



CDS-POMONA CHAPTER STANDING RULES and PROCEDURES

Revised & Adopted February 21, 2011

1.0 GENERAL: These rules are subject to periodic change by vote of the Chapter's elected Board. Changes shall be published on the Chapter website, www.cdspomonachapter.org as they are made. Complete revisions of standing rules and procedures shall be prepared periodically and published for the membership.

2.0 OFFICERS OF THE CHAPTER: The Chapter Board of Directors is comprised of the Chairperson, Vice Chairperson, Secretary and up to four (4) other members, a total of five (5) to seven (7) members. Elections are held annually in accordance with all CDS rules. An individual must be a member of the Pomona Chapter for a minimum of six (6) months and an active member in good standing with CDS. No Pomona Chapter Board member may be elected by the Board as the Chapter Chair unless they have been an active Pomona Chapter Board member for a minimum of one term and are also over the age of 18 years old.

In the event the Chapter Chair resigns or otherwise unable to complete their term of service, the Vice Chair assumes those duties until regularly scheduled elections.

3.0 COMMITTEES: The following committee appointments may be made by the elected Board, including but not limited to the following committees:

- Show Committee
- Junior/Young Riders
- Historical
- Activities (Educational, Clinic, Banquet, etc)
- Volunteer
- Newsletter
- Sponsorship
- Contracts (Judges, Show Venue, Show Recognition, Insurance, etc.)

4.0 MEMBER OPPORTUNITIES: The following are some of the membership opportunities for Pomona Chapter members:

- Subsidize the Rider Program
- Sharon Carpenter Scholarship
- CDS Adult Amateur Clinic
- Reduced Chapter Sponsored Clinics

4.1 Rider Subsidy Program: Chapter members in good standing may apply for one of two \$300.00 scholarships for educational reimbursement. Awards will be made quarterly during the calendar year. Applications must be submitted to the Board for review and approval. Funds would be awarded for the educational portion of the members costs, not to include transportation, food, or lodging. Education/clinic must be offered by a “trainer/clinician” other than the member’s usual trainer. A member may only be awarded this subsidy once per calendar year .

4.2 CDS Adult Amateur Clinic: The Chapter shall contribute to the CDS Adult Amateur Clinic the Chapter fee set by CDS for a member of our Chapter to participate in the annual AA clinic – Southern Region. Members in good standing may apply for the clinic by submitting their name to the Board and the individual would be drawn randomly from the pool of applicants received. A first and second alternate member would be chosen in the event that the member is not able to attend.

5.0 VOLUNTEERS AND RECOGNITION: CDS Pomona Chapter recognizes that without the hard work and dedications of its membership, family and friends, the organization would not be as successful as it is today. To show appreciation for all the effort that go into running the Chapter, the following list provides guidelines on how Chapter volunteers are recognized:

5.1 Show Volunteers: At each horseshow two (2) items valued at \$50.00 each are raffled for hours worked at our horse shows. Volunteers receive one ticket per hour worked. Two separate drawings are held for the two volunteer items, one drawing for volunteers that worked during the actual show event, the other for volunteers that worked to help in the set-up or tear-down of the dressage courts before and/or after the show event. The winner need not be present or be a Pomona Chapter member to receive the prize item.

5.2 Volunteer Hours: Four hours of volunteer service are required for each horse/rider combination to be eligible for CDS Pomona Chapter Year End Awards. These hours can be obtained by donating time to staff horse shows, being an elected member of the Board, being appointed to one of the numerous committees, or by providing \$100.00 cash donation to the Chapter. Hours can only be donated to a rider by an immediate family member or the owner of the horse that is being ridden.

5.3 Volunteer Recognition: All volunteers, regardless of chapter membership, will be recognized in the CDS Pomona Chapter newsletter, *Free Rein*.

6.0 SPONSORSHIPS: Dressage is one of the fastest growing equestrian sports as it allows people of all ages and abilities to participate at all levels. The Pomona Chapter membership is currently just under 200 persons. Most of our members either live or work in the local area. Each year we host a multitude

of Dressage events. With the help of some very generous sponsors, we have been able to fund additional educational events, available for not only our members, but also the general public whenever there is an interest.

All sponsors receive recognition in each of the show premiums received by approximately 200 households. Advertisements are included in the Pomona Chapter website www.cdspomonachapter.org. Suggested amounts are listed below. Any amount is gratefully received.

Current Sponsorship Fees (subject to change)

- Platinum Level - \$500.00 and up
- Gold Level - \$250.00 - \$499.00
- Silver Level - \$100.00-\$249.00
- Bronze Level - less than \$100.00

7.0 POMONA CHAPTER SHOWS: Annually, the Chapter offers three (3) CDS rated shows that shall follow CDS Standing Rules Section 1.0-CDS Competitions as to how they are recognized, conducted, organized, and scheduled. Additionally, the Chapter will offer either one (1) or two (2) single day shows recognized by USDF, USEF, and CDS which shall follow the competition guidelines and auspices of USEF, USDF, and CDS. .

