



*How to
Host an
Approved
Show*



Hosting an IDA show gives you and your school many opportunities including the chance to showcase your facilities, horses, riders and riding program while your team earns points to qualify for further IDA competition.

With a little time and preparation, hosting an IDA recognized show can be an enjoyable and rewarding experience. The following steps are provided to make the task as easy as possible.

At Least Eight Weeks Before the Show

I. **Observe an IDA Recognized Show Held at Another School or College.** It is advisable that a representative from your school or college attend an IDA recognized competition hosted at another facility. This allows you to see how things are done before attempting to host a show of your own. Visiting another show also allows you to ask questions and receive valuable advice from others.

II. **Read the Rules.** In order to know exactly how the tests are set up and who qualifies to ride at the various levels, you must be familiar with the rules governing the IDA and IDA recognized competitions. The IDA rules also tell you what qualifications the judge must have, as well as providing you with a list of other important show positions that must be staffed and the qualifications for each. If you don't have a copy of the IDA rules and standards, you may download them from our website at www.teamdressage.com.

Read through the rules a few times to make certain you understand them. If anything is not clear, contact your Regional Representative for clarification. You don't have to memorize the rulebook, but a familiarity with the rules assures that your show is run correctly and that you will know where to find information when questions or conflicts arise.

At Least Six Weeks Before the Show

I. **Set the Date.** Find a date that works well for you and the majority of the schools in your region. Have at least one or two back up dates just in case your original date is unavailable.

Submit your proposed show dates to your Regional Representative for approval. To increase your chances of getting the date you want, contact your Regional Representative as early as possible. You must have your Regional Representative's approval for your show

Region V - Texas, Oklahoma, Kansas, Missouri, Arkansas (NOW FORMING)
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Any Region/State Not Listed
Lanier Cordell
225-262-6617
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Other Useful Numbers

Hodges Badge Company (has the IDA logo on file for your convenience.)

<http://www.hodgesbadge.com/> phone: 800.556.2440

US Dressage Federation (USDF) - judges list with contact information and tests.

www.usdf.org/ phone: 859-971-2277

To order Tests from Walk/Trot up- www.usdf.org/store/dressagetestorderform.pdf

US Equestrian Federation -To order free *Roster of Licensed Officials* booklet and Dressage Tests from Training Level and up. (*Lower Level Tests must be Ordered from the USDF*)

www.USEF.org phone 859-258-2462



Regional Representatives

Region A - Maine, Rhode Island, New Hampshire

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date for your show to be considered IDA recognized and the points awarded counted towards regional and national standings.

**Note: It is easier for teams to plan their show calendar if all IDA regular show dates are scheduled before the beginning of each semester.*

II. Book the Judge

IDA recommends that all IDA recognized shows have a judge who holds a US Equestrian Federation little "r" in dressage or better. A USDF "I" graduate may be used if a US Equestrian Federation judge is unavailable. **Note: The current roster of licensed officials and their contact information may be ordered from US Equestrian Federation – www.USEF.org. USDF "I" graduates are listed on the USDF website – www.usdf.org.*

It is advisable to use a particular judge only once per semester in a region, so verify that your proposed judge has not made a commitment to host any other IDA recognized competitions in your region during the same semester.

Ask if the judge has worked at previous IDA shows. If not, advise the judge of the unique circumstances involved with an IDA recognized competition, so she/he can better evaluate the riders. These unique circumstances include: coefficient changes of gaits and riders position, leg protection is permissible; horse may go up to three times in one class, etc. Make certain that the judge is aware that IDA riders are riding unfamiliar horses and have only ten minutes to warm up on them. It is always a good idea to send judges new to IDA competition a copy of the IDA Rules and Standards

Have a judge's contract put together that includes the date and agreement for hours of judging, scheduling of breaks and monetary compensation, travel, hotel and meal expense reimbursement and any other special considerations you or the judge may require.

III. Order Your Tests

Order the appropriate tests for your competition from the USDF at www.usdf.org/store/dressagetestorderform.pdf (phone: 859-971-2277) or US Equestrian Federation – www.USEF.org (phone 859-258-2462). US Equestrian Federation has tests for training level and up, USDF has test from walk/trot and up.

Change the coefficients on your tests before the show. Gaits change from 2 to 1 and riders position changes from 2 to 3.

IV. Order Your Ribbons/Prizes

It is recommended that you provide five (5) ribbons total for each team – one for each team member and one for the school. You should do so for at least the champion and reserve champion team ribbons. You may also do this for each place pinned if you desire and your budget allows.

You may use your college or school logo, or the official IDA logo. You may order from any ribbon or badge supplier of your choice. Hodges Badge Company has the IDA logo on file for your convenience. <http://www.hodgesbadge.com/> (phone: 800.556.2440)

You can often save money on ribbons if you order for more than one show at a time. You may also get together with other host schools in your area and order for all shows at one time. In such cases where more than one school will be using the same ribbons, it works best if you use the IDA logo on the ribbons.

