

KCDS Guide

To Hosting an Awards Eligible

Dressage Schooling Show

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Purpose and Background

Purpose This document is published in efforts to share information which may be useful in running a KCDS Awards Eligible Dressage Schooling Show. This document contains guidelines for hosting a schooling show, and does not set or enforce rules. Consult USEF and USDF to interpret specific rules and regulations.

Basic Background Schooling shows are meant to be:

- informal and educational events for horse and rider teams to practice their tests,
- an opportunity for horses to travel away from their home barn
- an opportunity to experience dimensions of show behaviors not typically seen at home!

When you are planning a schooling show, keep in mind that this is an opportunity for the horse and rider teams to learn and improve.

Informality is key and everything should be done to plan and manage the schooling show with the goal of helping horses and riders alike relax, learn and HAVE FUN!

Ideas include:

- An easy to find site
- An organized office for sign in and test pick up
- Possible concessions

Budgets can be built so that the schooling show is profitable; however even if the show is a charity event, horses and riders should be treated as **customers**, and be assured a pleasant, fun and stress free experience.

Scheduling a Date To schedule a KCDS Awards Eligible schooling show, contact:

Dawn Kindt
913-390-0579
dawnkindt@sbcglobal.net

Associated Fees The 2005 fee for scheduling a KCDS Awards Eligible schooling show is \$50.00. Checks can be made payable to KCDS.



Judges

Finding a Judge

To be a KCDS Awards Eligible schooling show, the judge you hire for your schooling show **must** be at minimum an “L” graduate of the USDF program.

- “L” graduates are learner judges and have finished a training program and passed a test for their USDF certification.
- They are qualified to judge dressage tests through second level.

Contact your judge early for a commitment. We recommend four to six months in advance.

Judges require a fee for their services, and each fee will vary per judge. Be sure to ask for the judge’s fee.

- Fees can range from \$150 - \$250 for a local Kansas City judge.
- Reimbursement for travel costs can be expected if your selected judge is traveling.

Judges Contract

You will want to have a written contract with your judge. It should describe:

- The date
 - The time
 - The place of the show,
 - The fee and how expenses will be covered
 - What will happen if the show is canceled
- *Most judges will require payment after a specific date to avoid lost income.

Sample Contract

A sample contract has been included at the back of this document. See Attachment “A”.

Special Touches It is a nice touch to recognize and thank your judge with a small bag of treats/snacks, beverages, sun screen or insect repellent, a blanket for cold weather, and a comfortable chair for them to use while judging.

**“L” graduates
in Region 4** See Attachment “B” for a list of L graduates.
The list can also be viewed at USDF official website at:
<http://www.usdf.org/Contacts/LProgramGraduates/index.asp>

Facilities and Supplies



This section will include information regarding:

- Arena
- Judge's Station
- Show Office
- Trailer parking
- Water Sources

Arena

For a schooling show, a small dressage arena (20x60 meters) is probably sufficient.

Tests can be ridden indoors or outdoors. Decide what to do ahead of time in the event of inclement weather. A show can be continued in the rain. If conditions become dangerous, the judge can make the decision on site.

There are many ways to improvise an arena if a dressage arena is not available. Jump poles, pvc pipe, moveable letters in sand-filled buckets are all options.



****Please Note:**

If using Longview Horse Park for your dressage show, it is **not acceptable** to drive stakes or poles into the footing. The footing and base could be damaged and many other organizations also use these arenas.

The warm-up area should be large enough for several horses.

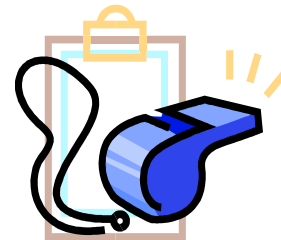
Footing should be safe for horse and riders.

Describe it on the entry form so riders will know what to expect. (ie: sand, grass).

