handbook.\*

Member Name:	
Address:	
E-mail Address:	
How many years have you been a VADAF member:	
Volunteer Activities with VADAF: (Minimum of 8 hours within 12 months of the grant request.)	
VADAF Meeting(s) Attended: (You shall attend at least one club meeting each year.)	
Horse's name: If the activity is not mounted, please note.	
Do you own or lease the horse listed above:	
Type of Activity you plan to pursue (Lessons/Clinic/Show/Other Event):	

What do you hope to gain with this activity, <i>i.e.</i> your goal?	
Trainer or Clinician Name (if applicable):	
Details of the Activity (Number of Lessons/Clinic date(s)/Show Information/Other Pertinent Details of the Event):	
How will you share your experience with the club? (Note: This shall be completed within 2 months of the end of the activity.)	
Grant Amount Requested (please itemize your expenses to account for the total amount requested):	
Applicant's Signature and Date:	

Please make sure that your information is legible. Mail or E-mail this completed form to the VADAF Secretary. The Secretary's contact information can be found on the website and in the VADAF Handbook. See Handbook for the specifics on the grant criteria and requirements for submission of the VADAF grant.

# PUBLICITY

Casey Howard  
408 Covington Street  
Culpeper, VA 22701  
540-894-6000  
[rosemountshow@gmail.com](mailto:rosemountshow@gmail.com)

The Publicity Chair will be responsible for the following:

- Advertising all shows on the Horse Talk Magazine on-line calendar and the Virginia Equestrian on-line calendar.
- Keeping the club's ad on the Virginia Equestrian Green Pages up-to-date.
- Submitting the club's current information for inclusion in the Purple book on a yearly basis.
- Submitting the club's current information for the VADA website on a yearly basis.
- Keeping up with the club's Facebook page in its entirety to include accepting new members, posting reminders, updates and uploading files.

# NEWSLETTER

Nancy Sinnott  
7421 Snow Hill Drive  
Spotsylvania, VA 22551  
540-582-5009  
[vadafnews@comcast.net](mailto:vadafnews@comcast.net)

*The Pirouette Report* is the monthly newsletter published for VADAF Members. The newsletter contains pertinent club information for members such as upcoming club sponsored shows and clinics being offered. Also, numerous timely and informational articles appear monthly. Club sponsored show results as well as member's photos are included. There are several areas within the newsletter, such as the Secretary's Minutes, Treasurer's Report, and a calendar of upcoming events that help to keep the members informed. The newsletter's primary purpose is to help keep all members connected to the club and its many activities even though we are separated over many counties.

## 2016 Pirouette Report Ad Rates

	<u>Monthly</u>	<u>Annually</u>
Classified Ads Only:		
VADAF Members:	Free	Free
Non members:	\$10	\$72
	<u>Monthly</u>	<u>Annually</u>
All Other Ads:		
Personal:	\$5	N/A
Business Card:	N/A	\$50
Quarter Page:	\$15	\$108
Half Page:	\$25	\$180
Full Page	\$40	\$290

- Classified Ads are limited to 50 words and there is a deadline of the 25<sup>th</sup> of the preceding month for submissions.
- Text-only ads maybe submitted in any form. All others must be camera ready or jpeg images.
- Please make checks payable to VADAF.



## WEBSITE

Nancy Sinnott  
7421 Snow Hill Drive  
Spotsylvania, VA 22551  
540-582-5009  
[vadafnews@comcast.net](mailto:vadafnews@comcast.net)

Much like *The Pirouette Report*, the website is for the benefit of the VADAF Members. However, it also serves to provide non-members with club information such as shows and clinics. It contains information that is time sensitive such as updates for shows, ride times, show results, meeting cancelations, etc.

The website address is: [www.vadaf.net](http://www.vadaf.net).

# FUNDRAISING

Fundraising is a group effort. Our club is small compared to most and depends on every member's help to raise money for all of the various events that we sponsor throughout the year. Specifically we sponsor the September Licensed Shows, Clinics, and Junior/Adult teams to Regional competitions annually.

There are many ways that you can help. You can buy baked goods from the Juniors (or their latest craft project). You can ride in one of the club-sponsored clinics. You could become a class sponsor for the Licensed Show. You could take out an advertisement in the Show Program. Or, when all else fails, you could just donate money. A check made out to VADAF would be greatly appreciated.

Tax I.D. # 54-153-6466  
VADAF is a 501(c)(3) Non-Profit organization



# *VADA Fredericksburg*

## *Reaching New Levels*

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### **Virginia Dressage Association of Fredericksburg**

Dear Business Association:

On September 10<sup>th</sup> and 11<sup>th</sup>, 2016, the Virginia Dressage Association Fredericksburg Chapter (VADAF) is hosting a Licensed Dressage Competition at Rose Mount Farm in Spotsylvania, Virginia.