V. Book a Facility

You will need an appropriate facility that will allow you to show in whatever weather conditions are common to your area. In addition you will need the following:

- A. Dressage Ring - minimum of 20 x 60 meter or larger with adequate footing for all weather conditions
- B. Warm Up area – adjacent or near to the dressage ring and with adequate footing for all weather conditions
- C. Dressage letters

VI. Create and Print the Prize List (a sample prize list may be downloaded at www.teamdressage.com)

Prize lists should include the following:

- A. Name of Host School
- B. Date of Competition
- C. Opening and closing date for entries *closing date should be at least two weeks before competition so that teams may have proper notification if space is available for them to field a second team.
- D. Entry Fees - To be set as specified in 12.2 of the IDA Rules.

Important Contacts for IDA Recognized Show Host Schools

National Officers

President

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Chair of Rider Classification

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- II. Send Regional and National Fees to Regional Representative in accordance with Section 12.2 of the IDA Rules and Standards. *Note: If a college is fielding more than one team at any regular show, a team fee of must be paid for each team participating.
- III. Send Points and test results to Regional Representative – *In order to have Individual and Team results of the competition counted towards regional standings, results must be received by the Regional Representative within 14 days after the competition. Make sure your points count; get your results to your Regional Representative as soon as possible.

Four Weeks After the Show

Go to the IDA website www.teamdressage.com and make certain the results of your show are posted.



- E. Tests to be Ridden
- F. Arena Size for Each Test
- G. Attire Required
- H. **Helmet Requirements** * All riders are required to wear protective headgear meeting the standard of ASTM F1163 SEI Certified approved headgear. The helmet's harness must be fastened at all times when mounted. All Prize lists and Show Programs must contain this exact wording.
- I. **Any Liability or Equine Activity Language Required by Your School and State** should be included on all entry forms
- J. **Spurs and whips allowed on some horses, competitors please bring your own**
- K. The Judge's name, rating/status, and hometown and state
- L. A time schedule for the day of the show to include the following (see sample program):
 - Coaches meeting
 - Horse draw
 - Parade of horses
 - Horse/rider declarations
 - Competition begins
- M. Award ceremony – when and where it will be held
- N. Directions to facility
- O. Directions to hotels, food and other points of interest
- P. Postal address for entries
- Q. E-mail address, fax number, and phone number of contact, name of host/organizer
- R. Entry form – Should have spaces for team A and Team B rider names, and numbers next to test to be ridden.
 - i.e.: Team A
 - Intro test 1 _____
 - Training Level test 2 _____
 - Training Level test 4 _____
 - First Level test 2 _____

- S. *****All Entry Forms MUST Include Helmet Requirements and Any Liability or Equine Activity Language Required by Your School and State should be included on all entry forms * All riders are required to wear protective headgear meeting the standard of ASTM F1163 SEI Certified approved headgear. The helmet's harness must be fastened at all times when mounted. All Prize lists and Show Programs must contain this exact wording in one other location besides the entry form on a page that will remain a permanent part of the prize list or show program.**
- T. **Provisions for over subscription such as: If the competition is oversubscribed the host school will be first to be allowed two teams; any additional individual or team spaces will be selected by a rotation as determined by the regional representative at the start of the academic year.**

At Least Four Weeks Before the Show

- I. Mail the Prize List – **All prize lists must be e-mailed at least 2 weeks prior to the show date or mailed at least 4 weeks prior.*
- II. Contact IDA President for “Additional Insured Certificate” if needed.
- III. Select Your Horses and Groups
 - A. Horses may go a **MAXIMUM** of 3 times during any one day IDA Show.
 - B. Privately owned horses may be used provided they are appropriate for the levels for which they are to be used.
 - C. You must have an alternate group of horses in the event that one becomes unsound or unsuitable. If you do not have suitable alternate horses, it is advisable that you have fewer teams at your show.
 - D. All horses, including alternate groups must be appropriate to the level for which they are to be used. First Level and Up-

The Day of the Horse Show

- I. Have Volunteer Workers Report for Duty at Least 2 Hours Before you need them.
- II. Prepare the Horses for Competition – Braid and groom
- III. Warm up horses prior to parade of horses.
- IV. Welcome Coaches and Riders
- V. Collect Any Entry fees not Prepaid– (see section 12.2 in Rules & Standards for correct amounts).
- VI. Host Coaches’s meeting
 - A. Review Horses
 - B. Schedule of Go
 - C. Draw for Horses
 - D. Draw for Stewards
- VII. Parade of Horses.
- VIII. Begin Competition
- IX. Tally and post official average percentages AFTER ALL RIDERS IN DIVISION HAVE BEEN JUDGED.
- X. Relax all of the hard work is over, If you have prepared well, the day of the show will virtually run itself.
- XI. At the end of the competition provide copies of the results and riders tests to all competing schools.

Within Seven to Ten Days After the Show

- I. **Finish Paperwork, as** with everything else, an IDA show is not complete until the paperwork is done and mailed to the appropriate people.