Judge's Station

The judge's station should include:

- 2 comfortable chairs
- drinks, snacks
- pens, pencils for judge and scribe
- sets of each test for each rider
- a blank copy of each test for the judge
- bell or whistle
- clipboards for writing
- table
- watch



It is not required at schooling shows, but it is a nice touch if your judge's station can be elevated at least 12 inches above the arena.

Show Office

There should be an area designated as the show office. This office should manage:

- Sign in for riders
- Scoring of tests
- “Home base” for the show manager

The Show office should include:

- Table and chairs for volunteers scoring tests
- Adding machine with tape
- Pens, pencils
- Stapler and staples
- The master copy of the ride schedule
- List of volunteers, jobs and time frames
- Rider numbers- pins if necessary
- An area to post scores
- An area to display tests for pick-up



About Ribbons:

Remember- schooling shows are informal! Huge rosettes for ribbons can get away from the low-key approach to an educational event. Keep this in mind when purchasing ribbons.

Decide ahead of time that your show will award ribbons to a certain placing. Most KCDS Awards Eligible schooling shows award ribbons 1st- 6th place for all classes.

Note: Name your Own Test classes do not award ribbons.

A very popular ribbon company is Hodges Badge Company.

The website is: www.hodgesbadge.com

Trailer Parking

It is important to pick a venue for your schooling show that has adequate trailer parking. It is also beneficial to designate an area for trailers only.

Water Sources

Make sure that the location of water and hoses is communicated to all riders.

Pricing, Promotion and Advertising

Costs



Classes

Historically, most schooling shows price their classes at \$15 or \$20 per class.

The exception is a “Name your own test” class, which is a \$10 cost, and does not award ribbons. In these classes, the rider can choose to ride any test through second level.

Stalls

Historically, most day stalls are at a cost of \$20 - \$25 per day. Some facilities have the capability of offering an overnight stall at a bit higher fee.

Refreshments

If is not required, however a nice touch, if refreshments or lunch is offered for sale. Sandwiches, BBQ, hotdogs and hamburgers are usually big hits. Historically, refreshments do not net a large profit, however do require additional volunteers.

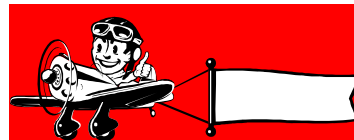
Additional Classes

You may want to include a dressage suitability or a dressage equitation class. In these classes, a group competes at the same time in the arena. Ribbons are awarded.

Advertising

There are many outlets and opportunities to advertise your KCDS Awards Eligible schooling show. They include:

- The KCDS Extension
- The KCDS Email Group List
- Retail Tack Shops
- Websites- Region 4 at <http://www.usdfregion4.org/welcome.htm>
- Pony Clubs
- Additional GMO newsletters



It is helpful to give your schooling show a name, so that it can be remembered. This also helps with promotion and can allow the opportunity to begin an annual tradition.

ADDITIONAL AWARDS:

Although not required, special awards can also be given to make your schooling show memorable.

High point junior, High score, Adult Amateur Champion, etc. are all creative ways to recognize and reward your participants.

Scheduling Ride Times

Deadline for Entries

It is most important to allow enough time to schedule and communicate ride times to the entrants.

Most KCDS Awards Eligible shows close their entries on the Tuesday before a Saturday show.

Ride Times



Scheduling rides times can be done in a spreadsheet or text document. The secret is to schedule enough time for each test, and to include breaks and lunch where appropriate.

USDF recommended scheduling times for tests are:

Intro A and B:	5:00	A and B
Training Level:	6:00	T1, T2
	7:00	T3, T4
First Level:	7:00	F1
	8:00	F2, F3, F4
Second Level:	8:00	S1, S2

It is important to recognize where your warm up arena is in relation to your show arena and allow for additional time.

Riders are not required to go early; however may elect to do so in the event of a scratch.

As a courtesy, allow enough time between rides for those riders who may be showing several horses.

Order of Tests

Most schooling shows begin with the Intro Tests and progress in order through the levels. This is not required, however at a schooling show it will eliminate the more advanced riders schooling with lower level riders.

