

## Great Lakes Area Show Series – Educational Dressage Show Host Requirements

*A completed application or renewal from a Show Host may not be approved if it has been determined by GLASS-ED that the Show Host has outstanding issues which relate to financial matters, safety matters, failure to comply with rules, breach of prior license agreement, or any other issues that may be prejudicial to the best interest of the sport. When possible, GLASS-ED will inform the Show Host of any outstanding issues in order that, when possible, the Show Host may have the opportunity to address the matter. Completing and submitting a Show Host Application does not guarantee that show dates for the following competitive season will be awarded.*

1. The show must be run in accordance with the rules of the United States Equestrian Federation (USEF) and the policies set forth by the Great Lakes Area Show Series – Educational Dressage (GLASS-ED).
2. Show Hosts should support the sport of Dressage and GLASS-ED. Negative or inappropriate behaviors may result in a Show Host not being sanctioned or re-sanctioned by GLASS-ED.
3. It is the responsibility of the Show Host to be aware of all current GLASS-ED and USEF Dressage & General Rules for competitions. You will receive a hard copy of the GLASS-ED Omnibus. GLASS-ED rules are available online at [www.glass-ed.org](http://www.glass-ed.org) and the USEF rules can be found online at [www.usef.org](http://www.usef.org).
4. If sanctioned, Show Hosts must clearly print on their show bills and other outgoing information that the show is “GLASS-ED Sanctioned”.
5. Copies of the “Michigan Equine Activity Liability Act” must be clearly posted throughout the facility.
6. It is the responsibility of the Show Host to provide liability insurance. GLASS-ED insurance will not cover sanctioned shows.
7. It is the responsibility of the Show Host to provide show management, show workers, and all necessary equipment for running the show.
8. Any profit or loss resulting from the show will belong to the Show Host. GLASS-ED will not be responsible for shows that do not make a profit or have low competitor turnout.
9. **Show Hosts will be required to submit 50% of all non-member fees (riders who are not members of GED or other co-sanctioning organization) to GLASS-ED** within 14 days after the conclusion of the show. Checks should be submitted to the GLASS-ED Treasurer.
10. The GLASS-ED board must approve the facilities, judges, and classes offered at all sanctioned shows.
11. First year show hosts shall only be permitted to hold one show. Returning show hosts who wish to seek a second show date must petition / notify the Board of Directors for a determination.
12. Judges must be, actively or inactively, licensed by the USEF or USDF, (L or higher). Judges not currently or previously licensed will not be approved for GLASS-ED sanctioned shows.
13. It is the responsibility of the show host to obtain a negative Coggins test dated on or before December 1<sup>st</sup> of the previous calendar year for all horses present at the host's facility as a result of the show, as well as horses normally present at the facility. (Example – the show season of 2019 requires a negative Coggins test dated after December 1, 2018.)
14. Each competitor must receive a test score sheet for each class in which a competitor competes. Official USEF, USDF, and GLASS-ED score sheets should be used for each class. Scores may be posted while a class is in progress; however, no test score sheets are to be returned to a competitor before the class is pinned.
15. Show Hosts may receive show evaluations at the site of the show. It is mandatory that copies of all evaluations received be submitted to the GLASS-ED Show Committee within 14 days of the competition.
16. It is the **responsibility of the Show Host to submit complete results, sent electronically or a computer-generated form sent via mail, to the GLASS-ED Point Keeper within 14 days of the show.**
17. All entry / competitor information and scores must be maintained on file, by the Show Host, for a minimum of 12 months after the show date.
18. **It is the responsibility of the Show Host to annually complete a show application at the Annual Show Hosts Meeting, or no later than December 10, if an Annual Show Host meeting was not scheduled.**
19. The Show Host, or a show host's delegate, must be present at the Annual Show Hosts Meeting, if a meeting is held, where the show dates will be determined for the following competitive season. The show dates may be submitted prior to the Annual Show Host Meeting or Dec 10.
20. At the time of the Annual Show Hosts Meeting, or by December 10, approved Show Hosts must pay the sanctioning fees for their show(s). **GLASS-ED will not accept post-dated checks.** The special **sanctioning fee for the 2023 season is \$25.00 per show.**(Offered as we recover from the Covid season of 2021)
21. At the time of the Annual Show Hosts Meeting, the Show Host or their designated representative must commit to the individual who will be the Show Organizer. The Show Organizer, approved at the Annual Show Hosts Meeting, cannot be changed without good cause and the approval from the GLASS-ED Board of Directors.
22. Once a show site has been approved and dates have been granted, a Show Host may not change the location of the show without good cause and the approval of the GLASS-ED Board of Directors.
23. Attendance at the Annual Show Hosts Meeting and proper submission of a Show Hosts Application, at the meeting or submitted prior to Dec 10, 2019, does not guarantee show dates will be granted. Show dates are based upon seniority and availability.
24. The GLASS-ED show season shall run from the first weekend in May through the first weekend of October. The maximum number of shows permitted will be reviewed annually by GLASS-ED.
25. **Show Hosts must submit a complete show bill no later than January 15<sup>th</sup>** of the current show year. Show bills not received by that date may not be published in the GLASS-ED Omnibus.
26. Show Hosts submitting an application who are not in good standing with GLASS-ED, USDF, and/or USEF, may be declined. Any outstanding unpaid fees, results, etc. from the previous season may result in a host being declined.