We would like to offer your business the opportunity to secure advertising space in our show programs. By also sponsoring a class, your business will have even greater visibility amongst potential customers. Your participation in our shows is greatly appreciated and will introduce our spectators and competitors to your business in a unique and memorable setting.

Please fill out the attached Advertising/Sponsorship Form: For questions please feel free to contact:

Nicky Vogel  
10143 Woodland Way  
King George, VA 22485  
540-775-0943  
[woodyworm1@gmail.com](mailto:woodyworm1@gmail.com)

We at the VADAF are very proud to offer these shows. Our volunteers work very hard to ensure successful shows every year. We would enjoy having you participate in our friendly environment and spend a day with the magnificent horses in the beautiful Virginia countryside.

Thank you for your time and consideration.

VADAF is a 501(c)(3) Non-Profit organization.



# VADA Fredericksburg

## Reaching New Levels

### Virginia Dressage Association of Fredericksburg

#### Licensed Competition - Advertising/Sponsorship Form

VADAF is dedicated to promoting and strengthening the sport of dressage through its annual shows, educational program and charitable contributions. We are soliciting sponsorships and would greatly appreciate any support you could give. If you are interested in becoming a sponsor or advertising in our show program, please complete the form below.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ **\$175 Advertisement**  
Front or back inside cover in show programs

\_\_\_\_\_ **\$125 Advertisement**  
Full page ad in show programs

\_\_\_\_\_ **\$75 Advertisement**  
Half page ad in show programs

\_\_\_\_\_ **\$50 Advertisement**  
Quarter page ad in show programs

\_\_\_\_\_ **\$40 Advertisement**  
Business card ad in show programs

\_\_\_\_\_ **\$80 Vendor**  
Fee for weekend

\_\_\_\_\_ **\$35 Class Sponsor**  
Include business card if applicable

Please attach **Camera-Ready copy (black and white only)** to this form.

Deadline for publication is August 15, 2015.

Make checks payable to **VADAF**. Mail check with completed form to:

Nicky Vogel  
10143 Woodland Way  
King George, VA 22485

VADAF is a 501(c)(3) Non-Profit organization.



# VADA Fredericksburg

## Reaching New Levels

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### Virginia Dressage Association of Fredericksburg

Nicky Vogel  
10143 Woodland Way  
King George, VA 22485  
540-775-0943  
[woodyworm1@gmail.com](mailto:woodyworm1@gmail.com)

Tax I.D. # 54-153-6466  
VADAF is a 501(c)(3) Non-Profit organization

### RECEIPT FOR ADVERTISERS AND SPONSORS

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notes:



# VADA Fredericksburg

## Reaching New Levels

Dear Sir or Madam:

On September 10th and 11th, 2016, the Virginia Dressage Association, Fredericksburg Chapter, (VADAF) will host a two day dressage competition at beautiful Rose Mount Farm in Spotsylvania, Virginia.

We would like to offer you the opportunity for your business to secure a space to exhibit, promote, and sell services and/or products (arts, crafts, etc.). Your participation at our shows would be greatly appreciated and would provide you with an opportunity to introduce our competitors and spectators to your business in this beautiful setting.

For your information, here are a few more details about this show weekend:

- \* We provide a 3'x12' table and two chairs in a space of approximately 12'x12'.
- \* All proceeds from sales go to the artist/business.
- \* All transactions are between the buyer and seller.
- \* All spaces will be sheltered under one large tent.
- \* Set up time is by 9:00 am; take down time after 4:00 pm.
- \* Exhibitors should plan to secure/remove their items of value safely overnight.
- \* Electrical service is not available.
- \* There are no parking or admittance fees.
- \* Vehicles can unload and load near the sheltered tent.
- \* Rose Mount Farm is about 10 miles from downtown Fredericksburg which is easily accessible from Rt. 1 and I95.



Our volunteers work very hard to ensure a successful show each year. We expect over 300 hundred exhibitors and spectators. The fee for the two days is \$80 per vendor and payable before August 15, 2016. We also encourage all our vendors to promote their businesses before the show weekend on our Facebook Page - VADAF.

We thank you for your time and consideration and hope to see you at our show this fall. For more information, visit our website at [www.vadaf.net](http://www.vadaf.net).

Sincerely,  
Nicky Vogel  
Chief Executive Officer  
Licensed Show Committee

### Vendor Registration Form

Rose Mount Dressage Show - September 10 & 11, 2016

Name: \_\_\_\_\_ Vendor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please provide a brief description of your business: \_\_\_\_\_

Vendor Website Address or Facebook Page: \_\_\_\_\_

Please include a business card for our program.

