

# **Great Lakes Area Show Series – Educational Dressage**



**2017 Show Organizer's Handbook**

## Table of Contents

The Basics of Organizing a Show .....	4
Pre-Show Timeline and Tasks .....	5
One Year or More Before Show: .....	5
6 Months to a Year Before Show:.....	5
4 to 5 Months Before Show:.....	5
2 Months Before Show:.....	6
2 Weeks to 1 Month Before Show: .....	6
1 Week Before Show: .....	6
Day Before Show: .....	7
Day of Show Duties.....	7
Show Organizer .....	7
Show Secretary.....	8
Stall Manager.....	8
Scribes .....	8
Runners.....	9
Ring Steward.....	9
Announcer .....	9
Scorers .....	9
Arena Crew .....	9
Parking Attendant.....	9
GLASS-ED Technical Ambassador .....	10
After the Show:.....	10
Show Management Tips .....	10
Promoting Your Show.....	10
Setting Up Your Show Grounds .....	10
Riding and Warm-Up Areas .....	10
Announcer’s Booth.....	11
Food Booth .....	11
Electric Power .....	11
Stalls.....	11
What Classes to Offer.....	12

List of Required Classes .....	12
Creating Your Schedule .....	12
Breaks .....	12
Calculating Rides Times .....	12
Other Scheduling Notes.....	14
Accepting Entries.....	15
Check for Scheduling Errors.....	15
Check for Completeness.....	15
Creating a Show Program.....	16
Making Rider Packets .....	16
Preparing the Tests.....	16
Scoring and Posting Results.....	16
Scoring Tests.....	16
Placing and Tie-Breaking .....	17
The Difference Between “No Show,” “Scratch,” “Elimination,” and “Withdrew” .....	18
End of Show Championships .....	18
Posting Scores.....	18
Submitting Results to Glass-Ed.....	19
Appendix of Useful Information .....	20
List of Ribbon Companies .....	20
Where to Download Dressage Tests .....	20
Ride Time Chart .....	21
How to Setup a Dressage Arena.....	22
Inventory List.....	24
Scribing Tips.....	25
Scribe Cheat Sheet.....	25
Master Class List .....	26
Sample Prize List.....	27
GLASS-ED Entry Form .....	29
Sample Show Budget.....	30

**The Show Host Guide is intended to assist new show hosts with the planning and running of a show. The content within was developed with input from experienced show hosts, and only serves as a suggestion. Any included recommendation may be utilized or rejected at the show host’s discretion. Please refer to the Glass-Ed Show Rules for complete requirements of show hosts and competitors.**

## The Basics of Organizing a Show

Begin at least a year in advance, and determine the answers to the five basic questions:

### **What type of competition will be held?**

This handbook focuses on dressage shows for GLASS-ED, but disciplines and breeds will determine the rules and sanctioning you'll need to follow.

### **When will the competition be held?**

It is generally best to pick a ballpark date, but to have several other dates in mind, as scheduling will be dependent on sanctioning organizations, facility availability, other shows in the area, and even judge and volunteer availability.

### **Where will the competition be held?**

If you do not have your own facility, you may ask local barns if they rent their facilities, or contact local fair boards and extension agents about renting fairgrounds or state parks. Contact these owners or managers well ahead of time for date availability and pricing, and also fully inspect the potential grounds and buildings. Your facility should include separate areas for competition, warm-up and lunging, adequate stabling, designated parking areas, an announcer's booth, and room for a show office, scoring, posting of scores, concessions, and restrooms. Also check on electricity, water, and manure disposal availability and requirements.

### **Who will organize the competition?**

Sharing the workload not only helps to reduce stress, but also makes the best use of everyone's talents and skills. Organization is imperative to a successful show, so work together using the timeline below.

Volunteers are lifeline of any show! To help get and KEEP volunteers, make sure tasks are well defined and given in advance of the show, make sure each volunteer has all of the equipment needed to do the job, match the abilities of the volunteer to the task, let volunteers know who to contact with questions, and don't abandon your volunteers – make sure they get breaks and refreshments as needed throughout the day. Most importantly, treat all volunteers with appreciation and respect to keep them motivated for years to come, and ask for their input after the show (and listen equally to positive and negative feedback!)