# Great Lakes Area Show Series – Educational Dressage

## Sanctioning / Competition Evaluation

The following are guidelines adapted to GLASS-ED from the General Rules section contained within the USEF rulebook (GR316-GR317) regarding the licensing/sanctioning of competitions:

1. GLASS-ED sanctioned competitions will be subject to a Site Evaluation which will enable GLASS-ED to determine if approval or renewal of an application and the use of GLASS-ED dates are in the best interest of the sport of Dressage. A site evaluation must be completed prior to the Annual Show Hosts Meeting for all new show sites and as needed for all returning show sites.
  - a. Sanctioning of competitions will be a one-year approval. Show hosts must re-apply annually for continuation of shows with GLASS-ED.
2. Competition Evaluation Considerations:
  - a. If a first year Show Host - Has the site for the show been pre-approved by GLASS-ED?
  - b. Have reports filed on the conduct of the competition indicated that the competition has been properly conducted? Primary sources of reports may include Judges, Technical Ambassadors, GLASS-ED Members and Exhibitors.
  - c. Has the Show Host made application for a new show or renewal of shows and met any financial obligations in a timely fashion? Financial obligations which have not been met are grounds for cancellation or non-renewal of show dates.
  - d. Has the competition, as structured, received adequate competitor support?
  - e. Any renewal evaluations will consider previous years shows and conduct in determining the renewal of competition sanctioning.
  - f. Does it appear that continued use of the dates by the competition is in the best interest of the sport of Dressage?
  - g. Has the competition been successful in achieving applicable and pertinent standards of GLASS-ED?
  - h. Do competition or site evaluation reports received from the Show Host reflect a realistic view of issues that should be addressed by the Show Hosts, and if so how does the Show Host intend to address issues and along what timeline.
  - i. Is the Show Host Applicant in good standing with GLASS-ED, USDF, and USEF?
  - j. Has the competition demonstrated to the satisfaction of GLASS-ED based upon a factual analysis that use of the dates by this competition is in the best interest of the sport of Dressage?
3. Show Host Sanctioning Renewal Results. Any competition sanctioning renewal will be subject to show date rules, date availability, and any other rules and conditions in existence. Therefore, under certain circumstances, sanctioning may not be available. When a Show Host is determined to have completed a Show Host Application, complied with all the terms and conditions of GLASS-ED, applicable rules of USDF & USEF, and achieved a satisfactory result through the Competition / Site Evaluation processes, then the Show Host will be offered the opportunity to continue Sanctioning for the same dates. Changes in dates or new show dates are subject to availability. The Competition / Site Evaluation will result in one of the following outcomes:
  - a. Renewal of Sanctioning for the same Competition Dates for one year.
  - b. Approval of a new show based upon Site Evaluation & available dates for one year.
  - c. Non-renewal based upon an unsatisfactory Site Evaluation or Competition Evaluation.
  - d. Probation. In lieu of termination, GLASS-ED, at its sole discretion, may place the licensed competition on probationary status for one sanctioning year, during which time the competition must correct the problems reported to GLASS-ED. The Board of Directors will appoint Site Evaluators or Technical Ambassadors to monitor the probationary infractions at no additional cost to the Show Host.
  - e. When a non-renewal determination is made after an unsatisfactory Competition or Site Evaluation, the "open dates" may be awarded to another competition.
4. Sale or Transfer of Sanctioning Agreement. The Show Host that acquires the original sanctioning may not transfer their sanctioned dates to another Show Host unless with good reason and only with approval from the Board of Directors. The Show Site as stated on the Show Host Application and approved by GLASS-ED may not be altered unless for good reason and only with approval from the Board of Directors.