Fee: \$80.00 per vendor, non-refundable and payable before August 15, 2016 (by check only) to VADAF and sent to:

Nicky Vogel

10143 Woodland Way

King George, VA 22485

Email Address: [woodyworm1@gmail.com](mailto:woodyworm1@gmail.com)

Telephone: (540) 379-7442

Tax I.D. # 54-153-6466

VADAF is a 501(c)(3) Non-Profit organization

# SHOW GUIDELINES

## **Prior To The Show:**

### **Competition Chair Responsibilities:**

Contact host facilities and obtain show dates  
Obtain judges  
Check prize list, send copies to newsletter, website, purple book and local magazines  
Order toilet for show dates, have invoice sent to treasurer  
Check ribbons and order as needed  
Check VADAF show tote, supplies and copies of tests

### **Show Manager Responsibilities:**

Become familiar with VADAF, USEF show rules  
Become Familiar with year-end award system  
Reconfirm judges  
Reconfirm toilet  
Contact Volunteer Coordinator for volunteers

#### **Volunteers:**

- a. Show set up: ring set up and take down, tents, tables, etc.
  - b. Ring stewards: keep track of riders, time, on deck
  - c. Scribe: writes judges comments on test sheets
  - d. Scorer: adds up test and total % to 3 decimal points
  - e. Runner: collects test from scribe/judge and takes to scorers, collect scored tests and takes to secretary stand.
  - f. Concessions: logo sales, food
- Double check ribbon supply  
Double check competition tote and supplies  
Double check on tests  
Check on food availability  
Inform judges, facility and volunteers show start time  
Make arrangements to pay judges, food vendors and facilities

### **Secretary Responsibilities:**

Double check all entries for correct information, current coggins, and correct amount  
Enter into show computer program  
After closing date, organize classes and ride times; allow for judges breaks  
Send ride times to Webmaster  
Create day sheets  
Label tests for the show, fill out front and organize in appropriate class order  
Make up show packets; mark name, number and any outstanding information on front, e.g. incorrect signature, owes \$5.00  
Contact manager as to show start time for judges, facility and volunteers

### **Day Before The Show:**

Management Team: Contact show facility to reconfirm set up time  
Set up ring  
Judges stand/trailer, judges chair with cushion, table for scribe, fans if needed  
Tents, tables and chairs for scores and secretary  
Scoreboard  
Check toilet; make sure enough toilet paper, hand sanitizer  
Double check show packets, forms for membership, volunteers, prize list

### **Day Of Show:**

#### **Manager:**

Arrive at least 1 hour 30 minutes prior to first ride  
Check in with the secretary  
Set up announcing if applicable  
Check in volunteers and assign tasks  
Orient scribes, scores  
Welcome judge and orient  
Keep show on time  
Makes sure judge/scribe have drinks, snacks and lunch

#### **Secretary:**

Arrive at least 1 hour 30 minutes prior to first ride  
Sign in riders, hand out packets  
Alert scribes, ring stewards of any changes, no show, substitutions  
Record results on scoreboard  
Keep master copy of results, send to newsletter and webmaster  
Hand out ribbons, prizes

#### **Management Team:**

Keep show grounds clean  
Help take down ring  
Return supplies to show tote in orderly fashion

### **After The Show:**

#### **Manager:**

Thank volunteers, facility and judges. Have VADAF secretary write thank you note to the judge(s)



**Secretary:**

Submit show report to awards chair, newsletter and webmaster

Submit expense report, checks and receipts to treasurer

**Other Show Specifics:****1. Entries:**

- a. One judge may judge up to 50 rides; if more entries, ask judge prior to show if you can schedule more rides.
- b. Classes may be split between Juniors and Seniors.
- c. Classes with minimal entries can be combined. TOC – Test of Choice.
- d. Dressage suitability and equitation are limited to riders who have not shown above Training Level or at a Licensed Show.
- e. Large classes may be split.
- f. Non competing horse must have current coggins, pay the fee and wear assigned bridle number.

**2. Eligibility:**

- a. Check all entries against current member list, collect either member or non-member fees.
- b. Intro riders may not enter above Training Level.
- c. Do not accept email or telephone entries. Place on waiting list; entry and fees must be received prior to the show for inclusion.
- d. Special requests at management's discretion.
- e. VADAF will issue refunds before closing. Refund minus \$5.00 office fee. No refunds after closing.

**3. Scheduling:**

- a. For entries riding more than 1 test allow up to 45 minutes between rides (same horse/rider combination).
- b. Riders with more than 1 horse should be scheduled with at least 45 minutes to 1 hour between horses. Occasionally, the rider may want only a test separating the 2 rides. Check with the rider prior to scheduling.
- c. Allow for judges breaks and lunch. Usually 10 minutes break a.m. and p.m. 30 minute lunch break.
- d. Check USDF website for scheduling times for Intro, Training Level, etc.

**4. Scoring:**

- a. Two people score. One tape is stapled to the test.

