

2009 CDS CHAPTER
REGIONAL ADULT AMATEUR COMPETITION
RULES & GUIDELINES
(Revised edition 11/21/08)

MISSION: The mission of these competitions is to provide an opportunity for all CDS Adult Amateur riders to qualify and compete against others of similar skills and experience. The regional nature of these shows will help to provide our membership with a developmental path for gaining competitive experience, promote excellence and increase awareness of and support for the Chapters.

Goals:

- #1 – For the Chapters: These regional or “mid” level adult amateur competitions are designed to promote and enhance awareness and participation by the CDS Chapters, provide State level support in funding and advertisement, and a chance to generate funds at the chapter level.
- #2 – For the Riders: These competitions will provide a positive “introductory” show experience for some, which will hopefully be a stepping stone to bigger things, while offering the other more experienced amateur riders a warm-up for the Championship Show.
- #3 – For the Whole Organization: These competitions are designed to bridge the gap between the local chapter shows with individual year end awards programs and the tremendously difficult, top caliber competition at the Annual CDS Championship Show.

LOCATIONS: Three Regional CDS Chapter Adult Amateur Competitions will be held each year, one in each of the regions as defined in the CDS bylaws; north, central and south.

FEES:

- a) Adult amateur competitors will pay a \$25.00 fee per horse and rider team for each level entered. Payments will be made to the Central Office.
- b) The fee can be paid at any time during the show year up to close of business 14 days prior to the first day of the show entered.
- c) Scores earned before paying the fee will count provided the payment is received at the Central Office prior to close of business as specified above.

CDS EXECUTIVE BOARD: will retain the ultimate authority in all matters and decisions pertaining to this program.

- a) Will review/approve the RAAC Committee recommendations for changes, additions and modifications to the RAAC program and shows.
- b) Will approve the 2010 Host Chapter selections for all three regions not later than August 15, 2009.
- c) Will in each region, provide a \$500 cash stipend to the “Host Chapters” to be awarded at the CDS Annual Meeting. This stipend is designed to help defray expenses for the conduct of each RAAC show.
- d) Will provide for a stipend of \$250 to be paid to the official RAAC Photographer at the conclusion of the RAAC show, when the Central Office has received all the required photographs as outlined in Show Requirements for Host Chapters.
- e) Provide the Host Chapters coolers, neck and bridle ribbons plus high percentage

elite/novice, and Roses Award neck ribbons as outlined in the "Awards" section.

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BIDS TO BE A HOST CHAPTER(S): All CDS Chapters are invited to apply to be a RAAC "HOST Chapter".

- a) Applications & budget forms: are available from the CDS Central Office.
- b) Deadline for applications: Host Chapter "bids" must be received at the Central Office by close of business on July 1, 2009.
- c) **Only those "bids" that are complete will be accepted for consideration. A complete "bid" must include:**
 - 1) A signed and complete application form.
 - 2) A proposed budget, in the proper format using CDS chart of accounts.
 - 3) A copy of the previous years' premium/prize list with the class specifications.
 - 4) Plus (optional) any additional information about the activities, festivities, facilities or "perks" that will be offered or other details pertinent to the application that might be unique to that show, location, etc.
- d) Host Chapter applications will be reviewed by the RAAC Committee "Regional Liaisons" at least 7 days prior to the application closing date, to assist in the "bid" process and ensure that the paperwork is complete, accurate, on time and thus eligible for consideration.
- e) All applications for Host Chapters will be reviewed and discussed by the RAAC Committee. The RAAC Committee will, based on a simple majority vote, recommend their selections to the Executive Board not later than July 31, 2009. Because the preliminary vote of the RAAC Committee is not binding on the Executive Board, all such discussions and votes will be strictly confidential.
- f) Final selection of Host Chapters will be made by a vote of the CDS Executive Board not later than August 15, 2009. The RAAC Committee Chair or the President of CDS will notify all the "bidding" chapters of the decision by the CDS Board with regard to selections of host chapters.

REQUIRED CLASSES AND AWARDS:

- a) *Elite Adult Amateur Division* for riders that have competed in a CDS Championship Show.
- b) *Novice Adult Amateur Division* for riders that have never competed in a CDS Championship Show.
- c) This competition will feature USEF National Level Tests from Training through 4th level classes and FEI classes at Prix St. George and Intermediare 1.
- d) A total of 14 regular dressage classes will be conducted.
- e) Competitors will be required to ride once at the highest test of the level entered.
- f) RAAC Awards are offered as follows: (this information will be included in the Show Premium Lists)
 - 1) Training and 1st Levels will receive: an embroidered cooler for 1st place and a

neck ribbon; 2nd place winner a neck ribbon; and 3rd – 10th place bridle ribbons.

