



# Dancing Horse Dressage & CT

## Operating Policies and Procedures Manual

# GMO



**USDF**

GROUP  
MEMBER  
ORGANIZATION  
**#329**

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## **1 INTRODUCTION**

Dancing Horse Dressage and Combined Training, Inc (DHD & CT) is organized to promote the principles of classical horsemanship through:

- camaraderie and standardized competition among ourselves and our fellow riders
- increased awareness of the needs of our horses through establishing an annual dressage schooling show series for the Treasure and Space Coasts
- support for the horse industry in Florida
- the education of the public about dressage and combined training

We serve the interests of the dressage community of the Treasure Coast and Space Coast of Florida.

*This document is maintained by the DHD & CT President and reviewed/updated as needed.*

## 2 ORGANIZATION STRUCTURE

DHD & CT is a non-profit corporation organized under the Laws of the State of Florida. The bylaws of the organization define the following:

- Organization name
- Purpose and objectives of the organization
- Membership definitions and rules
  - Membership year
  - Types of membership
  - Membership processing procedures
- Group Member Organization (GMO) definition
- Procedure for bylaw revisions
- Administrative body of the organization
- Election procedure
- Fiscal year definition
- Duties of Board of Directors
- Meeting guidelines
- Committee structure
- Non-profit/tax exempt status

In addition to the Board of Directors, the following volunteer club management roles are defined with different terms of service.

Per Event:

- Event Manager
- Event Secretary
- Volunteer Coordinator
- Event Hiring Agent
- Show Awards Purchasing Agent

1 Year Term:

- Event Facility Liaison
- Mailchimp Manager
- Sponsorship Coordinator
- Wix Web Master
- Performance Awards Chairperson
- Social Media Manager

## **3 RECOGNITION**

DHD & CT recognizes service and performance of both members and non members in various ways.

### **3.1 Member Rewards Program**

This program allows DHD & CT members to earn financial rewards for club service. Such awards may require volunteer hours for eligibility.

### **3.2 Rider Performance Awards Program**

This program recognizes DHD & CT members for horse showing performance at DHD & CT horse shows. There are four (4) levels of recognition for the Rider Performance Awards Program: Ruby, Sapphire, Diamond, Freestyle. The awards at each level will be a lapel pin, a certificate and a patch appropriate for attaching to a saddle pad. Such awards may require volunteer hours for eligibility.

### **3.3 Other Recognition**

DHD & CT may choose to recognize the performance of horse/rider combinations as a result of horse show performance.

DHD & CT is a non-profit organization and as such depends on volunteers to support their operation. We strive to recognize the contributions of our volunteers throughout the year. Each year DHD & CT may establish the policy for volunteer service recognition.

### **3.4 Volunteer Hours**

DHD& CT volunteer hours may be earned as follows but are not limited to these opportunities:

- Planning and managing an event
- Assisting an event organizer to prepare for the event
- Working on the event day to fill a job
- Volunteering for a special project, such as researching and purchasing new equipment
- Serving on the Board of Directors or as Wix Webmaster
- Serving in the capacity of an appointed role (see Appendix B)

Most volunteer jobs will earn 1 hour of credit for each hour or partial hour worked. There are a few exceptions where a job will earn a minimum credit. See Appendix B for a list of volunteer jobs that earn a minimum credit.

Volunteer opportunities can be found on the web site, or in email blasts, at the discretion of the board and event managers, or by contacting the volunteer resource coordinator.

Jobs/time for volunteers that did not sign up in advance are at the discretion of the volunteer resource coordinator and only if they are needed.

Volunteer hours will be tracked on spreadsheets which will be posted on the website after each event or as needed when volunteer hours have been updated.

## 4 CLINIC POLICIES

DHD & CT actively seeks to provide educational opportunities for the local equine community. These clinics are not intended to be money earning events but are designed to at least break even or show a minimal loss.

The following policies will apply to all clinics hosted by DHD & CT.