### **What is the budget for the competition?**

Determine your budget to determine the size of your show, and make sure you stick to it! Plan for the "worst case scenario" and don't hope to recoup any costs with extra entries. Get prices on equipment, judges, insurance, awards, and supplies well ahead of time, and don't be afraid to shop around or negotiate!

Some likely expenses include facility rental, sanctioning fees, equipment and supplies, fees for judges and staff, ribbons, awards and numbers, advertising and promotion, printing and postage, insurance, travel expenses, and miscellaneous expenses such as refreshments for your judges and volunteers.

## Pre-Show Timeline and Tasks

A great deal of planning goes in to a successful show. This timeline will help ensure that all the necessary puzzle pieces fall into place as they should, and you're not scrambling to fill a void.

TIP: Print this off for an easy-to-use checklist!

### One Year or More Before Show:

- Create a budget.
- Secure a location and set dates.
- Hire judges, and fill any other contracted positions.

### 6 Months to a Year Before Show:

- Hire a show secretary and stable manager, if you will not be conducting these duties yourself.
- Complete all affiliation and sanctioning paperwork.
- Obtain event insurance.
- Promote your event to local clubs and associations.
- Develop class list, determine fees, and set opening and closing dates. Create prize list and entry forms, and send to any sanctioning organizations.
- Contact local EMTs, veterinarian and farrier and arrange for availability on show date.
- Hire a show photographer, if you'd like to offer one.

### 4 to 5 Months Before Show:

- Order ribbons, prizes, and competitor numbers.
- Arrange for concessions and bathroom facilities.
- If your show facility is not already equipped, arrange for the use of any necessary equipment, including:
  - Arena maintenance
  - Arenas and letters
  - Stabling
  - PA Systems
  - Two-way radios
  - Tents and tables
- Confirm your show and mail final information to the judge.
- Plan the physical layout of your show within the venue, including all arenas, warm-up area, show office, stabling, trailer and spectator parking, manure disposal, water source, concession area, restrooms, trash cans, a place for scoring, and the location where scores will be posted. Also plan traffic flow.
- Purchase or renew any scoring or show entry software.

## 2 Months Before Show:

- Enlist a staff of volunteers, including scribes, runners, scorers (2), ring steward, announcer, ring set-up crew, and parking attendant.
- Purchase thank-you gift or gift basket for the judges, and a token of appreciate for your volunteers.
- If necessary, make travel and hotel arrangements for your judge(s).
- Verify that all concessions, restrooms and equipment are secured.
- Arrange for any flowers/shrubs/decorations needed around arenas, letters, and judges' stands.

## 2 Weeks to 1 Month Before Show:

- Arrange for bedding delivery, if necessary
- Copy all needed forms and releases
- Make signs pointing competitors to the various areas of the showgrounds, including stabling, parking, concessions, warmup, lunging area, competition arenas, etc.
- Test PA system and radios
- Begin to check items off the Inventory List (see page 24)
- Receive and process show entries, ensuring completeness and accuracy (fees, releases, coggins, etc)

## 1 Week Before Show:

- Prepare show grounds, setup arenas and setup temporary stabling, if required.
- Double check that all items on the Inventory List have been acquired.
- Make any needed adjustments to traffic flow.
- Assign competitor numbers
- Create class and ride schedule
- Send ride times to GLASS-ED
- Send times and directions to the judges
- Create a show program and list of ride times, and make all riders packets
- Print all tests and make packets for each judge (include extra blank tests)
  - The front of each test must be labeled ahead of time with the rider number, rider name, horse name, show name, date, class number and name, ride time and ring, and the judge's name.
- Determine number of stalls required, assign stalls, and make a stabling chart.
- Arrange for or purchase refreshments for your judges and volunteers
- Finalize your volunteers, their duties and schedules, and instruct them to arrive at least fifteen minutes before they're needed.
- Get out petty cash.

