
2010 RAAC GUIDELINES AND POLICIES

SECTION 1 – OVERVIEW

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 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 an additional competitive experience.

#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.

SECTION 2 – RAAC PROGRAM GUIDELINES

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

COMPETITOR REGISTRATION FEES:

- a) Adult amateur competitors wishing to compete in the RAAC event(s) will pay a \$25.00 fee per horse and rider team for each level entered. Payments will be made to the Central Office or on the CDS website.
- b) The fee can be paid at any time during the show year up to close of business 12 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 as specified above provided all other eligibility criteria is met when the scores are earned.
- d) Registration fees are not refundable.

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 years old or older.
- b) CDS membership for both the rider and the horse owner must be current when all score are earned in order to count as qualifying.
- 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 12 days prior to the first day of competition at the regional show entered.
- e) **2010 Qualifying Opens: Sep 1st, 2009**
- f) **2010 Qualifying Closes: 14 days prior to the first competition day of the show entered.**
- g) Scores earned at the CDS Championship Show will NOT count towards qualification.
- h) Qualified horse/rider teams can compete **AT ONE** of the three regional RAAC shows held during the year. Eligible horse/rider teams are permitted to compete at **ANY** RAAC event. For example, a competitor can qualify in the southern region and opt to enter the central RAAC.
- i) Qualification scores must be earned at CDS recognized shows and are as follows:
 - 2 scores from 2 judges at Training Level test 3 or 4 of 60% or higher
 - 2 scores from 2 judges at 1st level of 60% or higher
 - 2 scores from 2 judges at 2nd level of 60% or higher

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- 2 scores from 2 judges at 3rd level of 60% or higher
 - 2 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
- j) Elite horse and rider teams that have won either Champion or Reserve Champion at the CDS Annual Championship Show at Training and 1st Levels are not eligible to compete in the RAAC shows at the level they have won.

SECTION 3 – SHOW SPECIFICATIONS AND REQUIREMENTS

REQUIRED CLASSES AND SPECIFICATIONS:

- 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 Horse of the Year class.
- 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. A total of 14 regular dressage classes will be conducted.
- d) Competitors will be required to ride once at the highest test of the level entered.
- e) **Awards/Awards Ceremonies/Awards policies:** see Appendix C and D.
- f) **Exhibitor Gifts & RAAC Banners:** see Appendix D.
- g) **CDS Record keeping and Data Collection:** see Appendix C

RAAC SHOW REQUIREMENTS: In order that all 3 regional shows offer the adult amateur competitor the same experience no matter the location, policies and procedures for the RAAC events will **NOT** be modified without specific written permission from the President of CDS.

- a) **Facilities:** Provide a quality facility that has sufficient stabling, competition and warm-up arenas with good footing, food service, restrooms, nearby hotels and other amenities.
- b) **Dates:** 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. Management will agree to add additional arenas or an extra show day(s) to accommodate all RAAC entries should it be necessary.
- c) **Format:** The show must be run in accordance with USEF, USDF and CDS rules, guidelines and policies. Since this program is designed as an introductory experience, competitors will ride for 1 judge, will be permitted the option to carry a whip and/or have a test called.
- d) **Scheduling:** RAAC classes must be held on Saturday and Sunday, in order to accommodate and promote the maximum level of participation by adult amateurs in each region.
- e) **Warm-up classes:** Warm-up classes will be a part of the accompanying dressage show. Warm-up classes may be scheduled on Friday or any time during the show, so long as the competitor is offered a chance to ride in one warm-up class prior to riding in the RAAC class. Show Management may opt to offer one RAAC Test of Choice Warm-up class at each level to meet this requirement. RAAC warm-up classes may be scheduled on Friday.
- f) **Entries & Qualifications:** 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) **Prize Lists:** will list the RAAC event as a feature of the show in the main headline as a part of the competition and in all other publicity. Prior to distribution a draft Prize List will be reviewed by the Central Office and RAAC Regional Liaison. See Appendix D for details on qualifying, awards and award ceremonies that must be included in Prize Lists.
- h) **Qualifying Forms:** The RAAC Premium lists will include a qualification form that will accompany RAAC entries to expedite and verify qualifying rides. The form is available from the Central Office.