- b. Check that the judge has signed all the tests and all scores for movements are filled in.
- c. Add column of scores, make sure coefficients are correct.
- d. Deduct for errors
  - 1<sup>st</sup> error – 2
  - 2<sup>nd</sup> error – 4
  - 3<sup>rd</sup> error - Elimination
- e. Ties cannot be broken.
- f. Add up all points. Subtract deductions from total of points, then divide earned points by total points of test. Varies for each test and level.
- g. Fill out front of test. Total points and % to 3 decimal places.
- h. Keep master list of test results.
- i. Give tests to runner to take to secretary stand.

### **5. Scribes:**

- a. Arrive 30 minutes prior to first ride.
- b. Check in with secretary, pick up judge's packet, clipboard, tests, pens and day sheet.
- c. Check the tests. Ensure they are in correct order and properly filled out.
- d. Ask judge how they would like you to record their comments. Score first then comments or vice-a-versa.
- e. Make sure bridle number corresponds with test number. Fill in number on test sheet at top right hand corner.
- f. Keep judge informed as to class changes and different test levels.
- g. Write in pen, errors in red.
- h. Any score change **MUST** be initialed by judge.
- i. Ask judge if you get behind or lost, how they wish to handle.
- j. After test, hand sheet to judge for collectives and comments plus signature.
- k. While the judge is writing, check the upcoming rider number and test.
- l. For a scratch or no show, write on label.

### **6. Ring Steward:**

- a. Arrive 30 minutes prior to the first ride.
- b. Keep track of show via radio or announcer.
- c. Keep track of horse on deck and notify rider following.
- d. Ask if rider wants to go early if time available but it is the rider's right to refuse.
- e. You are there to keep order. It is the rider's responsibility to appear at their scheduled time.

**7. Runners:**

- a. Do not interrupt the judge to collect the test; wait till the judge has finished his/her comments.
- b. Try to collect test after every ride.
- c. Collect tests from scoring table and take to the secretary stand.

**8. VADAF Equipment:**

- a. Regulation dressage ring. If letters are stackable, put tennis ball between them.
- b. Show tote contents are:
  - b1. clipboards
  - b2. pens, pencils, sharpeners, markers
  - b3. adding machines, extra tape, needs to be single ply
  - b4. tests
  - b5. bridle numbers
  - b6. judges whistle/bell
  - b7. large envelopes for show packets
  - b8. hangers for ribbons
- c. Show ribbons for the whole year
- d. Tables, chairs, and tents.

# USDF GUIDE FOR SCRIBES

## **Judge and Scribe: A Team**

Judges depend upon the scribe to quickly, accurately, legibly, and quietly record the scores and comments made about each ride. Judges are grateful for the volunteer help and are usually willing to answer any questions a scribe might have with respect to the job of scribing.

## **Conversations Between Judge and Scribe**

It is the judge's responsibility to judge the test. It is not appropriate for the scribe to comment on the judge's decision, nor to question that decision. It is what the judge sees that matters, so if a judge does not see a mistake, don't comment. In addition, any comments (written or verbal) made by the judge while in the judge's box are strictly between the judge and the rider. Never carry these conversations outside the judge's box.

Never volunteer information about competitors or their horses, even if asked by the judge.

Wait for the judge to set the tone as to whether conversation will be encouraged between rides or on breaks. Most judges will initiate some small talk, but some need time to review test or just clear their minds. While it is tempting for the scribe to ask questions about their own riding or a particular horse problem, don't do it!

## **Watching The Test**

Scribing takes concentration to accurately record the scores and comments. It is not possible for a scribe to watch the test in its entirety while recoding the scores and comments.

## **The Scoring Process**

The scribe must quickly and legibly record only the comments the judge makes, without adding or deleting anything. All judges have their own style for giving comments and scores on a ride. Some judges give so many comments that the scribe may have difficulty keeping up. In this case, the scribe should be sure to record the score as soon as it is given, and then continue with the comments.

A scribe that is new to the job may ask the judge to give the movement number on the test with each score. Most judges will not mind helping scribes in this way. In the event that a judge fails to give a score for a movement, the scribe should be cognizant of the fact and skip to the next movement. At the first opportunity the scribe should call the omission to the judge's attention.

## **The Scores**

The judge's scores will range from 0 to 10, with a 10 being the maximum (best) score that can be awarded for any once movement. To more heavily emphasize a movement, some are "weighted" with a coefficient of two (2). The scribe need not worry about coefficients. All multiplication will be handled later by the scorers.

Scores are written in the first column of boxes on the test sheet. The second column is for coefficients, which are preprinted on the test, and the third column is for the total points earned on each movement. Totals are left for the scorer to fill out; the scribe is only responsible for one column: POINTS.

Collective marks at the end of each test and a few more general comments may be dictated to the scribe or written by the judge.

## **Errors**

An error occurs when a rider goes off course (rides the wrong pattern) or in some way does not perform the movement as prescribed. An error is marked in addition to the regular score. The points given for the movement where the error occurred are put into the "points" box, as usual. The word ERROR is put under "remarks" (room permitting) or under "directives".