## Day Before Show:

- Set up show secretary's booth, judge(s) booth(s), announcer's stand, concession stand, and any shade areas.
- Set up any temporary fencing needed to section off areas or direct traffic.
- Post all signs and stabling charts.
- Post ride times and scoring
- Groom the arenas as needed
- Place any flowers or decorations around the ring
- Supply any bedding that was included or purchased with stabling
- Transport all ribbons, awards, paperwork, show entries, riders' packets and judges' packets, and the items on the Inventory List to the show grounds, and setup as needed.
- Make any changes needed to the schedule due to late entries or scratches.

## Day of Show Duties

The various duties the day of the show are split between the organizer, the secretary, the stall manager, scribes, runners, the ring steward, the announcer, scorers, arena crew, and the parking attendant.

### Show Organizer

- Setup any final equipment still needed
  - Turn on PA system
  - Turn on lights, if needed
  - Post final schedule, give copies to ring stewards, scribes, and announcer
- Provide instruction and required supplies to the volunteers
  - Distribute two-way radios
- Set time for the musical sound check, if necessary
- Post phone numbers or locations of the EMT, vet and farrier
- Provide food and refreshments to all judges and volunteers
- Monitor all other positions, assist as needed

## Show Secretary

- Provide any judging packets or score sheets to the scribe.
- Update posted schedules to reflect any changes, scratches, post-entries, etc, and provide updated schedules to the judges, scribes, and ring stewards.
- Review all entries as riders check in, and make sure that needed Coggins forms are received, any forms requiring signatures are completed, missing payments are made, etc.
- Give freestyle music and instructions to the announcer once they're received.

## Stall Manager

- Direct competitors to their stalls and point out locations of manure disposal areas and water sources.
- Deliver additional bedding as purchased.
- If stall deposits were collected, check stalls for cleanliness when competitors are done, and return checks or issue refunds as described in your prize list.

## Scribes

- Pick up your judge's packet of tests from the secretary, and find your ring.
- Make sure there are enough copies of all of the tests, and that there is a test for each rider on the schedule, plus one or two extra copies for the judge.
- Make sure you have several pens (black or blue), a red pen, clipboards, and a bell or whistle.
- As each rider begins around the outside of the ring, check their number against the schedule and test sheet. Don't be afraid to ask the rider for their number, if needed.
- If a scheduled rider does not show up, write "no show" on both sides of the test, make sure the judge still signs the test, and include the test with the completed ones given to the runners/scorers.
- Record the judge's comments for each movement. See the scribe cheat sheet (page 25) for ideas on shorthand and abbreviations, but you're welcome to use your own.
- Errors should be noted on the line where the error happened, by writing the word "error" and circling it in red. Write the total number of errors on the test next to the line for error points at the bottom (scorers will fill in the points).
- If your judge prefers to write their own collective marks, hand them the test for this portion.
- At the end, check that all boxes have a score and that the judge has signed the test, and then give completed tests to runners as quickly as possible.

## Runners

- Only approach the judge's box between rides, to avoid distracting horse or rider.
- Pick up tests from all arenas and take them directly to the scorers (the more frequent the better, every 2 to 3 rides is preferred).
- Bring any schedule changes from the secretary to the judge.
- Bring refreshments to the scribes and judges.

## Ring Steward

- Check off riders in the warm-up ring against the show schedule. Make note of any missing riders as their ride time nears.
- Let riders in the warm-up ring know when they go, what rider they follow, and when they may enter the ring.
- Let all riders know of any schedule changes.
- Radio to the announcer as riders enter each ring (rider number and ring number)

## Announcer

- Announce riders and horses as they enter each ring, as well as breaks in the schedule.
- Conduct sound check of music, as determined by the organizer.
- Play all musical freestyles.

## Scorers

- Two scorers should work together so that each test is double-checked for accuracy.
- All tests should include either a scoring software printout or the adding machine tape.
- Score all tests to three decimal points.

## Arena Crew

- Change the arena size as needed throughout the show (see tips, page 22)
- Draft and water the arena as needed (only during scheduled breaks).
- Dismantle arenas at the end of the show.

## Parking Attendant

- Direct incoming competitors to the parking location for spectators, overnight or stabled trailer parking, and parking for those showing out of their trailers.
- If stabling, show them where they may stop to unload equipment, and instruct them to move their vehicles out of the stabling area as soon as they're unloaded.
- Leave plenty of room between trailers where horses will be tied.
- Help maintain traffic flow.