### **4.1 Publicity and Scheduling**

The DHD & CT website will be the primary media for publicizing clinic events. All such publicity will include at a minimum:

- Date
- Location
- Clinician name
- Opening date for pre-registration
- Closing date for pre-registration
- Fee
- Clinic Organizer's name and mailing address
- Registration form

Registrations will be accepted on a first come, first serve basis. Once the clinic is full, additional entries will be placed on a waiting list in order of receipt.

A clinic pre-registration is complete when all information is complete, and the fee has been received. No entries will be scheduled unless they are complete.

At least 3 days prior to the event, scheduled ride times will either be posted on the DHD & CT website or emailed to all entries that have been scheduled. In addition, all entries being held on a waiting list will be notified of their status.

### **4.2 Entry Fees**

Horse owners or riders who are members of DHD & CT are eligible for the member's fee if one is specified.

### **4.3 Refunds**

Once the closing date has been reached, all fees associated with complete entries are non-refundable unless such entry cannot be scheduled due to capacity limits, in which case the entry is 100% refundable.

Scratches received prior to the closing date are 100% refundable.

## 5 HORSE SHOW POLICIES

DHD & CT is proud to offer dressage schooling shows to the local horse community.

The following policies will apply to all schooling shows hosted by DHD & CT.

### 5.1 Publicity and Scheduling

The DHD & CT website will be the primary media for publicizing horse show events and documenting horse show policies, rules, and procedures.

All horse shows will require pre-registration and all show publicity will include an opening and closing date for entries. Entries must be fully completed and submitted on or between the opening and closing dates of the show being entered to be valid. A horse show entry is complete when all information is complete, and all fees have been received. No entries will be accepted and scheduled unless they are complete.

Complete entries will be accepted on a first come, first serve basis based on the timestamp of electronically submitted entries. Once the show is full, additional entries will be placed on a waiting list in order of receipt. Note that even entries received before the closing date may end up on a waiting list if the quantity of entries exceeds the show's timeline capacity.

At least 4 days prior to the show, scheduled ride times will be posted to the website. In addition, all entries being held on a waiting list will be notified of their status.

### 5.2 Entry Fees

Horse owners or riders who are members of DHD & CT are eligible for the member's fee if one is specified.

### 5.3 Refunds

For scratches on or before closing date, all entry and stall fees will be fully refunded. For scratches after the closing date, class and office fees are nonrefundable, but stall fees are refunded.

Refund Exception: If a valid, complete entry cannot be scheduled due to the capacity limits of the show, the entry is 100% refundable.

### 5.4 High Score Awards

Policies related to High Score Awards at a horse show can be found on the DHD & CT website.

## **6 EVENT PARTICIPATION POLICIES**

DHD & CT's goal is to provide a safe and secure environment for participants and spectators at all our organized and sponsored events. The following policies will enable us to meet this goal.

### **6.1 Denial of Participation**

Individuals may be denied participation in Club events and activities by a 2/3 majority vote of the Board of Directors (Board). Participation includes but may not be limited to showing or riding in events, training, coaching or calling on event grounds. Grounds for denial include but are not limited to any act in violation to these instruments, indebtedness to, or revocation from another horse or other animal association, society, Club, humane association or registry. Any actions deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interests of the sport and the Club may be grounds for denial of participation in DHD events.

Time frame of denial will be specified by the Board and may be for one event, the show season or remainder thereof, permanent, or other duration as specified. All parties subject to such denial will be afforded due process.

Notification as soon as possible after the vote will be made by a club officer or event manager and will be effective immediately. The Club will attempt to notify the individual in a timely manner and allow due process before the event. However, if necessary for safety at events this may not be possible, and the denial of participation will be in effect.

If the denial period includes an event where the individual submitted an entry BEFORE the denial was enacted by the Board, DHD event fees will be refunded. Refunds for other entries affected by the individual denied participation will be considered on a case-by-case basis.

### **6.2 Due Process Procedure**

Individuals denied participation may appeal by requesting a review by the Board of Directors if there is new information to support lifting or modifying the suspension. The request must be made in writing to an Officer of the Club indicating the nature of the new information. The Board of Directors will schedule a meeting to discuss the appeal and will notify the individual who may attend if they choose. The individual will provide a statement in advance of the meeting, detailing the new information, to read or have read at the meeting giving grounds for the denial to be lifted or modified. A 2/3 majority of the Board of Directors will be required to lift or modify the suspension or refusal. Repeat appeals will be considered if new information is provided.

