



## **CDS-POMONA CHAPTER** **STANDING RULES and PROCEDURES**

**Revised & Adopted October 2026**

**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](http://www.cdspomonachapter.org) as they are made. Complete revisions of standing rules and procedures shall be prepared periodically and published for the membership. Meetings of the Chapter Board will be open to all members with the date, time and location to be published on the website. Meetings shall be held a minimum of four (4) times per calendar year to discuss Chapter business.

**2.0 OFFICERS OF THE CHAPTER:** The Chapter Board of Directors is composed 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 one (1) year 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 is 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
- Website/Social Media
- Activities (Educational & Clinic )

- Volunteer Coordinator
- Contracts (Judges, Show Venue, Show Recognition, Insurance, etc.)
- Year End Banquet & Awards

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

- Rider Subsidy Program
- Sharon Carpenter Scholarship
- Linda O'Carroll Memorial Adult Amateur Clinic
- CDS Junior Clinic
- Chapter Sponsored Clinics & Educational Events
- Year End Awards Program

**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 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 \$125.00 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.

**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 100 persons. Most of our members either live or work in the local area. Each year we host Dressage events. Sponsorships allow us to be 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 at shows throughout the year. Advertisements are included on the Pomona Chapter website [www.cdspomonachapter.org](http://www.cdspomonachapter.org). Suggested amounts are listed below. Any amount is gratefully received.

Current Sponsorship Fees (subject to change)

- Platinum Sponsorship - \$1,000.00
- Gold Sponsorship - \$500.00
- Silver Sponsorship - \$250.00
- Bronze Sponsorship - \$100.00

**7.0 POMONA CHAPTER SHOWS:** Annually, the Chapter offers four (4) CDS rated shows that shall follow CDS Standing Rules Section 1.0-CDS Competitions as to how they are recognized, conducted, organized, and scheduled. These shows will also be WDAA and CAWDA recognized.

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, volunteers and other day-to-day business, will remain the responsibility of the Pomona Chapter and its show committee and/or Chapter Board.

**8.0 POMONA CHAPTER YEAR END AWARDS:** The show season for the year-end awards program runs concurrently with the CDS/USDF show season. The CDS show year runs September 30th through October 1st of the following year.

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, Season High Score Awards, Perpetual Trophy Awards, and Sponsored 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 OR pay a nominating fee of \$45.00 to the Pomona Chapter. The nominating fee allows non Pomona Chapter members to be eligible for year end awards. The fee must be paid on or before August 1<sup>st</sup> of the competition year.

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 \$125.00 cash donation (equivalent to four (4) hours of service) to the Chapter on or before the final show of the competition year (our Midsummer Days Dressage Show held in July or August). 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 POMONA CHAPTER CHAMPIONSHIP AND RESERVE QUALIFICATIONS:**

9.1 Awards are available as Open, Adult Amateur and Junior/Young Rider

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

9.3 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.

9.4 The highest three (3) 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.

9.5 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.

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

9.7 The Champion horse/rider combination at any given level may NOT be won in two (2) consecutive years.

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

9.9 For Western Dressage awards all of the above guidelines will be applicable to all levels of Western Dressage classes.

## **10.0 DRESSAGE SEAT EQUITATION CHAMPIONSHIP & RESERVE QUALIFICATIONS:**

10.1 Awards are available for both Adult Amateur and Junior/Young Rider. Scores and judging are based on RIDER ONLY.

10.2 In accordance with USDF/USEF rules, Adult Amateurs must have a copy of their USEF membership card showing Amateur status 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.

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

10.6 The Champion in dressage seat equitation may NOT be won in two (2) consecutive years.

## **11.0 SEASON HIGH SCORE AWARDS:**

11.1 Awards are available to Open, Adult Amateur or Junior/Young Rider.

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

11.3 There is no minimum show requirement; the season high score at each level from the entire show season shall be used to calculate award standing.

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

11.5 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 back to the Award Committee by no later than September 30th of each year. The recipient is responsible for the maintenance of the trophy in its given state. A member may receive more than one trophy in a season.

***Charlotte Langlois Perpetual Trophy:***

- Awarded to the Pomona Chapter member, or non member who has paid the nominating fee, 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, or non member who has paid the nominating fee, 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, or non member who has paid the nominating fee, with the OVERALL HIGHEST JUNIOR/YOUNG RIDER 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 received 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).