## GLASS-ED Technical Ambassador

GLASS-ED will provide a technical ambassador at each show. The technical ambassador may be located on the show grounds or available by phone, and may also be a competitor. The role of the technical ambassador is to verify that the show is run in accordance with GLASS-ED rules and to settle disputes between competitors and show management. Decisions of the GLASS-ED technical ambassador are final.

### After the Show:

- Pick up all signs, decorations, etc., and clean up the show grounds.
- Clean up stabling area and trailer parking area, and dispose of all manure.
- Return all equipment, break down arenas, judges' booths and temporary stabling, take down tents, and remove anything else to return the show grounds to original condition.
- Make sure all expenses have been paid, and send thank you notes to judges and volunteers.
- Send show results to GLASS-ED and anything sanctioning organizations.
- Complete income and expense reports and compare to your original budget.
- Inventory all left over supplies, and pack and label them for the next show.

## Show Management Tips

### Promoting Your Show

There are several inexpensive ways to promote your show! While paid classifieds and print advertising may be worthwhile, consider these other options:

- Free Calendar Listings: many publications offer public event calendars as a free service
- Fliers: tack and feed stores generally have a bulletin board or area where you may post fliers; be sure to get permission from management before posted, and find out if you're responsible for removing or dating your material
- Social Media: there are numerous options for sharing on social media, and you can list your show in various local a discipline-specific groups.

## Setting Up Your Show Grounds

### Riding and Warm-Up Areas

You should have a warm-up arena, a lunging area, and the competition arena(s). Each area should be separate and clearly marked. All competition arenas should be at least 15 meters away from any spectator or warm-up areas, and multiple competition arenas should be at least 15 meters from each other. Consider the angle of the sun when setting up your competition arenas, and try to place the judge with their back to the sun for the majority of the day.

### A note on schooling:

GLASS-ED's goal is to educate and welcome new riders; for many this will be their first dressage show. To increase the confidence of all riders, schooling around and in the competition arenas should be permitted the night before and the morning of the competition. Oftentimes, additional schooling time will be considered more valuable than more freshly groomed arenas.

### **Announcer's Booth**

The announcer should be located in an area to see as much of the show as possible. The ring steward will help keep the announcer keep track of who is in each ring next, but it is easier if the announcer also has a visual of the arenas. The announcer must have an updated schedule. While it is important to have a sound system at the freestyle rings, speakers should also project to other rings, stabling, and food areas. If possible, a backup PA system should be available.

### **Food Booth**

Concessions should be set up to provide food and beverages for judges, competitors and volunteers. If food is being sold, make sure the operator knows to keep a tab for judges and volunteers, as they should not have to pay for their meals. Make sure there is proper electrical service for any necessary cooking or refrigeration.

### **Electric Power**

You should have electricity throughout the showgrounds that is suitable for running PA systems, food concessions, and any necessary show management equipment (computers, printers, adding machines, etc.)

You do not need to offer electrical hookups for camping, but if you do list hookups as available on your prize list, then they need to be available. If the availability of electrical hookups changed after omnibus printing, you must notify GLASS-ED, and any competitors who paid for hookups should be notified, and that money must be refunded. If electrical hookups fail during the show, a refund for electrical hookups should be given.

### **Stalls**

Stalls should be available; if quantity is limited, please state as much on your prize list. Also list what time competitors may arrive, when stalls are first available, and by what time they must be vacated. Stalls should be ready for each competitor who has paid for a stall. Clearly mark individual stalls or post a stabling chart (or both!), and have the stabling manager available to help competitors.

You may charge a stall cleaning deposit fee, and any such deposit may be included with the entry or required as a separate check. If you require a stall cleaning deposit with the entry, be prepared to pay competitors on the day of the show (either cash or check). If you require a cleaning deposit, make sure to have a stable manager available to check stalls and issue the refund or return deposits. Also, make sure areas for manure disposal are clearly marked, and post a definition of "clean stall" that is required.

## What Classes to Offer

### List of Required Classes

These classes, as a minimum, must be offered at all GLASS-ED shows. Please also see the Master Class List on page 26.