Scheduling Breaks

Schedule breaks every 10-15 rides. This will allow the judge and scribe to stretch, refill beverages, and relax. Remember the goal of a fun, relaxed, learning experience! Volunteers are valuable, and no one wants a cranky judge!

Communicate Ride times

Ride times should be sent or made available to each rider in advance of the show date. Email is fast becoming the easiest way to communicate your show schedule. Provide a contact number for those individuals who prefer to call to obtain their ride times.



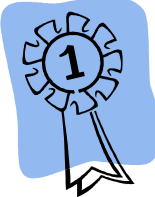

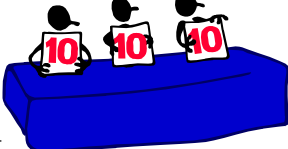
It is typically the responsibility of the rider/entrant to call for times rather than show management calling the riders.



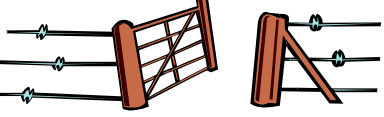

Volunteers

Opportunities Putting on a schooling show takes a lot of energy, commitment and attention to detail.

Recruiting volunteers and providing specific jobs and job descriptions can contribute to a smoothly running schooling show.

A list of volunteer positions is listed below:

Job	Description
<p>Contact Person for Judge</p> 	<p>Someone should take charge of contacting the judge just before the show to confirm arrangements. This may include:</p> <ul style="list-style-type: none"> • offering directions to the arena, • making sure there are snacks and drinks at the judges' station, and • making sure the judge receives payment.
<p>Arena and Footing</p> 	<p>Someone should take charge of the preparations in the arena; including arranging for having the footing worked. The same person might also be in charge of directing trailer parking and the warm-up arena.</p>
<p>Test and Ribbons</p> 	<p>Someone should take charge of getting copies of the tests, filling out rider names and numbers and organizing the corresponding ribbons.</p>
<p>Check In</p> 	<p>Someone should take charge of signing in riders, distributing numbers and collecting fees if any are required.</p>
<p>Scoring</p> 	<p>Someone should be the central point of contact for calculating the scores and placements.</p>

<p>Scribe</p> 	<p>This volunteer should work with the judge for at least half the show. Most judges prefer to limit the number of scribes. Additional Details regarding the scribe's responsibilities are listed in Attachment "C".</p>
<p>Runners</p> 	<p>This volunteer takes the completed tests from the judge's stand to the scorer in the office. This is a great opportunity for the younger volunteer.</p>
<p>Gate Keeper</p> 	<p>This volunteer has the responsibility to monitor the warm-up arena, notify riders when they are on deck, in the hole, etc., validate correct numbers and document scratches.</p>
<p>Clean Up</p> 	<p>A clean up committee to assist with taking down the arena, judge's station and office is invaluable!</p>

ATTACHMENT A

Sample Contract

Agreement

This Agreement is entered into by and between NAME OF JUDGE and NAME OF SHOW HOST, ADDRESS.

In consideration of the mutual promises made in the agreement and other valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

JUDGE promises to judge a KCDS Dressage Schooling Show to be held at LOCATION on DATE and agrees to judge the complete show, as shown on the attached class list.

In exchange, HOST offers as valuable consideration, a \$XX.XX judging fee. A check in the amount of \$XX.XX, made payable to JUDGE, will be issued at the conclusion of the show and will be considered payment in full.

The following addends, dated the same date as this agreement, are incorporated in, and made a part of, this agreement:

LIST ADDENDS

This agreement shall be governed by the laws of STATE.