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- 2) 2nd Level and above will receive: an embroidered cooler to 1st place with neck ribbon; 2nd place winner a neck ribbon; 3rd – 6th place bridle ribbons.
- 3) High Percentage Score Elite and Novice Rider – neck ribbons to each division.
- 4) Roses Award neck ribbon for High Percentage Elite and Novice Rider 50 years of age and older that officially sign-up for the division prior to their RAAC ride.
- g) Awards for all RAAC classes and high scores will be provided to the Host Chapter not less than 2 weeks prior to the first day of competition. At the conclusion of the show the Manager will provide an inventory of all left over materials to the RAAC Awards Liaison and they will arrange for storage of left over awards/ribbons/coolers.
- h) The RAAC Committee may modify the numbers and types of awards provided to the Host Chapter depending on income generated from RAAC Registration Fees. Decisions on additional awards will be made prior to April 2009 so that the premium lists can reflect the correct prizes & awards that will be distributed.

SHOW REQUIREMENTS FOR "HOSTING" CHAPTERS:

- a) An existing show (either CDS only or ***) with sufficient stabling, arenas, and other facilities to accommodate the anticipated entries.
- b) Management must add additional arenas or an extra show day(s) to accommodate all RAAC competitors who enter the show by the closing date.
- c) Ideally the show dates will fall from late May to mid September. RAAC shows must NOT conflict, compete or detract from the Annual CDS Championship Show.
- d) Host Chapters are required hold RAAC classes on Saturday and Sunday, in order to accommodate and promote the maximum level of participation by adult amateurs in each region. At least one warm-up class will be scheduled prior to any RAAC division classes.
- e) The show must have a designated show manager and secretary.
- f) Show management must get verification from the CDS Central Office, not less than 10 days prior to the first day of competition that all RAAC competitors are eligible to ride. This includes confirmation of: amateur status, age, payment of the registration fees for each level entered, and the proper qualifying scores.
- g) The RAAC Premium lists will include a qualification form to be signed by all RAAC exhibitors which includes a statement by the rider that they are eligible for the division entered, that they have the paid registration fees, have qualified with the needed scores, they meet the membership requirements and have provided the supporting documentation with regard to dates, scores, judges and levels shown. A sample form is available from the Central Office.
- h) Host Chapter(s) will ensure that there is a designated RAAC Photographer. The Central Office will be notified in writing the name, full address, phone numbers, web site and email address of the official RAAC Photographer. Show Management will ensure that the RAAC show photographer contacts the CDS Central Office at least 60 days in advance to

obtain [guidelines/deadlines](#) for the photos that MUST be provided to the Central Office.

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- i) Because photographs are an integral part our communication with the CDS membership through our newsletter, and because they will also be used as a marketing and promotional tool, it is critical that photos be in the proper format, identify the competitor by name, entry number and class numbers.
- j) The RAAC program will provide a stipend of \$250 to be paid to the official RAAC Photographer. Payment will be made by the CDS Treasurer, at the conclusion of the RAAC show, upon confirmation by the Central Office that all the required photographs were received and properly identified.
- k) The RAAC show photographer WILL provide photos of:
 - 1) The 1st and 2nd place winners in each division and each level for a total of 28 photos.
 - 2) Two (2) each Roses Award” winners.
 - 3) Two (2) each High Percentage Score winners.
 - 4) Additional interest or featured type photos of staff, volunteers, chapter representatives, dignitaries, sponsors or special events/activities of the show.

ELIGIBILITY:

- a) Participants at the RAAC shows must be current members of CDS, must have a USEF Amateur Card under Dressage Rules, and must be 22 year of age or older.
- b) The horse owner must be a current member of CDS.
- c) Qualification is for an amateur rider/horse team.
- d) **To be eligible to compete, the \$25 registration fee for each horse and rider team per level MUST BE PAID to the CDS Central Office by close of business no later than 14 days prior to the first day of competition at the regional show entered.**
- e) Scores earned before paying the fee will count provided the payment is received at the Central Office prior to close of business as specified above.
- f) **2009 Qualifying Opens: Sep 1st, 2008 at any show with CDS recognition.**
- g) **2009 Qualifying Closes: 14 days prior to the first competition day of the regional show entered.**
- h) Scores earned at the CDS Championship Show will NOT count towards qualification.
- i) Horse/rider teams who qualify MAY compete in ONLY ONE regional competition.
- j) Qualification scores must be earned at CDS recognized shows and are as follows:
 - 3 scores from 2 judges at Training Level test 3 or 4 of 62% or higher
 - 3 scores from 2 judges at 1st level of 60% or higher
 - 3 scores from 2 judges at 2nd level of 60% or higher
 - 3 scores from 2 judges at 3rd level of 60% or higher
 - 3 scores from 2 judges at 4th level of 60% or higher
 - 2 scores from 2 judges at PSG of 60% or higher
 - 2 scores from 2 judges at Intermediare 1 of 60% or higher