11. Introductory Test A Open
12. Introductory Test B Open
13. Introductory Test C Open
71. Training Level Test 1 Open
72. Training Level Test 2 Open
73. Training Level Test 3 Open
101. First Level Test 1 Open
102. First Level Test 2 Open
103. First Level Test 3 Open
501. Test of Choice
800. Western Dressage Test of Choice
702. Dressage Equitation
703. Walk/Trot Dressage Equitation

The most common expansions on this list include offering separate divisions for Junior/Young Rider, Adult Amateur, and Open riders at Introductory, Training, and First Level, and also offering Second Level and Third Level classes. Additionally, offering a Western Dressage Test of Choice class for each level, or even each test at Introductory, Basic, and Level One, will make scheduling easier because there will be fewer Test of Choice rides. Musical freestyle classes are also popular. You may also visit <http://glass-ed.org> to view last year's prize lists and see what other shows have offered.

### Creating Your Schedule

Generally speaking, 20 to 25 entries will fill one day (or eight hours of judging time). You should decide ahead of time if you will accept additional entries and add another ring, or if you need to limit your entries due to arena availability. If your schedule runs slightly over eight hours, you'll need to contact your judge and ask if they're willing to work longer, or if you need to hire an additional judge for a partial day.

### Breaks

You should have a 10-15 minute break every two hours, and a lunch break of 30-45 minutes. Leaving more time during your lunch break will allow for a bit of catch-up time if rings are running behind. If possible, try to schedule breaks for between classes.

### Calculating Rides Times

Begin by deciding which classes will be ridden in a small or standard arena. Once you know the arena size for each ride, you can begin calculating the time needed. The average ride time per test is printed on the front of each test sheet (see table page 21), with the times for Introductory and Training Level listed for both small and standard arenas. Allow an additional two minutes between test rides. To allow plenty of time for music changes, freestyles should be scheduled at ten minutes each, with five minutes left between rides.

If you're creating your schedule manually (without the assistance of show scheduling computer software), begin listing your rides sequentially as they'd be scheduled, and write times next to them, leaving your two minute break between rides. Don't forget to leave room for your 10-15 minute breaks and a longer lunch break!

*Arena 1 (Small) - Working Schedule*

9:00	<i>Intro Test C Rider 1</i>	(5 minutes + 2 minutes between rides)
9:07	<i>Intro Test C Rider 2</i>	(5 minutes + 2 minutes between rides)
9:14	<i>Intro Test C Rider 3</i>	(5 minutes + 2 minutes between rides)
9:21	<i>Intro Test C Rider 4</i>	(5 minutes + 2 minutes between rides)
9:28	<i>Intro Test C Rider 5</i>	(5 minutes + 2 minutes between rides)
9:35	<i>Intro Test C Rider 6</i>	(5 minutes + 2 minutes between rides)
9:42	<i>Intro Test C Rider 7</i>	(5 minutes + 2 minutes between rides)
9:49	<i>Intro Test C Rider 8</i>	(5 minutes + 2 minutes between rides)
9:56	<i>Training Test 1 Rider 1</i>	(4 minutes + 2 minutes between rides)
10:02	<i>Training Test 1 Rider 2</i>	(4 minutes + 2 minutes between rides)
10:08	<i>Training Test 1 Rider 3</i>	(4 minutes + 2 minutes between rides)
10:14	<i>Training Test 1 Rider 4</i>	(4 minutes + 2 minutes between rides)
10:20	<i>Training Test 1 Rider 5</i>	(4 minutes + 2 minutes between rides)
10:26	<i>Training Test 1 Rider 6</i>	(4 minutes + 2 minutes between rides)
10:32	<i>FIFTEEN MINUTE BREAK</i>	
10:47	<i>WDAA Basic Test 1 Rider 1</i>	(5 minutes + 2 minutes between rides)
10:54	<i>WDAA Basic Test 1 Rider 2</i>	(5 minutes + 2 minutes between rides)
11:01	<i>WDAA Basic Test 1 Rider 3</i>	(5 minutes + 2 minutes between rides)
11:08	<i>WDAA Basic Test 1 Rider 4</i>	(5 minutes + 2 minutes between rides)
11:15	<i>WDAA Basic Test 1 Rider 5</i>	(5 minutes + 2 minutes between rides)
11:22	<i>Training Test 3 Rider 1</i>	(4 minutes + 2 minutes between rides)
11:28	<i>Training Test 3 Rider 2</i>	(4 minutes + 2 minutes between rides)
11:34	<i>Training Test 3 Rider 3</i>	(4 minutes + 2 minutes between rides)
11:40	<i>Training Test 3 Rider 4</i>	(4 minutes + 2 minutes between rides)
11:46	<i>Intro Test A Rider 1</i>	(4 minutes + 2 minutes between rides)
11:52	<i>Intro Test A Rider 2</i>	(4 minutes + 2 minutes between rides)
11:58	<i>Intro Test A Rider 3</i>	(4 minutes + 2 minutes between rides)
12:04	<i>Intro Test A Rider 4</i>	(4 minutes + 2 minutes between rides)
12:10	<i>Intro Test A Rider 5</i>	(4 minutes + 2 minutes between rides)
12:16	<i>Intro Test A Rider 6</i>	(4 minutes + 2 minutes between rides)
12:22	<i>Intro Test A Rider 7</i>	(4 minutes + 2 minutes between rides)
12:28	<i>45 MINUTE LUNCH BREAK</i>	
1:13	....	