## 7 ADMINISTRATIVE TOOLS

### 7.1 Website

DHD & CT owns two domains: dancinghorsesdressage.org and dancinghorsesdressage.com:

- Dancinghorsesdressage.org is a WordPress website that maintains the Gravity Forms that we use to collect data from users. It is hosted by HostGator.
- Dancinghorsesdressage.com is a Wix website that serves as the user interface site that presents all club information to the user community.

Several emails are maintained in Host Gator for the purpose of conducting DHD & CT business. Contact DHD & CT President for login credentials.

Email
<a href="mailto:president@dancinghorsesdressage.org">president@dancinghorsesdressage.org</a>
<a href="mailto:vicepresident@dancinghorsesdressage.org">vicepresident@dancinghorsesdressage.org</a>
<a href="mailto:treasurer@dancinghorsesdressage.org">treasurer@dancinghorsesdressage.org</a>
<a href="mailto:recordingsecretary@dancinghorsesdressage.org">recordingsecretary@dancinghorsesdressage.org</a>
<a href="mailto:webmaster@dancinghorsesdressage.org">webmaster@dancinghorsesdressage.org</a>
<a href="mailto:volunteercoordinator@dancinghorsesdressage.org">volunteercoordinator@dancinghorsesdressage.org</a>
<a href="mailto:showmanager@dancinghorsesdressage.org">showmanager@dancinghorsesdressage.org</a>
<a href="mailto:showsecretary@dancinghorsesdressage.org">showsecretary@dancinghorsesdressage.org</a>
<a href="mailto:membershipsecretary@dancinghorsesdressage.org">membershipsecretary@dancinghorsesdressage.org</a>
<a href="mailto:sponsorships@dancinghorsesdressage.org">sponsorships@dancinghorsesdressage.org</a>
<a href="mailto:awardchair@dancinghorsesdressage.org">awardchair@dancinghorsesdressage.org</a>
<a href="mailto:socialmedia@dancinghorsesdressage.org">socialmedia@dancinghorsesdressage.org</a>

### 7.2 Communication Tools

#### 7.2.1 Mailchimp

Our bulk email service is hosted by Mailchimp:

<http://mailchimp.com/>

Contact DHD & CT President for login credentials.

The subscriber list contains emails of all members who have submitted a membership application or who have subscribed to the DHD & CT mailing list through the DHD & CT website.

Mailchimp utilizes “Groups” to sort the list of Subscribers into categories of users. Groups are then the basis for building “Segments” for sending emails, aka Campaigns, to targeted audiences.

The Mailchimp email server for DHD is maintained by a volunteer resource appointed by the DHD & CT President.

#### 7.2.2 Zoom

DHD & CT maintains a purchased Zoom account. Contact the DHD & CT President for login credentials.

### 7.3 File Storage

DHD & CT maintains a secure repository for file storage, sharing and archiving using Dropbox.

Many forms and documents are maintained in this repository. Contact the DHD & CT President for login credentials.

Current DHD & CT Board members are granted access (with edit privileges) to the DHD Dropbox folder.

**7.4 Asset Storage**

DHD & CT owns/borrows assets that are stored at various locations. These assets and their location are identified in a file (Item\_locations.docx) maintained in Dropbox.

**7.5 Financial Tools**

DHD & CT maintains a bank account, credit/debit card, and a paypal account. All are managed by the current DHD & CT Treasurer.

**7.5.1 Tax Exempt Accounts**

**7.5.1.1 Hodges Badge Company and Amazon**

DHD & CT also has accounts set up with Hodges Badge Company and Amazon which have been authorized as tax free accounts and both use the same login credentials:

Email: [president@dancinghorsesdressage.org](mailto:president@dancinghorsesdressage.org)  
Password: DHDdressage2023

Note that DHD & CT has a custom center button design set up with Hodges Badge Company: HD0520.

**7.5.1.2 Etsy**

DHD & CT has an account set up with Etsy. Etsy has our Tax Exempt Document on file but the order will be charged tax initially and then the user must request a tax exempt refund.