The scribe should circle the work ERROR to draw attention to it. For the first error, two points are deducted; for the second, four points; for the third, the competitor is eliminated (although the judge may allow the rider to continue). The total deduction will be entered by the scorer at the bottom of the page.

Use of the voice (speaking to the horse or clucking) is not an error of test, but it will be penalized. At the judge's directions, simply write "use of voice" in the remarks column for the movement in which it occurs. Circle this also to draw attention. The judge will tell you how to handle the point deductions.

## **Before The Show**

Familiarize yourself with basic dressage terms and how to spell them. Study the commonly used abbreviations listed. When asked to scribe, the individual should inquire with show management about which tests they will be assigned to scribe and study each of the tests before the show. Never accept a position to scribe for a judge that you will compete before later in the competition.

## **The Day of The Show**

The scribe should arrive at least 30 minutes early and check in with show management. Dress in neat, comfortable sportswear and be prepared for predicted

weather conditions. The secretary or volunteer coordinator will indicate the arena and judge to which the scribe has been assigned.

Ask about the judging materials for the ring; score sheets, pen, updated program. You may need to carry these materials out to the arena. Also ask about the location of the restrooms.

Once at the judge's box, the scribe should organize the work area and check for all proper materials:

- Several ink pens
- Program to follow the order to go with updated list of scratches and additions
- Bell or whistle and a watch set to official show time
- Stopwatch to time musical rides or the 45 second limit.
- Packet of tests. Check to make sure that it is the packet for the judge and arena assigned.

Check the order of tests against the order of go, and make sure any additional horses have been assigned tests. There should be blank tests in the packet available for this purpose. If the tests are not in the order of go, a ride may be scribed on the wrong test and great confusion will result.

Make sure that the tests in the packet match the tests scheduled in the program.

Check that there is an extra copy of each different test of the judge to follow as the ride progresses.

Make sure that all loose items (papers, cups, tissue, etc.) are anchored down with a heavy object so that nothing blows or rustles in a sudden gust of wind. When the judge arrives, introduce yourself, and take the time to ask any questions. Let the judge know that you have checked the items described above. Some judges will take this opportunity before the first class to give the scribe an idea of how comments and scores will be given. Be sure the judge is allowed time to get settled, look at the program and review the first test to be judged.

### **The Class Begins**

As each horse warms up by working around the arena before the ride begins, the scribe must check the horse's number to ensure it is the same number marked on the test sheet and class list or program.

If the numbers do not match, alert the judge to the problem and attempt to identify the horse and rider who have presented themselves. Quickly find the right score sheet for that horse, if available. As a final check, write the number the horse or rider is wearing in the box on the inside of the score sheet. Write the number you actually SEE, not the number you expect to see. When there is confusion about horses and tests, it's a good

idea to describe the horse on the test sheet so there will be a method for identifying the ride.

If a rider scratches (cancels) or just does not show up, write “scratch” or “no show” on the score sheet (on the label, if there is one) and turn it in to the runner with the other score sheets. This way, the scorer will not hold up the posting of class scores due to waiting for another dressage test.

After the ride is complete, make sure there is a score in every box. Make sure each test is signed by the judge before it is sent to the scorer. Any change of a score on the test should be initialed by the judge.

Check off each horse on the program as it completes the test. Keep an eye on the scheduled time, and if the judge requests it, inform the judge where ever the show is running behind by more than a few minutes.

As the day progresses, the scribe should check for scheduled breaks and possible moves from arena to arena. Check the program and the packet of tests to determine if the packet moves with the judge or stays with a particular arena.

If the runner has not picked up all the tests, the scribe is responsible for delivering the tests to the scorer during a break between classes, at lunch, and at the end of the day. Never leave completed tests in the judge’s box unattended.

### Suggested Abbreviations

A	dressage letter "A"	LH	left hind
@	at	not	not square
ang	angle	outs	outside
L	angle	pir	pirouette
attn	attention	poll ↓	poll low
bal	balance	poll ↑	poll high
b/f, b/4	before	pos	position
b/h, beh	behind	reg	regular
bend	bending	res	resistance
btr	better	resist	resistance
↑ bit	above bit	R	right
betw	between	rhy	rhythm
C	dressage letter "C"	RH	right hind
cad	cadence	rush	rush, rushed
cant	canter	satis	satisfactory
cntr, c-line	centerline	serp	serpentine
CL	centerline	sh/in, sh-in	shoulder in
O	circle	sl, slt	slightly
coll	collected	sm	small
coll	collection	str	straight
connect	connection	L	square
crkd	crooked	stead	steady
Dpt	depart	stead	steadier
diag	diagonal	TO	tongue out
disob	disobedience	thru	through
eng	engage	trans	transition
eng	engagement	tr	trot
NRG	energy	tu ha	turn on haunches
Ext	extended	t/o hau	turn on haunches
ext	extension	tu for	turn on forehand
flex	flexed	t/o fore	turn on forehand
flex	flexion	unstd hd	unsteady head
f/hand	forehand	vert	vertical
4hd	forehand	v	very
forw	forward	wv	weaving
FW	forward	w/	with
gd	good	wr	wrong
1/2 pass	half pass	tran ↑	up transition
hau	haunches	tran ↓	down transition
h-in	haunches in	X	dressage letter "X"
hd tilt	head tilt		
h/leg	hindlegs		
immob	immobile		
impul	impulsion		
inattn	inattention		
inconsist	inconsistent		
ins	inside		
irreg	irregular		
lks	lacks		
lack imp	lacks impulsion		
lat	lateral		
L	left		
l	left		
<	less		
>	more		
ltr	letter		
LF	left front		
lg	large		