You may want to consider leaving empty ride slots at the end of classes, to allow for post-entries or catch-up time during the show.

## Other Scheduling Notes

### *Order of Classes*

Classes do not need to be scheduled in the order in which they're numbered or listed on your prize list.

### *Contiguous Classes*

All classes must be run in their entirety and under the same conditions, so all rides of an individual test must be scheduled as a contiguous block. Any division that is pinned separately is considered a separate class, so if you'll be awarding ribbons to Junior/Young Riders separate from Adult Amateurs and Open, they may be scheduled in a different time block. A judge's break in the middle of a class is acceptable. Exceptions may be made for riders on multiple horses in the same class, but additional rides should be scheduled as close to the class block as possible.

### *Splitting and Combining Classes*

Any classes that were listed separately on your prize list (such as class 71 Training Test 1 Open, class 81 Training Test 1 Adult Amateur, and class 91 Training Test 1 Junior/Young Rider), may not be combined.

If entries warrant, you may split classes further than they were originally listed. Generally you should have at least 10 riders in a class before considering splitting it, but no class may have more than 25 riders. All splits must have ribbons and prizes given to each class, but you are not required to provide additional end of show championships for each split.

Should you decide to split any classes, the following must be the first split:

- **Introductory, Training, and First Levels:** split into *Open, Adult Amateur, and Junior/Young Riders*
- **Introductory, Basic, and Level One:** split into *Open, Adult Amateur, and Junior/Young Riders*
- **Western Dressage Test of Choice:** split into *Intro Level, Basic Level, and Level 1 and Above*

NOTE: If you decide to split a class at the last minute, GLASS-ED always has extra sets of ribbons for you to purchase, if needed. These ribbons (not rosettes) are printed with the GLASS-ED name and logo. We suggest awarding these ribbons first to the Introductory Junior/Young Rider classes, as many of these riders are in their first show season and are happy to get ANY ribbon!

### *Alternate Classes in a Division Between Available Judges*

If you are running more than one ring or have more than one judge, try to split classes across divisions between the two judges (for example, Introductory A under Judge 1, and Introductory B under Judge 2). Receiving multiple opinions is always beneficial to and preferred by the rider!

### *Scheduling for Ring Size*

First level tests (and level one western dressage tests) and above MUST be ridden in the standard size ring. Additionally, higher level riders will appreciate more time given between their ride times. If you will not need a standard ring all day, consider running one ring large until the morning break, switching it to the small ring for the middle of the day, and then returning it to the large dimensions during lunch or the afternoon break. Alternatively, you could start a ring off small, change it to the standard arena during the morning break, use the lunch break to allow time between rides, and then switch it back to the small ring during the afternoon break.

### *Musical Freestyles*

Freestyles are great crowd-pleasers, so consider scheduling them when the most people will be available to watch (such as near lunch breaks). Also make sure that if freestyles may be distracting to other rings, they should be scheduled when those arenas will be on breaks. Also be aware that announcements cannot be made while freestyles are running.