Email: [president@dancinghorsesdressage.org](mailto:president@dancinghorsesdressage.org)  
Password: DHD2024!!

**7.5.2 Transaction Logging**

All DHD & CT financial transactions MUST be logged on the appropriate forms and submitted to treasurer@dancinghorsesdressage.org

Transaction Type	Form
Income	Accounts Receivable Template
Expense	Accounts Payable Template

## 8 RESOURCE ROLES

### 8.1 Volunteer Positions

#### 8.1.1 Event Manager (Including but not limited to shows)

Event entry information is maintained in WordPress:

URL: <https://dancinghorsesdressage.org/wp-login.php>

Username: showmanager

Password: Contact DHD & CT President for login credentials

Communication with the Event Manager is through the dancinghorsesdressage.org webmail server:

URL: <https://webmail.dancinghorsesdressage.org/>

Email: [showmanager@dancinghorsesdressage.org](mailto:showmanager@dancinghorsesdressage.org)

Password: Contact DHD & CT President for login credentials

#### Before the Event:

- Work with BOD to develop a program/prize list/schedule/budget for the event as well as any attachments required by the entry procedure
- Work with Event Facility Liaison to locate and contract a suitable venue for the event
- Work with Website Architect to develop/test event entry form
- Work with Social Media Manager to promote event through email and social media platforms
- Engage Volunteer Coordinator to secure resources for the event
- Determine if any facility or time constraints will be placed on the event and inform Event Secretary and Volunteer Coordinator of such constraints
- If an event will require a paid resource, work with Event Hiring Agent to secure those resources.
- Work with Event Facility Liaison to ensure the venue is prepared for the event within the limits of the facilities responsibility for facility preparation. If event facility inspections are deemed necessary before or after the event, the Volunteer Coordinator will solicit a volunteer to work directly with the Event Manager to schedule such work and report findings. If additional pre-event preparation or post-event cleanup is necessary, the Event Manager will notify the Volunteer Coordinator with the requirements.
- Work with Event Secretary to resolve any entry or scheduling issues.

#### During the Event:

- Manage the allocated resources on the day of the event.
- Be prepared to answer questions and resolve problems.
- Facilitate payment of all hired resources that are to be paid on the day of the event.

#### After the Event

- Work with Show Secretary to verify financial statement.
- Publish Event results: Hand off to webmaster for URL posting.
- Publish a “thank you” on Facebook group and send out to Email group.
- Verify stalls were cleaned if stalls were used for the event.

The Event Manager or their appointed representative should attend the event and be prepared to answer questions and resolve problems.

If at all possible, this resource should not be an entry in the event.

### 8.1.2 Event Secretary (Including but not limited to shows)

Event entries will be sent to a dancing horse dressage email address as an attached PDF file.

URL: <https://webmail.dancinghosedressage.org/>

Email: [showsecretary@dancinghosedressage.org](mailto:showsecretary@dancinghosedressage.org)

Password: Contact DHD & CT President for login credentials

Event entry information is maintained in WordPress:

URL: <https://dancinghosedressage.org/wp-login.php>

Username: showsecretary

Password: Contact DHD & CT President for login credentials

Entry forms can be viewed online on this WordPress site. Click on Forms/Entries in the Dashboard panel on the left to gain access to all the gravity forms. Click on the form you will be working with from the drop down list of form names at the top of the screen.

After event entries open:

- Monitor entries and resolve any issues (payment, classes entered, etc.).