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- i) **Photo Coverage of the RAAC:** The Official Show Photographer will be a designated RAAC Photographer.
- 1) The Central Office will be notified in writing the name, full address, phone numbers, web site and email address of the official RAAC Photographer.
 - 2) 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 required.
 - 3) 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.
 - 4) A stipend of \$250 will 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.
 - 5) The Show Photographer will submit to the Central Office photos of the 1st and 2nd place winners in each division and each level. “Win” photos will include with neck ribbon and cooler for 1st place, with the 2nd place winner displaying their neck ribbon and receiving their halter. Also required will be two (2) each “Roses Award” winners photographs and two (2) each High Percentage Score winners all “win” photos will display the appropriate award either a large bridle ribbon or neck ribbon. Other featured type photos of staff, volunteers, chapter representatives, dignitaries, sponsors or special events/activities of the show are encouraged as well.

SECTION 4 – CHAPTER HOST BID APPLICATIONS

ELIGIBILITY: All Chapter(s) are eligible to submit an application to host a RAAC show within their region.

To apply as a RAAC host requires that the Chapter have either:

- a) An existing Chapter Dressage Show (either CDS only or ***)
OR
- b) Combined resources in a joint effort between one or more Host Chapter(s) and private show management. This arrangement would feature the CDS REGIONAL ADULT AMATEUR COMPETITION sponsored by name of the Chapter of CDS as a part of the specific title of the private show.
 - 1) An official **cooperative agreement** between the parties will be negotiated outlining the role of the *host chapter* and the role of *show management*. This agreement, signed by both parties, **MUST** be submitted with the “host chapter” application materials.
 - 2) A **written letter of intent by private show management** that they have read and will comply with and conduct the RAAC portion of the event in accordance with all Policies and Guidelines as outlined in this document. This signed letter **MUST** be submitted with the host chapter application materials.

BIDS TO BE A HOST CHAPTER(S): Applications & budget forms are available from the CDS Central Office.

- a) Deadline for applications: Host Chapter bids must be received at the Central Office by close of business on July 27, 2009.
- b) **Only complete bids will be accepted for consideration. A complete bid must include:**
 - 1) A signed and complete application form that identifies any other association, GMO or breed approvals that will a part of the Host show.
 - 2) A budget, using CDS chart of accounts format. In those cases of a *joint* RAAC effort, the Host Chapter(s) will submit the budget identifying the \$500 stipend as income, what other projected sources of income they will solicit (such as silent auction money, class sponsorships paid to the Chapter, etc) along with the anticipated expenses (such as hospitality for competitors and/or volunteers, decoration, etc.).
 - 3) CDS does not require private show management to provide a financial declaration. However, CDS will have final approval on what competitors will be charged for RAAC class entry fees.
 - 4) A copy of the previous years’ premium/prize list with the class specifications, stabling costs, entry fees and other related information will be included with the application materials.

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- 5) 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.
- 6) If a *joint* event the application packet **MUST** include the signed cooperative agreement signed by the Host Chapter Chair(s) and the private show representative and the letter of intent signed by the private show representative.
- c) Host Chapters are encouraged coordinate applications with the RAAC Committee “Regional Liaisons” to assist in the bid process and ensure that the paperwork is complete, accurate, on time.

SECTION 5 – MARKETING, ADVERTISING AND DATA COLLECTION

CENTRAL OFFICE SUPPORT: The CDS Central Office will

- a) Provide 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 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 members with the application process, answer questions, and clarify rules and guidelines, and 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 the elite/novice divisions.
- 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.

SECTION 6 - ADMINISTRATION

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) Reserves the right to modify/amend/alter the Host Chapter bid and selection process should such action be in the best interest of the organization and its members.
- c) Will approve the 2010 Host Chapter selections for all three regions not later than August 15, 2009.
- d) 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.
- e) 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.
- f) Provide, at no cost to the Host Chapters coolers, halters, neck and bridle ribbons, plus high percentage elite/novice, and Roses Award neck ribbons, exhibitor gifts and regional RAAC Banner as outlined in Appendix D.