# VADAF BY-LAWS

## **ARTICLE I – NAME:**

Section 1. The name of the Chapter shall be the Virginia Dressage Association of Fredericksburg.

Section 2. The acronym for the Chapter shall be VADAF.

## **ARTICLE II – PURPOSE AND INTENTS:**

**PURPOSE:** The purpose of VADAF is to encourage and promote a high standard of achievement in horsemanship and sportsmanship by its members. This purpose shall be accomplished through educational programs, with particular emphasis on dressage.

**INTENTS:** To increase the working knowledge of dressage by its members, and improve the general understanding by the community at large.

To provide frequent educational and competitive opportunities through clinics, seminars, programs and shows, providing an avenue for members to increase their abilities and gauge their progress.

To give recognition to its members for outstanding accomplishments and service via year-end awards. These awards are meant as an incentive for members to continue their education and set higher goals.

To assist and cooperate with various local, state and national organizations in matters of common concern; to include but not be limited to the United States Dressage Federations, the United States Equestrian Federation (USEF) and the United States Pony Club.

To provide all members equal opportunity to participate in VADAF management and activities.

VADAF is not formed for the purposed of political activity or lobbying.

## **ARTICLE III – RELATIONS WITH THE VIRGINIA DRESSAGE ASSOCIATION:**

Section 1 – This Chapter agrees to be governed by the Constitution, By-Laws and Standing Rules of the Virginia Dressage Association.

Section 2 – The Chapter President shall serve as Representative to the State Board of Directors or shall appoint a member in good standing to serve in his stead. Additional Representatives to the State Board of Directors shall be elected by a simple majority of the membership of the Chapter, to serve a two year term. These terms will expire on alternating years.

Section 3 – Representatives to the State Board of Directors are empowered to vote for the Chapter as prescribed in the VADA By-Laws. The duties of the State Board Representative shall be to represent the best interest of the Chapter.

Section 4 – The Board of Directors may remove from office any Representative to the State Board of Directors whose actions are judged to be detrimental to the best interests of the Chapter or who fails to attend a State Board meeting.

#### **ARTICLE IV – BOARD OF DIRECTORS:**

Section 1 – The Board of Directors of the corporation shall be composed of the Officers, nominated and Elected by plurality vote at the Annual General Meeting.

Section 2 – Any member of the Chapter who is in good standing may submit his name to the Nominating Committee for consideration of candidacy for elected positions on the Board of Directors. The Nominating Committee will be composed of members as appointed by the President.

Section 3 – The length of term for the Board of Directors will be one year except for State Board Representatives (III/2).

Section 4 – The Board of Directors and Standing Committees shall be responsible for the general management of the affairs of the Chapter.

Section 5 – The Board of Directors may remove from office any Director or Standing Committee Chairperson whose actions are judged to be detrimental to the Best interests of the Chapter or who has two unexcused absences or four total absences from Chapter Board meetings. Removal will be accomplished by a majority vote of the Board of Directors.

Section 6 – In the event of a vacancy, the Board of Directors and Standing Committees may appoint a Chapter Member in good standing to fill the vacancy.

Section 7 – All research, papers and documents pertaining to Chapter business are the exclusive property of the Chapter. At the end of term (by choice or by Board of Director's decision) each member of the Board shall relinquish said documents, within 10 days, to the President or President Pro Tem.

#### **ARTICLE V – OFFICERS:**

Section 1 – The Officers of the Chapter shall be the President, Vice President, Secretary and Treasurer.

Section 2 – Officers shall serve one year terms. Their terms shall coincide with the membership year.

Section 3 – The Officers shall be elected by a plurality vote of the members present at the Annual Meeting. Each Officer shall hold office until his successor shall have been duly

chosen and shall qualify, or until his death, resignation or removal in the manner previously provided.

Section 4 – The President shall have general supervision of the affairs of the Chapter. He shall sign all major contracts and obligations of the Chapter. He shall nominate Standing Committee Chairpersons. He shall call and chair all meetings of the Board of Directors and Standing Committees. He shall serve as a Representative to the State Board for his term in office or shall appoint a member in good standing to serve in his stead. He shall also assume other duties as voted by the Board of Directors and Standing Committees.