After entries close (note that the Event Secretary may elect to assign some tasks listed here to volunteer resources to expedite the processing):

- If HSM will be used to manage the event:
  - Put exhibitor entry data into HSM (this can be accomplished by either manual entry into HSM or exporting entry data from Gavity Form and importing to HSM (see Appendix C)
  - Put exhibitors in classes in HSM (resolve any entry rule violations) and allocate fees (stalls and member benefit for classes entered)..
- Verify all Waivers (riders and owners) have been received and are signed.
  - <https://app.hellosign.com/account/logIn>
  - Username: [showsecretary@dancinghosedressage.org](mailto:showsecretary@dancinghosedressage.org)
  - Password: A84DTBDs!kvAl
  - Rename the verified form with the signees name
- Note that waivers are also logged in the DHD folder “HelloSign”
  - <https://www.dropbox.com/login>
  - Userid: [president@dancinghosedressage.org](mailto:president@dancinghosedressage.org)
  - Password: 5\*7%6JsaAa#%E
- Verify all coggins submitted with entry forms match entered horse’s name and are valid for event date.
- Schedule ride times.
- Assign stalls if stalls are available for the event.
- Publish Ride Times and Stall Chart by noon on the Wednesday before the event date:
  - Hand off to webmaster for website posting.
  - Work with Social Media Manager to post notice on Facebook group.

- Send out notice to Email group.
- Resolve any issues that arise after ride times and stall chart are posted (scratches, requests for ride time changes, etc.).
- Generate Scribe packet:
  - Labeled test score sheet for all scheduled rides collated in ride time order.
  - Red pen and 2 black pens.
  - 2 extra test score sheets for every test scheduled.
  - Bell.
  - Ring ride time schedule
- Generate Judges packet:
  - 1 test score sheet for every test scheduled.
  - Ring ride time schedule
- Ensure “Show Box” is delivered to show on show day.

The Event Secretary or their appointed representative should attend the event and be prepared to resolve any issues arising with a scheduled entry.

If at all possible, this resource should not be an entry in the event.

### 8.1.3 Volunteer Coordinator

The Volunteer Coordinator is responsible for allocating and tracking equipment and human resources needed to execute an event. The responsibilities of this role include:

- Obtain a list of the equipment that will be needed for the event from the Event Manager; locate the equipment and determine if transport to/from the event location will be needed
- Determine the jobs that will need to be performed to execute the event
- Solicit resources to transport equipment if required
- Solicit resources to fill all the event jobs, including stall cleaning (paid or unpaid)
- Notify resources of their job; notification should include name of resource, job, timeline (start and end time); notification should be sent no later than 3 days prior to the event if at all possible; send this resources allocation to Event Manager and Event Secretary
- Provide written instructions to volunteers about their job requirements. Notify the volunteers to report to the Event Manager (or person specified by the Event Manager) upon arrival for any further instructions and to sign in and out on the log.
- Produce a volunteer log for volunteers to sign in/out on event day; note that the Volunteer Coordinator may need to log jobs performed pre and post event; make sure that paper log is available on event day; note that volunteer hours may be donated and volunteer log must be able to capture this case
- Maintain a volunteer tracking sheet; submit updated tracking sheet to Web Master for website posting no later than 2 weeks after the event if at all possible
- Coordinate with the stall cleaner for number of stalls cleaned and if paid position, submit AP form to the treasurer.

### 8.1.4 Event Hiring Agent

Some events require paid resources such as Judges for horse shows and Clinicians for Clinics. The responsibilities of this role include:

- Work with BOD and Event Manager to determine budget for the hired resource

- Work with Event Manager to understand the skill level required of this position and request a potential list of candidates
- Solicit a resource for the hired position
- Generate a contract document for the hired position and secure contract signature from hired resource; Submit hired resource to Event Manager and Treasurer

### **8.1.5 Show Awards Purchasing Agent**

Horse Show events typically involve some level of awards for participants. The responsibilities of this role include:

- Work with BOD and Event Manager to determine the number and type of awards (class awards, high point awards, etc) needed for the event
- Work with BOD and Event Manager to determine the budget for awards
- Maintain a list of awards on-hand; note that awards may be left-over from previous events
- Determine the number of each type of award to be purchased and purchase the awards needed for the event; note that left-over awards may be recycled from previous events to limit the award inventory
- Submit AP forms for all purchases to Treasurer and Event Manager and upload forms to Dropbox
- Take receipt of all purchased awards and deliver all event awards to venue per the Volunteer Coordinator's timeline
- Collect all left-over event awards either immediately after the event or no later than 1 week following the event

### **8.1.6 Event Facility Liaison**

All DHD & CT events will require a contracted facility as DHD & CT does not own/lease a brick and mortar facility. The responsibilities of this resource include:

- Work with BOD and Event Manager to determine one or more suitable facilities for the event
- Work with BOD and Event Manager to determine a budget for the facility cost
- Contact suitable facilities and contract the facility that best meets the logistic and cost requirements
- Send Agreement (including costs) to Event Manager and Treasurer
- Work with the facility management to outline any pre/post event tasks that they are responsible for and that DHD & CT is responsible for; notify Event Manager of these tasks

### **8.1.7 Mailchimp Manager**

Mailchimp is the DHD & CT email communication application. The responsibilities of this role include:

- Work with Membership Secretary to ensure all new members have been added to the Subscribers email list and the current year member Group; note that memberships paid online are automatically added to the Subscribers list and the current year member Group
- Maintain all Mailchimp "groups" and "segments".

- Purge non-members from the Current Membership segment no later than March 10.

### **8.1.8 Sponsorship Coordinator**

DHD & CT is a non-profit organization, but the organization's income is limited to paid memberships and event entry fees. This income rarely balances organization expenses (event liability insurance, directors' insurance, year-end awards, facility rental fees; website maintenance). So DHD & CT solicits sponsors to allow us to maintain a net zero year-end balance. The responsibilities of this role include:

- Work with BOD to determine the level of sponsorships to be secured
- Solicit sponsorships
- Work with Web Master to post sponsors on the allocated webpage
- Work with Event Manager's to promote sponsors

### **8.1.9 Web Master**

The DHD & CT website is the organization's primary public interface. It is the home of real-time information and the site for membership and event enrollment. The responsibilities of this role include:

- Work with BOD and Event Managers to post real-time updates to website ([dancinghorsesdressage.org/wp-admin](http://dancinghorsesdressage.org/wp-admin))
- Work with President as needed to revise/update static information on website
- Work with BOD to maintain DHD email server ([webmail.dancinghorsesdressage.org](http://webmail.dancinghorsesdressage.org))
- Interface with Website Architect to ensure integrity and security of website

### **8.1.10 Performance Awards Chairperson**

The responsibilities of this role include:

- Work with BOD to generate and maintain Rider Performance Award Program rules; submit revised rules to Web Master for website posting
- Maintain Rider Performance Award Application form and submit revised form to Web Master for website posting.
- Take receipt of application forms; verify applicant has met the requirements of the award
- Notify BOD of award winners as applications are verified
- Work with Social Media Manager to promote program via email promotions and social media platforms

### **8.1.11 Social Media Manager**

The responsibilities of this role include:

- Work with President to post club notices, promotions, and events on various social media platforms as determined appropriate by the BOD

## **8.2 Paid Positions**

### **8.2.1 Website Architect**

The DHD & CT Website requires maintenance on a regular basis and this maintenance is provided by a paid website architect. The service contract includes:

- Edit, revise, update or create new textual/graphical content not to exceed a 50% change to web page, web site, or web graphics on the website.
- Consultation, and guidance on the use of the web site.
- Regular monitoring and updating to ensure impeccable performance across all major browsers. (Not all browsers render sites in the same way.)
- Protection against hackers from gaining access to the site.
- Regular and thorough backups of the site so that it may be fully restored in case of loss.
- Monitoring website functionality to ensure that everything is working as it should and upgrading where necessary.
- Plugin and theme updates when they become outdated and no longer work with the newest version of the website software.
- Working with the hosting company to sort out issues when the website is offline or immediate technical support is needed

## APPENDIX A: EVENT RESOURCES

DHD & CT holds various events that require paid staff, volunteer staff and equipment. Typically, judges and clinicians are paid staff. However, most events are staffed predominantly with volunteer resources. In addition, many event facilities do not have the equipment we need and we must provide that equipment and plan the transportation of that equipment to and from the facility. The following resource list identifies roles that need to be staffed (beyond those identified in Section 8) in order to execute a Horse Show event.