F. Horse/Rider declaration page and times. **Layout page with five columns to accommodate the following:*

1. Ride spot A, B, C, etc. or Group 1 ride 1
2. Blank column for Riders name and number
3. Blank column for Horses name
4. Warm-up time Ride Time - *When scheduling times leave some extra room for catch up time, breaks for the judge and lunch.

G. **Awards Presentation** – when and where it will be held.

VI. **Create Ballots for the Horse Draw and Stewards Draw** *You will need 3 coaches from visiting schools to serve as Show Stewards.

Two Weeks Before the Show

Notify all schools that have registered that they have been accepted and inform them of the number of teams they will be allowed to field.

Allow for individual rider changes to be made up until two days before the show. Request that rider changes be made in writing.

The Day Before of the Horse Show

I. School Horses In Arena -*To ensure that all horses are familiar with the ring, judge's stand and decorations, **all horses should be ridden in and around the arena and warm-up area prior to the show.**

II. Print out four (4) up-to-date copies of the IDA Rules and Standards (one for each steward and one for the show management) .Place one copy of the IDA Rules and Standards, IDA By Laws and USEF Rules in the scoring area for handy reference.

per Training horses must show the trot stretch circle in the Parade. First Level horses must also show leg yielding in both directions and trot and canter lengthenings shown in their tests. If trot lengthenings are required, horses must show these during the Parade.

- E. Do not put all your best horses in the same group, try to make the groups as even as possible.
- F. Horses must be clean and well polished for show day.

IV. Gather Equipment and Store It Together In an Easily Accessible Location.

A. For Judging:

1. Judge's booth - The judge must have an unobstructed view of the dressage ring, and must be raised 18 inches from the ground. The judge should be shielded from the elements as needed.
1. Table for judge
2. Two chairs for judge and scribe
3. Bells/whistles
4. Pens, clip board and dressage tests

B. For Scoring:

1. Adding machine with tape
2. Pencils and clip boards
3. Copy machine
4. Computer for posting results on computerized score sheets or poster board
5. Markers for poster board

C. Ring Master

1. Stop watch
2. Clipboard
3. Order of Go list

D. For Horses:

1. Bridle numbers for parade of horses or rider banners with horses's names
2. One dressage saddle, saddle pad, and bridle for each horse being used for the show

3. Polo wraps as needed are allowed for IDA Competition.

V. Line Up Volunteer Workers

Non-showing students in your barn or equine classes are a great source of volunteer workers at your IDA Show. This is a great learning opportunity and can be lots of fun. As soon as possible after receiving approval of your show date you will need to recruit volunteers to fill the following jobs: (You can find complete job descriptions and lists of duties in the IDA Rules and Standards Article 1.2 through Article 2.) ***It is very helpful to provide all volunteers with written job descriptions that clearly outline all of their duties.***

A. **Show Officials:** All Show Officials should be clearly and appropriately identified on the day of competition.

1. Horse Master
2. Secretary
3. Scorer
4. Ring Person
5. Rules Stewards - three (3) coaches from visiting schools whose names are drawn at the coaches' meeting.

B. **Show Staff may include:**

1. Announcer
2. Scribe
3. Horse Handlers
4. Parade Riders
 - a. Ideally non-competing riders serve as parade riders, however if the host school cannot provide a sufficient number of non-competing riders, competing riders from the host school may act as parade riders.
 - b. The goal is for each horse to be warmed up and presented to the best of his ability.
 - c. Use riders that will present the horses well and give them a good warm-up. It is recommended that riders ride in a specific pattern during the parade of horses.
 - d. Riders must learn the patterns before warm-up.
 - e. It is a nice touch if parade riders dress alike and wear host school colors or jackets

5. Ring Crew

6. Runners

7. Additional Persons as needed to perform any duties assigned by Show Officials.

V. Create and Print Show Program

To make sure everyone knows what is happening and when on the day of the show, and to help everyone keep track of scores, you will need to create a Show Program and make it available to all coaches, show officials, judge, show workers and riders. Make extra copies to post, use for scorer, give to judge, and make official copies to give to Regional Representative. (Template of IDA Show Program should be downloaded from our website at www.teamdressage.com)

The proper IDA Show Program includes:

A. Schedule for the day

B. Teams and Schools entered -leave blanks for scores and place as well as team average and place. List classes entries on another pages with room for the score and place.

C. **Helmet Requirements** * **All riders are required to wear protective headgear meeting the standard of ASTM F1163 SEI Certified approved headgear. The helmet's harness must be fastened at all times when mounted. All Prize lists and Show Programs must contain this exact wording and MUST be printed on a page that is designed to remain part of the Show Program.**

D. **Any Liability or Equine Activity Language Required by Your School and State** – ***This language MUST be printed on a page that is designed to remain part of the Show Program.**

E. **A written description of horses including:** group number, horse's number, recommended level and other acceptable level(s), age, height, color, breed, way of going, restrictions with regard to level, artificial aides and other equipment.

Example:

Group 1:

#1 Hyde Park: F/T (9yrs., 16.3 hands, Bay, Dutch Warm-blood)- Lots of movement, ride forward into steady hand. SPUR OK, NO WHIP. *SAPC*