7.1 For all Chapter shows, the Chapter may hire an outside Manager or Secretary, at a fee negotiated and approved by the elected Board, but the overall organization and running of the shows, including facility rental, stabling, volunteers and other day-to-day business, will remain the responsibility of the Pomona Chapter and its show committee and/or Chapter Chair.

8.0 POMONA CHAPTER YEAR END AWARDS: The show season for the year-end awards program runs as concurrently as possible with the CDS/USDF show season, which is from October to August.

8.1 To be eligible for ANY Pomona Chapter Year-End Awards, including but not limited to Championship and Reserve Awards, Dressage Seat Equitation Awards, Top Five High Score Awards, Perpetual Trophy Awards, and Year End Awards the rider must comply with the following:

8.2 Be a Pomona Chapter active member in good standing at the time the scores are earned (membership is verified after each Pomona Chapter recognized show by the awards committee who obtains a current chapter membership roster from the CDS Central Office); or a non-Pomona Chapter member of CDS in good standing who has paid a nominating fee as determined annually by the Board.

8.3 Four hours of volunteer service are required for each horse/rider combination ie) a rider showing 3 horses must have a total of 12 volunteer hours to be eligible for CDS Pomona Chapter Year End Awards. These hours can be obtained by donating time to volunteer/staff horse shows, being an elected member of the Board, being appointed to one of the numerous committees, or by providing \$100.00 cash donation (equivalent to four (4) hours of service) to the Chapter. Hours can

only be donated to a rider by an immediate family member or the owner of the horse that is being ridden.

8.4 Maintain “good-standing” status as a Pomona chapter member. In agreement with the USDF and USEF disciplinary actions, the Pomona chapter members must uphold exemplary conduct – acting in a manner deemed improper, unethical, dishonest, unsportsmanlike, intemperate or prejudicial to the best interest of the sport and the Chapter will not be tolerated. Members not upholding these standards will be held accountable according to the disciplinary process in place under the USDF/USEF disciplinary rules. Members with questionable standing will be allowed a hearing in front of the current elected Board of the chapter. If at the conclusion of the hearing, a 2/3 vote of the elected board is reached to enforce disciplinary action, the possibilities for discipline include but will not be limited to the following: inability to earn points for the Pomona Chapter Year End Award Program, inability to hold any volunteer position within the chapter, inability to receive subsidized Pomona Chapter rates for Chapter sponsored clinics or events. This chapter member’s overall CDS membership will not be at risk unless determined otherwise by the CDS Executive Board.

9.0 CHAMPIONSHIP AND RESERVE QUALIFICATIONS (All Levels):

9.1 Awards are available as Open, Adult Amateur and Junior/Young Rider, except at Introductory Level, which is available only as Adult Amateur and Junior/Young Rider.

9.2 In accordance with USDF/USEF rules, Adult Amateurs must have a copy of their USEF Adult Amateur card on file with show management at the time the scores as Adult Amateur are earned.

9.3 For Introductory through Fourth Level, scores are to be a MINIMUM of 55.000% and FEI levels to be a MINIMUM of 52.000% to be eligible scores for Championship and Reserve Awards.

9.4 For Introductory through Fourth Level, the horse/rider combination must compete at a MINIMUM of two Chapter recognized shows and obtain a MINIMUM of three scores at the same level/division. For Prix St. Georges through Grand Prix, the horse/rider combination must compete in a MINIMUM of two Chapter recognized shows and obtain a MINIMUM of two scores at the same level/division.

9.5 The scores will be averaged and the highest percentage will be Champion, the second highest percentage will be Reserve Champion in each division, as described above.

9.6 For Introductory through Fourth Level, if more than three scores are earned, the top three HIGHEST scores from a MINIMUM of two Pomona Chapter recognized shows will be averaged. For Prix St. Georges through Grand Prix, if more than two scores are earned, the top two HIGHEST scores from a MINIMUM of two Pomona Chapter recognized shows will be averaged.

9.7 Horse/Rider combinations are only eligible for awards in consecutive levels (i.e. Training and First, but not Training and Second).

9.8 The Champion horse/rider combination at any given level may NOT be won in consecutive years.

9.9 The Reserve Champion horse/rider combination at any given level is eligible to compete for Championship at the same level in consecutive years.

10.0 DRESSAGE SEAT EQUITATION CHAMPIONSHIP AND RESERVE QUALIFICATIONS:

10.1 Awards are available as Adult Amateur and Junior/Young Rider and based on RIDER ONLY.

10.2 In accordance with USDF/USEF rules, Adult Amateurs must have a copy of their USEF Adult Amateur card on file with show management at the time the scores as Adult Amateur are earned.

10.3 The rider must compete at a MINIMUM of two Chapter recognized shows and obtain a MINIMUM of two scores in the Dressage Seat Equitation classes offered at any Pomona Chapter recognized show.

10.4 The scores will be averaged and the highest percentage will be Champion and the second highest percentage will be Reserve Champion. The rider may win Champion in non-consecutive years.