### *Individual Riders' Schedules*

If a competitor has rides in multiple rings, try to schedule at least 30 minutes between rides, so if one ring is behind they can still make their ride in the other ring on time. Try to allow at least 45 minutes between rides if a rider must switch horses.

**A horse may be entered in a maximum of six (6) walk/trot classes in one day, and a maximum of four (4) classes that include the canter.** If ANY class that includes the canter is entered, the four ride maximum applies.

Note: We understand this is challenging to accommodate! Please keep in mind that GLASS-ED promotes the idea of our schooling shows as being a positive learning experience. The less stressed riders are over their schedule, the more they'll be able to enjoy the showing experience!

### *Test of Choice Classes*

Test of Choice classes are the only class a rider may enter more than once (for example, in class 800 Western Dressage Test of Choice, a rider may enter the test three times to ride Basic Test 1, Basic Test 2, and Basic Test 3). However, a horse may not be ridden by multiple riders in a Test of Choice class.

The Test of Choice class must still be run contiguously, so allowing 30 minutes between rides will not be possible for those entering the class more than once. As an alternative, consider alternating tests between multiple riders in the class, or placing a judge's break in the middle of the class.

### *Accepting Entries*

You'll want to keep all entries through the completion of the show, but checking each entry for accuracy and completeness as it arrives will allow time for corrections before show day.

### *Check for Scheduling Errors*

Glance through the classes entered and make sure the divisions entered match the rider status (did an Amateur rider accidentally sign up for a Junior/Young Rider class?), and make sure that if a rider entered multiple divisions that it makes sense (Training 2 Adult Amateur and Training 2 Open makes sense; Training 1 Junior/Young Rider and Training 3 Adult Amateur does not).

NOTE: If a rider notifies you that they entered the wrong class and you're still able to change the entry (ie, classes haven't been scheduled already), you may assess an office fee for the courtesy. If you're not able to accommodate the change, the rider will sacrifice their entry fee for that class.

### *Check for Completeness*

**Is the Coggins Test included?** All entries must include a copy of the Coggins. Should an entry not include the copy, it is acceptable that a competitor provide a copy when they arrive at the show (if only an original is available, you may charge for making a copy). If competitor is unable to provide any copy of their horse's Coggins test, they should be instructed to leave the show grounds immediately, without refund of entry fees.

**Is the bottom of the entry signed by all parties?** If any signatures were missing, or if entries were submitted online, be sure get all signatures before the start of the show. Riders may not ride in any class without a completely signed entry form.

**Is payment complete?** If any checks are returned, you may charge a processing fee of up to \$50.00, and you must also notify GLASS-ED of any failed payments. Competitors still owing for show fees will lose all points earned for Year End Awards, their scores will not be counted for Certificates of Achievement and the Classic Saddlery High Percentage Qualifier Award, and they may lose the privilege to show at future GLASS-ED shows.

## Creating a Show Program

Your program should include a list of all ride times in chronological order, separated by ring. List the class name and judge, for each ride time list the rider's name and number, and the horse's name. Provide a copy to GLASS-ED as soon as your ride schedule is complete, and alert GLASS-ED to any changes before the show. When the schedule is finalized, make enough copies of the program to give to each rider, all volunteers, all judges, and have a few extras on hand.

## Making Rider Packets

After your program is complete, you can begin creating rider packets (manila envelopes are easiest for this). Label the outside of each packet with the rider's name. Each packet should include your program and the rider's number.

## Preparing the Tests

**Before the show begins**, all tests should be clearly labeled! Label the front of each test with the show name and date, the rider's name and number, the horse's name, the class number and name, and the judge's name. It is also helpful if you can include the ride time and ring number. Once the tests are labeled, create a judge's packet to give to the scribe, by stacking them in order with the first ride time on top for each ring. Include a few blank tests for each class.

## Scoring and Posting Results

### Scoring Tests

Dressage tests have easy scoring built right in!

First, go down the front of the test and multiply the points awarded by any coefficients, and fill the TOTAL column (show here in black).

READER PLEASE NOTE: Anything in parentheses should not be read.