Section 5 – The duties of the Vice President shall be to coordinate committee activities and to act for the President in his absence. He shall assume other duties as voted by the Board of Directors and Standing Committees.

Section 6 – The duties of the Secretary shall be to take minutes and keep correspondence of the Chapter. He shall assume other duties as voted by the Board of Directors and Standing Committees.

Section 7 – The duties of the Treasurer shall include the collection, care and custody of all monies involving the Chapter and the maintenance of proper books documenting all monetary transactions. He shall be responsible for filing appropriate forms with the State of Virginia, the IRS, etc. as needed. He shall assume other duties as voted by the Board of Directors and Standing Committees.

#### **ARTICLE VI – COMMITTEES:**

Section 1 – Standing Committee Chairpersons shall be nominated by the President and approved by the Board of Directors and Standing Committees.

Section 2 – The Standing Committees are Membership, Education, Licensed Competition & Awards, Volunteer Coordinator, Adult/Youth Team, Newsletter, Schooling Show, Webmaster and Fund Raising/Publicity.

- a. The Membership Committee shall maintain current up-to-date names, addresses and phone numbers of members. It will submit a list of membership to the Treasurer for payment of VADA and USDF dues by 15 February and quarterly thereafter for new members. It will maintain a current volunteer information list.
- b. The Education Committee shall plan and coordinate various activities, such as clinics, seminars and training programs.
- c. The Competition Committee shall select facilities and dates, hire judges, appoint show managers and secretaries, and order show ribbons and tests. It shall obtain appropriate sanctioning from other organizations as deemed necessary. It shall act as equipment manager for VADAF-owned property and maintain an updated inventory.
- d. The Awards Committee shall maintain year-end point standings and volunteer fulfillment records. It shall order year-end ribbons and trophies. It shall organize the VADAF annual awards banquet.

- e. The Fund Raising/Publicity Committee shall solicit advertisements, show sponsorships and award donations. It shall develop and organize fund raising activities. It shall notify local magazines and newspapers of upcoming shows, events and show results.

Section 3 – Additional Standing committees may be established as deemed necessary by the Board of Directors and Standing Committees.

Section 4 – Committees shall assume all duties as voted by the Board of Directors and Standing Committees.

**ARTICLE VII – MEETINGS:**

Section 1 – The Board of Directors and Standing Committees shall meet a minimum of six times during the year.

Section 2 – The Board of Directors may, at its discretion, call a meeting of the General Membership.

Section 3 – The meetings of the Board of Directors and Standing Committees shall at all times be open to any member in good standing. The Board of Directors shall encourage attendance of the General Membership by publishing the dates and locations of its meetings in the Newsletter or by individual mail to each member.

Section 4 – At all meetings of the Board of Directors and Standing Committees, a majority of Directors, plus Standing Committees filled for this year, shall constitute a quorum.

**ARTICLE VIII – DUES:**

Section 1 – The Board of Directors and Standing Committees shall determine annual dues rates, a portion of which shall be set aside for USDF and VADA dues.

Section 2 – Annual dues shall coincide with the USDF fiscal year.

**ARTICLE IX – AMENDING THE BY-LAWS:**

Section 1 – These By-Laws may be added to, altered or amended at any General Membership meeting by a vote of not less than two-thirds present. Written notice of the proposed amendment shall be mailed to all members at least two weeks prior to the General Membership meeting.

Section 2 – In lieu of a General Meeting, these By-Laws may be added to, altered or amended by vote of the General Membership conducted by mail upon recommendation to the General Membership of such amendment by the Board of Directors. Written notice of such recommended amendment shall be mailed to at least four weeks the vote is to be counted. An affirmative vote of two-thirds of those members responding by mail, shall amend, add to or alter these By-Laws as recommended by the Board of Directors.

## **ARTICLE X – ROBERT’S RULES OF ORDERS:**

Roberts Rules of Orders Revised shall be used as a guide for all meetings of VADAF, when not in conflict with these By-Laws.

## **ARTICLE XI – CONFLICT OF INTEREST POLICY:**

### **A. Purpose**

1. The purpose of the conflict of interest policy is to protect the Virginia Dressage Association of Fredericksburg, Inc. (“VADAF”) when it is contemplating entering into a transaction, agreement, or arrangement that might benefit the private interest of an officer, director, committee member, staff member, or volunteer of VADAF. This police are intended to supplement, but not replace, any applicable state laws governing conflict of interest.

### **B. Definitions**

1. Interested Person Any member of the Board of Directors (“Board”), Officer, or member of a committee with Board-delegated powers, who has a direct or indirect Private Interest, as defined below, is an Interested Person.