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- k) Elite horse and rider teams that have won either Champion or Reserve Champion at the CDS Annual Championship Show at Training, 1st and 2nd Levels are not eligible to compete in the RAAC shows at the level they have won.

CENTRAL OFFICE SUPPORT: The CDS Central Office will

- a) Provide full page ads for the 3 Regional Chapter Adult Amateur Competitions through the year at no charge to the hosting chapters. (Note: this equals 1/3 page ad for each show). Each "host" chapter will provide ongoing updates on details to the Central Office for inclusion in these ads.
- b) Feature the "host" shows in the CDS Omnibus.
- c) Ensure that RAAC information is on the CDS Web Site. Premium lists and other updates, materials will be posted as available.
- d) Prominently include rider/horse team qualifications and show results in Dressage Letters along with photos.
- e) Provide application/budget forms, assist with the application process, answer questions, and clarify rules and guidelines, review qualifications for riders as outlined herein.
- f) Provide host chapters with a qualification form which includes a statement by the rider that they are eligible for the division entered, that they have the paid registration fees, have qualified with the needed scores; they meet the membership requirements and have provided the supporting documentation.
- g) Develop a membership application form that has a section that identifies the fee and division for each adult amateur that would like to register.
- h) Develop a data base that tracks the status and provides the payment information to the CDS Treasurer.
- i) Assist with email blasts and other advertising to provide greatest possible distribution of materials and information regarding these shows to CDS members and the general public.

RAAC COMMITTEE RESPONSIBILITIES: The Committee Members will be selected by the President of CDS and approved by the Board.

- a) The primary purpose of the RAAC Committee will be to review and update the guidelines, policies of this program, develop budgets, review profit and loss statements, plan and implement additions, changes, and modifications as needed.
- b) RAAC Committee Members will attend RAAC shows to keep abreast of the needs of the competitors/chapters. All Committee Members will be expected to keep an open dialogue with host chapters in their respective areas, talk to members for improvements, and assist with marketing and publicity.
- c) Will submit the RAAC program proposed budget to the Budget Committee Chair and the CDS Treasurer by Oct 31st.

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- d) Will designate a RAAC Committee “Awards Coordinator” who will ensure that a complete inventory of previous years’ awards leftovers is conducted, that left over coolers are returned to the supplier for the appropriate “year” changes, the upcoming years’ awards order is coordinated for inclusion in the budget, and the proposed order for new award is approved, in advance by the RAAC Committee Chair and the CDS Treasurer. Awards must be ordered by April.
- e) Will designate RAAC Committee Regional Liaison(s) in each of the 3 regions: who will coordinate and assist the Chapters with the organization and conduct of their respective shows.
 - 1) The RAAC Regional Liaison will regularly communicate with the Host Chapter Chair, Show Management, Central Office and RAAC Chair to assist as needed.
 - 2) The Regional Liaison(s) will act as the Rider Representative at each RAAC show assisting Show Management in answering questions and help with problem solving when issues surface.
 - 3) The Regional Liaison(s) will collectively develop a RAAC “competitor” survey using the previous years’ survey as a guide. Some means of “reward” system will be developed to encourage the return of completed surveys. The draft survey and plan will be presented to the whole RAAC Committee during the spring each year (but not later than April 1st).
 - 4) Regional Liaison(s) will assist in the preparation of applications for “bids” to become a “host chapter:”
- f) RAAC Committee “Regional Liaisons” will review “Host Chapter” applications at least 7 days prior to the application closing date, to assist in the “bid” process and ensure that the paperwork is complete, accurate, submitted on time and thus is eligible for consideration.
- g) The RAAC Committee will review all applications for Host Chapters. The committee will, based on a simple majority vote, recommend their selections to the Executive Board not later than July 31, 2009. Because the preliminary vote of the RAAC Committee is not binding on the Executive Board, all such discussions and votes will be strictly confidential.
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