Sanctioned Competitions – the provisions that follow apply to all GLASS-ED competitions. Violations by sanctioned Show Hosts may be subject to denial of future year's show dates. The GLASS-ED Board of Directors will make appropriate determinations in the cases of all major violations. These rules were adapted from the USEF General Rules (GR705-707)

1. Violations include, but are not limited to, the following:
  - a. Failure to conduct a competition in accordance with GLASS-ED and USEF rules.
  - b. Failure to pay indebtedness to GLASS-ED.
  - c. Failure to pay sanctioning fees or portions of non-members fees to GLASS-ED.
  - d. Failure to report the disqualification of a person at the competition.
  - e. Failure to honor written contracts with Judges, Secretaries, Competition Officials, or other Employees.
  - f. Failure to furnish GLASS-ED with appropriate score information and competition documents requested in connection with the competition.
  - g. The use of judges not licensed actively or inactively with USDF or USEF.
  - h. The listing of a judge in a show bill prior to obtaining agreements from that judge and approval from the GLASS-ED Board. (Remember – judges are not permitted to officiate in more than 3 GLASS-ED sanctioned shows annually – without a GLASS-ED approved exemption)
  - i. Permitting acts which are improper, intemperate, dishonest, unsportsmanlike or contrary to the rules, or prejudicial to the best interested of GLASS-ED and the sport of Dressage.

- j. Acting in a manner prejudicial to the sport of Dressage of the organizations including, but not limited to GLASS-ED, USDF, and USEF.

## **Great Lakes Area Show Series – Educational Dressage Show Hosts Benefits, Marketing, & Membership**

Show Hosts will receive the following benefits:

- ◆ Two pages per show for their dressage show bill (may not be used for other advertising)
- ◆ Promotion of their shows at all horse expos and events that GLASS-ED attends
- ◆ E-mail reminders – with information provided by show hosts – will be electronically sent to competitors upon request from the show host, by the GLASS-ED Board
- ◆ Free classified ads and website listings on the GLASS-ED website
- ◆ Free ticket to annual year-end awards banquet for the Show Host
- ◆ Support at shows from GLASS-ED membership
- ◆ Seniority for consecutive years hosting shows (used to determine dates selection)
- ◆ Privileges to attend any board meeting to voice opinions and concerns
- ◆ Copies of submitted show evaluations
- ◆ Assistance from the GLASS-ED Show Hosts Committee (help answering questions – not actual assistance for running the shows)
- ◆ A Technical Ambassador will be available at the show or via phone for rules clarifications, resolution of disputes, or any other questions / concerns regarding the competition.
- ◆ Access to all GLASS-ED forms and current USEF, USDF, and GLASS-ED score sheets

### **Non-Member Fees**

All Show Hosts will be required to charge a non-member fee at GLASS-ED Sanctioned shows. **The mandatory non-member fee is \$10.00. The non-member fee will be divided between the organization and the show hosts 50/50.** Fifty percent of the non-member fees collected at a show are to be submitted to the GLASS-ED Treasurer within 14 days of the competition. ***Non-Member Fee Exception*** – *If a Show Host has paid for and received co-sanctioning with another organization (i.e. MDC, ADA), the show host shall not charge members of the other co-sanctioned organization a non-member fee.* However, when co-sanctioned, competitors belonging to neither sanctioning organization shall be required to pay a non-member fee.