2. Private Interest

a. Compensation includes direct or indirect remuneration as well as gifts or favors that are substantial in nature.

b. A person has a Private Interest if the person has, directly or indirectly, through business, investment or family:

i. An ownership or investment interest in any non-publicly traded entity (“Entity”) with which VADAF has or is considering entering into a transaction, agreement, or arrangement with; or

ii. A Compensation arrangement with VADAF or with any Entity or individual with which VADAF has or is considering entering into a transaction, agreement, or arrangement with; or

iii. A potential ownership or investment interest in or Compensation arrangement with, any Entity or individual with which VADAF has or is considering entering into a transaction, agreement, or arrangement with; and/or

iv. The ability to influence, directly or by voting power, grant recipients or grant making activities of VADAF where the grant could potentially inure, in part or in whole, to the benefit of the individual, or the Entity or related Entity where the individual is an officer, director, member, or employee.

3. Conflict of Interest

There is an actual or possible Conflict of Interest when an Interested Person has a Private Interest in any transaction, arrangement, or agreement VADAF has entered or is considering entering.

4. Conflict of Interest Transaction

Any proposed transaction, arrangement, or agreement which results in a Conflict of Interest is a Conflict of Interest Transaction.

**C. Procedures**

1. Duty to Disclose in connection with an actual or possible Conflict of Interest Transaction, an Interested Person must disclose the existence and nature of his or her Private Interest to the Board, Officers, and members of committees with Board-delegated powers considering the proposed Conflict of Interest Transaction.

2. Determining whether a Conflict of Interest Exists

The Interested Person has the primary responsibility to determine the existence of a Conflict of Interest. If the Interested Person determines that there is an actual or possible Conflict of Interest, he or she must disclose it. If the person is uncertain as to the existence of an actual or possible Conflict of Interest, that person must disclose it and request adjudication by the Board. After disclosing the Conflict of Interest, the Interested Person(s) shall leave the Board meeting which the conflict of Interest Transaction is discussed and a proper course of action is determined.

3. Procedures for addressing the conflict of Interest

a. The President of the Board may appoint a disinterested person or committee to investigate

i. The full circumstances surrounding the Conflict of Interest Transaction and

ii. Alternatives to the proposed Conflict of Interest Transaction;

b. After exercising due diligence, the Board shall determine whether VADAF can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest Transaction;

c. If a more advantageous transaction or arrangement is not reasonably attainable under circumstance that would not give rise to a Conflict of Interest Transaction, the Board shall consider whether the proposed transaction or arrangement is in VADAF's best interest, for VADAF's own benefit, and whether the transaction is fair and reasonable to VADAF and, then, it shall make its decision pursuant to a majority vote as to whether to enter into the proposed transaction or arrangement in conformity with such considerations. Approval of a Conflict of Interest Transaction shall be by a quorum of the disinterested members of the Board, or its Executive Committee acting on behalf of the Boards, unless it is not practical to obtain such approval prior to the Conflict of Interest Transaction, in which case approval of the Conflict of Interest Transaction may be ratified by a quorum of the disinterested members of the Board at its next meeting based on the criteria in items 3(b) and 3(c).

4. Violations of the Conflict of Interest Policy

a. If the Board has reasonable cause to believe that an Interested Person has failed to disclose an actual or possible Conflict of Interest, it shall inform the Interested

Person of the basis for such belief and afford the Interest Person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the response of the Interested Person and making such further investigation as may be warranted under the circumstances, the Board determines that the Interested Person has in fact failed to disclose an actual or possible Conflict of Interest, it shall take appropriate action to either ratify the Conflict of Interest Transaction pursuant Section 3 above or to terminate the Conflict of Interest Transaction to the extent possible and reasonable under the Circumstances.

#### **D. Records of Proceedings**

##### 1. Minutes

a. The Minutes of the Board and all committees with Board-delegated powers shall contain the following:

i. The names of the person who disclosed or otherwise were found to have a Private Interest in connection with an actual or possible Conflict of Interest, the nature of the Private Interest, any action taken to determine whether a Conflict of Interest was present, and the Board's decision as to whether a Conflict of Interest in fact existed, and the Board's decision as to whether to proceed with the Conflict of Interest Transaction; and

ii. The names of the persons who were present for the discussions and votes relating to the Conflict of Interest and Conflict of Interest Transaction, a summary of the discussion relating to the Conflict of Interest and Conflict of Interest Transaction, including any alternatives to the proposed Conflict of Interest Transaction, and a record of any votes taken in connection therewith.

b. A copy of such minutes shall be forwarded to VADAF's General Counsel for review.

#### **ARTICLE XII – DISSOLUTION:**

A. Current Board at time of dissolution will designate to another 501(c)(3).

B. Non monetary tangible assets (e.g. arena equipment), are to be sold and offered first to chapters before the general public. All sale proceeds shall be deposited in VADAF's bank accounts.

C. VADAF's bank accounts shall be disbursed to VADA.