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

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- 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 and chapters. All Committee Members will keep an open dialogue with host chapters in their respective areas, talk to members for improvements, and assist with marketing and publicity.
- c) The RAAC program proposed budget will be submitted to the Budget Committee/Treasurer by Oct 31st.
- 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. See form at Appendix B.
- 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.
 - 3) The Regional Liaison(s) will collectively develop a RAAC competitor survey using the previous years' survey as a guide. The draft survey and plan will be presented to the whole RAAC Committee during the spring each year (but not later than June 1st).
 - 4) Regional Liaison(s) will assist in the preparation of applications for bids to become a host chapter:
 - 5) Regional Liaison(s) will verify: that Central Office receives the required photographs on time and properly identified; show reports (Appendix C) are complete with all the class winners, high scores and Roses' Award winners designated; and that a completed "ribbon/award" inventory (Appendix B) is provided to the Awards Coordinator; and the RAAC banners are properly stored and accounted for each year.
- 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 August 15, 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.
- h) Final selection of Host Chapters will be made by a vote of the CDS Executive Board not later than August 31, 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.

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REGIONAL CDS CHAPTER
ADULT AMATEUR COMPETITION Sample Budget

REVENUE:

Entry fees –

Association fees	_____
Class entry fees	_____
Late fees	_____
Office fees	_____
Refunds	(_____)
Stabling	_____

Program sales	_____
Advertisers/Sponsors	_____
Vendor fees/camping fees	_____
CDS provided registration fees* \$500	_____
TOTAL INCOME	_____

EXPENSES:

Association fees	_____
Awards	_____
Advertising	_____
Decorations	_____
Equipment rental	_____
Facility costs	_____
Hospitality	_____
Hotel, officials	_____
Officials costs	_____
Announcer fees	_____
EMT	_____
Farriers	_____
Judges	_____
Judges travel/meals	_____
TD fees	_____
TD travel/meals	_____
Vet services	_____
Office supplies	_____
Management Services	_____
Postage	_____
Printing (prize list/program)	_____
Prize Money	_____
Stall rentals	_____
Volunteer expenses	_____

TOTAL EXPENSES	_____
NET INCOME (LOSS)	_____

• Funds to be provided by CDS Board

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Appendix B AWARD & RIBBON INVENTORY

To: RAAC Chapter Representative
ATTN: _____
From: RAAC Chair

In order to help us with next year's order and budget purposes we need a complete report of your left over awards. Please complete this form at the conclusion of your show and provide a copy of the information to the Awards Coordinator, Laurie Farmer. A copy must also go to the Regional RAAC Liaison. You will be provided instructions on where the left over awards will go for storage.

North: Wendy Mattes Central: Laurie Farmer South: Kathy Pavlich

Today's Date: _____ Chapter: _____

<u>RAAC Ribbons</u>	<u>Number on Hand</u>
1 st place neck sash	_____
2 nd place neck sash	_____
3 rd place ribbons	_____
4 th place ribbons	_____
5 th place ribbons	_____
6 th place ribbons	_____
7 th place ribbons	_____
8 th place ribbons	_____
9 th place ribbons	_____
10 th place ribbons	_____

Prizes/Exhibitor Awards:

Coolers _____
Halters _____
Garment bags (2008) _____
Duffle bags (2009) _____

RAAC Banner _____

RAAC Chapter Representative: _____
(Signature)

RAAC Awards Coordinator: _____ Date Received: _____
(Signature)

Location Stored:

Appendix C
AWARD & PARTICIPATION REPORT

To: RAAC Chapter Representative or Show Secretary
ATTN: _____
From: RAAC Chair

In order to help with the event coverage in Dressage Letters, please complete report award winners at your RAAC show. **This form will be sent to CDS Central Office within 72 hours of the conclusion of your event.** A copy must also go to the Regional RAAC Liaison.

Today's Date: _____ Date/Location of Show: _____

<u>RAAC Ribbons</u>	<u>Riders Name</u>	<u>Horses' Name</u>
Training Level - Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
Training Level - Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
1st Level – Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
1st Level - Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
2nd Level – Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
2nd Level – Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
3rd Level – Elite		
1 st place:	_____	_____
2 nd place:	_____	_____

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Appendix C AWARD AND PARTICIPATION REPORT (continued)

	<u>Riders Name</u>	<u>Horses' Name</u>
3rd Level – Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
4th Level – Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
4th Level - Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
PSG - Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
PSG - Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
Intermediare 1 – Elite		
1 st place:	_____	_____
2 nd place:	_____	_____
Intermediare 1 – Novice		
1 st place:	_____	_____
2 nd place:	_____	_____
<u>OTHER AWARDS:</u>		
High Percentage Score:		
Elite:	_____	_____
Novice :	_____	_____
Roses Award Winners		
Elite:	_____	_____
Novice:	_____	_____