***Pomona Chapter Adult Amateur Award***

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

***Pomona Chapter Volunteer of the Year***

- Awarded to any individual, whether Chapter member or not that has given voluntary time and effort to the betterment of Chapter events throughout the year. This award is given to an individual who has provided voluntary service above and beyond without any expectation of reward.

### **13.0 SPONSORED YEAR END AWARDS:**

#### ***Stephanie Field Dressage Pony Awards***

- Awarded to the Pomona Chapter Adult Amateur AND Junior/Young Rider member with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show at TRAINING LEVEL OR ABOVE riding a horse with a USEF PONY CERTIFICATION CARD.

#### ***Luna Tunes Freestyle Award***

- Awarded to the Pomona Chapter Member, or non member who has paid the nominating fee, with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, in any MUSICAL FREESTYLE CLASS at any level (traditional dressage or western dressage, regardless of division)

#### ***Diamond Elite Western Dressage High Point***

- Awarded to a Pomona Chapter Adult Amateur, or non member who has paid the nominating fee, with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, in any WESTERN DRESSAGE Class (regardless of division).

#### ***TK Unlimited Dressage Equitation Award***

- Awarded to the Pomona Chapter Adult Amateur AND Junior/Young Rider member with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show, in a TRADITIONAL DRESSAGE SEAT EQUITATION class.
- The Champion and Reserve Champion recipients may NOT win in successive years and will NO longer be eligible for this award once received.

#### ***Jan Churella Memorial Award***

- Awarded to the Pomona Chapter Adult Amateur member with the OVERALL HIGHEST ADULT AMATEUR SCORE received at any Pomona Chapter recognized show, at THIRD LEVEL. The winning horse/rider combination may NOT be won in two (2) consecutive years.

#### ***Bob Torrez Western Dressage Youth High Score Award***

- Awarded to the Pomona Chapter Junior/Young Rider, Age 17 or under, or non member who has paid the nominating fee with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show in any WESTERN DRESSAGE Class at INTRODUCTORY LEVEL and ABOVE.

#### ***Circle B Riding Academy Award***

- Awarded to the Pomona Chapter member, or non member who has paid the nominating fee with the OVERALL HIGHEST SCORE received at any Pomona Chapter recognized show in any WESTERN DRESSAGE Class at INTRODUCTORY LEVEL and ABOVE, all divisions are eligible, Adult Amateur, Junior, and Open. A total of Three (3) awards can be given.

**14.0 RIDER SUBSIDY AWARD:** Each quarter the Pomona Chapter will provide a Rider Subsidy to a member in good standing who applies for the subsidy. This subsidy is to provide up to \$300.00 in reimbursement for educational costs for any member - Amateur, Junior/Young Rider, or Open. ONE (1) subsidy awards shall be given per quarter. Applicants must submit their application in accordance with the rules posted on the application form that can be found on the website [www.cdspomonachapter.org](http://www.cdspomonachapter.org). The application for each quarter is due by the 15th of the month following the end of the quarter.

**15.0 EXPENSES:** If funding is available, annually the Pomona Chapter pays for or reimburses or donates to/for the following:

- Hotel and travel reimbursement for the Chapter Chair or Chapter Representative at the CDS Annual Meeting.
- Expense of the Chapter basket provided to the CDS Annual Meeting.
- One (1) participant/rider in the CDS Southern Linda O'Carroll Memorial Adult Amateur Clinic.
- One (1) participant/rider in the CDS Junior 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.

**16.0 DONATIONS:** If funding is available, annually the Pomona Chapter makes a donation to the following organizations in an amount voted upon annually by the elected Board.

- CDS Club 100 Grant Fund (\$100.00 annually)
- Carol Plough Youth Scholarship Fund (\$100.00 annually)
- Sharon Carpenter Scholarship Fund (\$100.00 annually)
- Southern Junior Championship (\$150.00 annually or cost of class sponsorship)
- CDS Championship Show
- CDS Southern RAAC
- CDS Junior Clinic/CDS Linda O'Carroll Memorial Adult Amateur Clinic (alternating years)