By: _____
XX, Judge

Date: _____

By: _____
XX, HOST

Date: _____

ATTACHMENT B

List of L Judges from USDF Website

Name/Email	Address	Phone
Barbara Anderson-Whiteis*	Callie Farm, 9209 Iffert Avenue NE, Monticello, MN 55362-2960	763-295-2565
Ricki Brozman	9845 Ash Dr., Overland Park, KS 66207-3226	505-268-6216
Joy Casady	PO Box 63, 102 Walker Drive, Wellsville, KS 66092-8727	785-883-2670
Martina Chapman*	3430-21st Ave S, Minneapolis, MN 55407-2414	612-729-2124
Kathy L. Childs*	4440 SW 53rd Street, Topeka, KS 66610-9448	785-862-6506
Miki Christophersen*	9853 Rosewood Drive, Overland Park, KS 66207-3229	913-383-3936
Julie Ann Farmer*	11167 State Highway 43, Webb City, MO 64870-9101	417-673-2382
Joyce T Hardesty	14420 Reeds St., Overland Park, KS 66223-1228	913-814-8249
Lisa Holderle	8908 Julia Dent Drive, St Louis, MO 63123-2020	314-849-9945
Cheryl Holekamp*	New Spring Farm, 7901 Highway 63 S, Columbia, MO 65201-8816	573-442-0442
Elizabeth (Betsy) H Jacoby*	771 Tanglewood Lane, Union, MO 63084-4441	636-583-3884
Jami M Kment	663 C Road, Palmyra, NE 68418	--
Nancy J Kraus*	7921 NW 73rd Street, Kansas City, MO 64152-2806	816-587-1026
Linda L Landers	13101 Delaware Drive, Independence, MO 64055-3145	816-836-5951
Jane E Linville*	905 Deer Creek Parkway, Bell Plaine, MN 56011	952-873-3532
Mary G McFee*	Wintercrest Farm, 20975 Engen Blvd Nw, Elk River, MN 55330-8049	763-441-7535
Marina Parris-Woodhead	31710 E 161st Street, Pleasant Hill, MO 64080-8019	816-540-9117
Kate Phillips*	5310 NE River Rd, Sauk Rapids, MN 56379-9306	320-252-6198
Rebecca E Rigdon*	332 Mississippi Street, Lawrence, KS 66044-1363	785-842-6290
Felice G Rose*	2900 Calvert Street, Lincoln, NE 68502-5139	402-423-4042
Mary Spaeth*	40810 65Th Ave, Rice, MN 56367-9549	320-253-3631
Claudia Springer-Misner*	11706 W Farm Road 28, Walnut Grove, MO 65770-8202	417-788-8878
Sarah Stark-Welsh	22515 Pflumm Road, Bucyrus, KS 66013	913-533-2572
Jana J Wagner*	16121 E 2075 Road, La Cygne, KS 66040-6019	913-757-2565
Patricia J Woodrow	11108 South 216th Street, Gretna, NE 68028	402-332-5907

ATTACHMENT C

Scribing Duties

Scribes Roles and Responsibilities

- Serve as the recorder of all of the judge's scores and comments
- Keep the judging organized
- Protect the judge from interruptions and distractions

Recording Scores and Comments

- Record the comments verbatim in the comment box for each movement
- Record the score in the score box
- Don't do the math on the coefficients—the scorer does this
- For errors, circle "Error" and -2, etc. so the scorers don't overlook
- Most judges write the Collective Marks scores and comments themselves

Organization- Beginning of Shift

- Make sure the stack of tests is in the order of go on the program
- Write "Scratch" on any individual's test that has scratched or doesn't show up
- Create 2 piles—"to be ridden" and "to the office"
- A bell, pens, clipboards, paperweight, program, tests, table, 2 chairs, drinks
- Extra copy of each test for the judge

Organization – Beginning of Ride

- Verify the number on the actual horse and rider pair matches the number on the front page of the test
- Write the number you see on the horse/rider on the inside of the test
- Place a mark on the program for the ride

Organization – End of Ride

- Make sure all of the movements and Collective Marks have scores and comments
- Make sure the judge signs the completed test sheet
- Math is not required
- All tests to the office

No Distractions

- People will look to you as to when to approach the judging box
- Everything is confidential
- No gossip or opinions
- Be prepared
 - ◇ Arrive early
 - ◇ Review tests
 - ◇ Appropriate clothes and supplies