10.5 If more than two scores are earned, the top two HIGHEST scores will be averaged.

11.0 TOP FIVE HIGH SCORE AWARDS:

11.1 Awards are available as Open, Adult Amateur and Junior/Young Rider except at Introductory Level, which is available only as Adult Amateur and Junior/Young Rider.

11.2 In accordance with USDF/USEF rules, Adult Amateurs must have a copy of their USEF Adult Amateur card on file with show management at the time the scores as Adult Amateur are earned.

11.3 There is no minimum show requirement; the top five highest scores at each level from the entire show season shall be used to calculate award standing.

11.4 Prior year Champion and Reserve Champion at a given level may win a Top Five High Score Award at the same level in successive years.

11.5 Horse/rider combinations are only eligible to receive one top five high score award at each level/division (for example, the horse/rider combination may have the second and third highest scores, but only the highest score will be counted).

11.6 Horse/rider combinations are only eligible for awards in consecutive levels (i.e. Training and First, but not Training and Second)

12.0 CHAPTER PERPETUAL TROPHIES: Perpetual trophies are awarded to Pomona Chapter horse/rider combinations competing at Introductory Level and above at Pomona Chapter recognized shows. The recipients will retain the trophy for one year, at which time it will need to be returned in the same condition it was received in to the Committee responsible for engraving. A member may receive more than one trophy in a season.

Charlotte Langlois Perpetual Trophy:

- Awarded to the Pomona Chapter member with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, at FIRST LEVEL (regardless of division).

Datsa Toyota Perpetual Trophy:

- Awarded to the Pomona Chapter member with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, at TRAINING LEVEL OR ABOVE (regardless of division).

Sherry Guess Junior/Young Rider Perpetual Trophy

- Awarded to the Pomona Chapter Junior/Young Rider member with the OVERALL HIGHEST JUNIOR/YOUNG RIDER SCORE received at any Pomona Chapter recognized show, at TRAINING LEVEL OR ABOVE.

Pomona Chapter Adult Amateur Award

- Awarded to the Pomona Chapter Adult Amateur member (with USEF Adult Amateur card on file) with the OVERALL HIGHEST ADULT AMATEUR SCORE received at any Pomona Chapter recognized show, at TRAINING LEVEL OR ABOVE.

Rocking T Ranch Perpetual Trophies

- Awarded to the Pomona Chapter Adult Amateur AND Junior/Young Rider member with the OVERALL HIGHEST SCORE at any Pomona Chapter recognized show, at INTRODUCTORY LEVEL.

Azure Farms Perpetual Trophy

- Awarded to the Pomona Chapter Member with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, at SECOND LEVEL (regardless of division).

13.0 YEAR END AWARDS:

TK Year-End Adult Amateur and Youth Equitation Champion and Reserve Champion Awards

- Awarded to the Pomona Chapter Adult Amateur and Junior/Young Rider member with the highest total points earned in the Dressage Seat Equitation classes offered at any Pomona Chapter recognized show.

- A reserve award will be given to the Pomona Chapter Adult Amateur and Junior/Young Rider member with the second highest total points earned in the Dressage Seat Equitation classes offered at any Pomona Chapter recognized show.
- The number of points a rider receives is based on the number of riders shown and judged, with first place receiving as many points as there are competitors in the class (for example, if 5 riders enter the class, first = 5 points, second = 4 points, third = 3 points, fourth = 2 points and fifth = 1 point, if only one rider is in the class, the rider receives 1 point).
- If there is a tie in points, the rider with the highest average score earned in these classes will be named Champion and the other rider tied in highest points but with a lower average score will be named Reserve Champion.
- The Champion and Reserve Champion recipients may NOT win in successive years and will no longer be eligible for this award.

Kismet Farms NA/WPN Year-End Award

- Awarded to the Pomona Chapter member with the HIGHEST SCORING DUTCH HORSE (registered KWPN or KWPN-NA) at any Pomona Chapter recognized show.

14.0 EXPENSES: If funding is available, annually the Pomona Chapter pays for or reimburses for the following:

- Hotel reimbursement for the Chapter Chair or Chapter Representative(s) at the CDS Annual Meeting.
- Expense of the Chapter basket provided to the CDS Annual Meeting.
- One (1) participant/rider in the CDS Southern Adult Amateur Clinic.
- Expenses associated with the hiring of a show manager or secretary for the Pomona Chapter show(s).
- Subsidizes the cost of the Year-End banquet (difference in monies between charges and expense to members attending).

15.0 DONATIONS: Annually, the Pomona Chapter makes a donation to the following organizations in an amount voted upon annually by the elected Board.

- Shea Center (\$100.00 annually)
- CalNet (\$100.00 annually)
- Club 100 (\$100.00 annually)
- Carol Plough (\$100.00 annually)
- Sharon Carpenter (\$100.00 annually)
- Southern Junior Championship (\$100.00 annually or cost of class sponsorship)