### A. 1 Horse Show Volunteer/Equipment Resources

Arena, Judges Stand, additional Canopies and Sound System load/transport/unload (loading and unloading requires a minimum of 2 people). Transport will require at least one pickup truck but prefer 2 pickup trucks,	Load/transport/unload (storage to arena): Load/transport/unload (arena to storage):
Office Supplies (secretary box including all event paperwork; event awards) load/transport/unload.	Load/transport/unload (storage to facility): Load/transport/unload (facility to storage):
Arena & Judges Platform Setup	(Need at least 5 resources)
Canopies and tables Set Up	(Need at least 3 resources)
Office/Awards Set Up and Tear Down	Setup: Teardown:
Sound System Setup and Teardown	Setup: Teardown:
Office Staff	AM: PM:
Scorer	AM: PM:
Scribe	AM: PM:
Gate Keeper	AM: PM:
Runner	AM: PM:
Announcer (optional)	AM: PM:
Arena Reset (size change)	(Need at least 2 resources)
Sound System Operator for Freestyle Rides	
Judges Lunch/Cooler	
Arena, Judges Stand and additional Canopies Tear Down	(Need at least 5 resources)
Barn/Stall Manager	(Needs black trash bags, manure bucket and pitch fork to remove manure. MUST remove manure from facility)
Food Vendor (if needed)	(Should be on grounds from 10 am – 3 pm)

**Arena, Judges Stand, additional Canopies and Sound System Load/Transport/Unload:**

Responsible for loading/transporting/unloading arena, judges stand table chairs, canopy, additional canopies and sound system equipment between storage and show facility. Transport will require a minimum of 1 pickup truck but 2 are preferred.

**Office Supplies Load/Transport/Unload:** Responsible for loading/transporting/unloading office supplies between storage and show facility.

**Arena and Judges Platform Setup:** Responsible for accurate set up of dressage arena and judges platform. Typically performed the day before the event.

**Canopies and Tables Setup:** Responsible for setup of canopies and tables. Typically performed the morning of the event and complete 30 minutes before the event start time.

**Office/Awards Set Up and Tear Down:** Responsible for setting up the office equipment/supplies including all paperwork, electronic equipment, and awards at least one hour before the event start time. Also responsible for packing up equipment/supplies in preparation for transporting to storage location.

**Sound System Set Up and Tear Down:** Responsible for accurate set up and tear down of the sound system. Note that a sound system is required only if we have freestyle rides. It should also be setup only 1 hour before the first freestyle ride and torn down immediately following the last freestyle ride if bad weather is predicted.

**Office Staff:** Responsible for exhibitor interface for packet pick-up, score posting, award delivery and basic question answering.

**Scorer:** Responsible for accurately scoring dressage tests; placing classes based on the percentage score; conferring with the judge to break ties.

**Scribe:** Responsible for assisting the judge by verifying riders/tests before judging begins; recording judge's score and comments on the provided score sheets.

**Gate Keeper:** Responsible for queuing riders preparing to enter the arena according to the schedule; reporting any "no shows" or scratched entries to the scribe and show office.

**Runners:** Responsible for picking up completed dressage tests from the scribe and delivering them to the scorer. Tests should be picked up after every three rides and at the completion of the last ride of a class.

**Announcer (optional):** Responsible for announcing class procedures and gate calls for in-hand classes and rail classes.

**Arena Reset:** Responsible for resetting the arena for changes in size or re-modeling for class variations.

**Sound System Operator:** Responsible for operating the sound system during freestyle rides. Also responsible for verifying the rider's music will play and that the volume meets the riders approval.

**Judges Lunch/Cooler:** Responsible for bringing drink cooler for judge and securing lunch for the Judge; coordinate with the Judge Coordinator as to any special dietary requests from the judge and with the Event Secretary as to timing of lunch break.

**Arena, Judges Stand and additional Canopies Tear Down:** Responsible for taking down the dressage arena, judges stand and additional canopies and loading them in the transport vehicle.

**Barn/Stall Manager:** Responsible for verifying that occupied stalls have been adequately cleaned. Stalls must be stripped of ANYTHING the horse left behind: manure, urine, shavings, hay, etc. Report to the "Event Secretary" the results of the stall inspection. This person must also clean any stalls left "dirty" (providing the equipment to do this task) and REMOVE the waste cleaned from the stalls from the facility.