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Appendix C AWARD & PARTICIPATION REPORT (continued)

OTHER STATISTICS & PARTICIPATION:

	<u># of Elite Riders</u>	<u># of Novice Riders</u>	<u>Total #</u>
Training Level	_____	_____	_____
1 st Level	_____	_____	_____
2 nd Level	_____	_____	_____
3 rd Level	_____	_____	_____
4 th Level	_____	_____	_____
5 th Level	_____	_____	_____
PSG	_____	_____	_____
II	_____	_____	_____
_____	_____	_____	_____
Total # of entries	_____	_____	_____

Chapter Participation (if known)

<u>Chapter Name</u>	<u># of Riders</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Appendix D AWARDS and AWARD CEREMONIES GUIDELINES

1. ALL awards for the RAAC events will be provided to the Host Chapter at **no cost**.
2. The Host Chapters in all 3 regions will have a **RAAC Awards Coordinator**. This person will be identified in the prize list and will work directly with the RAAC Committee Awards Coordinator, Laurie Farmer.
3. **New Awards:** Receipt of the order for the bulk of RAAC awards will be at least 30 days in advance of the show. Upon receipt of the boxes containing the ribbons, coolers, halters, exhibitor gifts these items will be inventoried and any issues with missing, incorrect, or damaged goods identified and reported to Laurie Farmer within 7days of receipt. Immediate action may be necessary to correct problems in a timely manner.
4. **Leftover Awards Inventories:** will be stored by the current year host chapter until the next year's host chapter is selected. The RAAC Committee Awards Coordinator will provide instructions to each region with regard to the actions needed to change dates on coolers and actions to transfer the leftover awards from the previous host chapter to the new host chapter. Awards will be transferred within their own region.
5. **RAAC Banners:** included with the leftover inventory of ribbons and awards will be each region's RAAC Banner, that will be transferred to the new host chapter at the same time as the leftover awards. Since awards presentations are a key part of the RAAC event, the show management will provide a **PHOTO OP AREA in** or adjacent to the main competition arena. This area will feature the RAAC Banner and or other flowers/plant materials/décor as an appropriate backdrop to RAAC awards presentations.
6. **Exhibitor gifts:** included with the leftover inventory of ribbons and awards will be the leftover RAAC exhibitor gifts, that will be transferred to the new host chapter at the same time as the leftover awards. The RAAC Committee Awards Coordinator will ensure that new and additional exhibitor gifts are provided to each region at no charge to the Host Chapter. Exhibitor gifts are to be distributed by show personnel when RAAC competitors check-in at the show office at the show site.
7. **Prize List information on RAAC Awards:** the following information will be printed in the RAAC Prize list -
 - a) Training and 1st Levels will receive: an embroidered cooler for 1st place and a neck ribbon; 2nd place winner a neck ribbon and a halter; and 3rd – 10th place bridle ribbons.
 - b) 2nd Level and above will receive: an embroidered cooler to 1st place with neck ribbon; 2nd place winner a neck ribbon and a halter; 3rd – 6th place bridle ribbons.
 - c) High Percentage Score Elite and Novice Rider – neck ribbons to each division.
 - d) 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.
8. **RAAC Awards Ceremonies and honor rounds:**
 - a) Will be scheduled during the lunch break for classes concluded in the morning session, and at the conclusion of the last class of the day for afternoon classes.
 - b) A schedule will be provided to all competitors upon checking in at the show office and will clearly explain the details on times/days/locations/arenas/classes for awards ceremonies. The schedule will also indicate when and where RAAC competitors can obtain the awards they have won i.e. coolers or halters.
 - c) All RAAC award winners (up through 10th place) will be invited to participate in the awards presentations. Those competitors that participate in the awards presentation will be properly attired in show clothes and show tack. Protective boots or wraps on the horses are permitted.
 - d) 1st/2nd place finishers as well as High Score and Roses Award winners are required to have photographs with all appropriate awards won taken in front of the RAAC Banner. The RAAC Rider Rep (or the designated alternate) can excuse a winner if some unusual situation or emergency occurs, provided the competitor has requested permission to be excused from awards presentations in advance.
 - e) Changes, modifications or variations from the specified award ceremony format will require approval of the RAAC Rider Rep in advance.
 - f) The prize list will include the appropriate specifications on awards and awards ceremonies so that competitors are informed of these requirements at the time they enter the show.