**Food Vendor:** The food vendor should be on the show grounds from 10am until 3 pm. The vendor should supply food and drinks for sale. Food vendor will be asked to run a tab for the Judge. DHD & CT will NOT collect any fees from the vendor.

## **A. 2 Clinic/Seminar Volunteer Resources**

Clinics/seminars require the following volunteer resources:

- **Planner/Co-Ordinator**
  - Plan event logistics – location, event date and pre-registration closing date
  - Develop a budget for the event outlining anticipated costs and anticipated income
  - Hire clinician/presenter
  - Develop event flyer and distribute via bulk email
  - Prepare any paperwork needed for the day of the event (handouts, tests, etc)
  - For clinics, develop ride times and communicate ride times to riders at least 3 days prior to the clinic date
  - Arrange to pay clinician at end of event day
  - Arrange for transportation and setup of needed equipment for the event
  - Arrange for tear down of equipment after event and return of equipment to storage or owner
  - Prepare a final balance sheet outlining actual costs and income following the completion of the event
- **Event Day Organizer**
  - Collect any required paperwork from event participants
  - Keep clinician/presenter informed of timeline
  - Provide lunch and drinks for clinician/presenter
  - Provide water or other planned refreshments for event participants
  - Pay clinician

## APPENDIX B: VOLUNTEER HOURS ALLOCATION

Most of the jobs defined for shows/clinics/seminars will earn 1 hour of credit for each hour or partial hour worked. There are a few exceptions where a job will earn a minimum credit.

Category	Position/task	Minimum Hours credited (per event unless otherwise noted)
Show	Event Manager	8
Show	Event Secretary	8
Show	Volunteer Coordinator	4
Show	Show Awards Purchasing Agent	4
Show	Event Hiring Agent	2
Show	Event Facility Liason	2
Show	Sponsorship Coordinator	4
Show	Arena transport storage to facility	1
Show	Arena transport facility to storage	1
Show	Arena set up	2
Show	Arena take down	1
Show	Arena Load (for delivery to show)	1
Show	Arena Unload (back into storage)	1
Clinics	Organizer(s)	8
Clinics	Arena transport storage to facility	1
Clinics	Arena transport facility to storage	1
Clinics	Arena set up	2
Clinics	Arena take down	1
Year End Awards	Award coordinator	4
Year End Awards	Performance Award Chairperson	4
Physical Asset Storage	Arena Storage	8 (per yr)
Club Management	Webmaster	8 (per yr)
Club Management	Membership Secretary	8 (per yr)
Club Management	Mailchimp Manager	8 (per yr)
Club Management	Social Media Manager	8 (per yr)
DHD & CT Board of Directors	President	8 (per yr)
DHD & CT Board of Directors	Vice President	8 (per yr)
DHD & CT Board of Directors	Secretary	8 (per yr)
DHD & CT Board of Directors	Treasurer	8 (per yr)
DHD & CT Board of Directors	Board Member at Large	4 (per yr)
Other	Special tasks as recognized by President/Board	As determined by assignment

## APPENDIX C: HORSE SHOW DATA ENTRY

The following data can be exported from the Word Press Horse Show Entry Gravity Form and imported into the Exhibitor Table in HSM:

- Horse's Name
- Coggins Ascension Number
- Date Blood Drawn
- Owner Name
- Breed
- Horse's Age
- Gender (convert to HSM data equivalent)
- Height
- T.I.P. Number
- Exhibitor Name (First)
- Exhibitor Name (Last)
- Exhibitor Division (convert to HSM number equivalent)
- Exhibitor Email
- Address (Street Address)
- Address (City)
- Address (State/Province)
- Address (Zip/Postal Code)
- Owner Same as Exhibitor (Convert to HSM data equivalent)
- Owner Name: (First)
- Owner Name: (Last)
- Owner Email
- Owner Address (Street Address)
- Owner Address (City)
- Owner Address (State/Province)
- Owner Address (Zip/Postal Code)

The csv file generated by the export will require modification of the table column names to match the Exhibitor table column names in HSM prior to import into HSM. The field data highlighted in yellow will also require a data type conversion prior to import into HSM.