	TEST	DIRECTIVE IDEA	COEFFICIENT		REMARKS
			POINTS	TOTAL	
1. A X	Enter working trot Halt, salute Proceed working trot	Regularity and quality of trot; willing, calm transitions; straight, attentive halt; immobile (min. 3 seconds)	6.5	6.5	
2. C B	Track right Circle right 20m	Regularity and quality of trot; bend and balance in turn and circle; shape and size of circle	6	6	
3. K-X-M	Change rein	Regularity and quality of trot; straightness; bend in corner	6.5	6.5	
4. Between C & H	Working canter left lead	Willing, calm transition; regularity and quality of gaits; bend in corner; straightness	5.5	5.5	
5. E	Circle left 20m	Regularity and quality of canter; shape and size of circle; bend; balance	6	12	
6. Between F & K	Working trot	Willing, calm transition; regularity and quality of gaits; straightness	1.5	1.5	

Next, continue multiplying points by coefficients on the back of the test. Then use your adding machine to add all the numbers in your TOTAL column, and write the number of points in the SUBTOTAL box.

COLLECTIVE MARKS				
GAITS (Freedom and regularity)	6	1	6	
IMPULSION (Desire to move forward, elasticity of the steps, suppleness of the back, engagement of the hindquarters)	6	2	12	
SUBMISSION (Willing cooperation, harmony, attention and confidence, acceptance of bit and aids, straightness, lightness of forehand and ease of movements)	6.5	2	13	
RIDER'S POSITION AND SEAT (Alignment, posture, stability, weight placement, following mechanics of the gaits)	6.5	1	6.5	
RIDER'S CORRECT AND EFFECTIVE USE OF THE AIDS (Clarity, subtlety, independence, accuracy of test)	6.5	1	6.5	
<b>SUBTOTAL</b> <b>163</b>	<b>FURTHER REMARKS:</b>			
<b>ERRORS</b>				

Then, flip back to the front of the test to check for any errors. Write the total number of error points in the ERRORS box. Then, subtract errors (still on your adding machine) from your SUBTOTAL to get the TOTAL POINTS.

<b>SUBTOTAL</b> <b>163</b>	<b>FURTHER REMARKS:</b>			
<b>ERRORS:</b> <b>( - 2 )</b>				
<b>TOTAL POINTS</b> <b>(max points: 260)</b> <b>161</b>				

To calculate the percentage, divide the total number of points earned by the shown maximum points available, and then multiple by 100 (in this example,  $161/260 \times 100$  gives a score of 61.923). All scores must be calculated to three decimal places.

Write the total points earned, the percentage, and the placing on the front of the test.

### Placing and Tie-Breaking

1st place is awarded to the competitor with the highest percentage score. 2nd place is awarded to the competitor with the next highest score, and so on. In case of equality of scores the competitor with the highest total collective marks shall be placed 1st. When collective marks are equal, the placing will be a tie. If the tie is for 1st place, both competitors will receive a 1st place; subsequent placings shall be 3rd, 4th, and so on. When the tie is for 2nd place, the placings shall be 1st, 2nd, 2nd, 4th, 5<sup>th</sup>, and so on.

## The Difference Between “No Show,” “Scratch,” “Elimination,” and “Withdrew”

A rider may notify you before a class that they wish to scratch, or you may receive tests back from the judge with no show, elimination, or withdrew written on them. These must be noted as such on the posted final results.

- Scratch:** If the rider doesn't ride and tells show management that they will not be riding.  
**No Show:** If the rider does not turn up at the show at all, or misses a ride and fails to inform the show management that he/she is not riding.  
**Elimination:** If the rider starts to ride the test and the judge terminates the test.  
**Withdrew:** If the rider starts to ride the test, but chooses to stop before the end of the test.

## End of Show Championships

You must give any End of Show Championship Awards that you listed on your prize list, so long as there were at least four competitors in a division. If there were fewer riders in a division, you may still award a championship, but it is not required. You may also award championships in additional divisions, if you wish.

**High Point Championship:** The High Point Champion is awarded to the rider/horse combination with the highest placing point total in their division, and Reserve High Point to the rider/horse combination with the next highest point total. Points are calculated using the table below. In case of equality of points, the tie can be broken by averaging all scores within the division and the championship awarded to the competitor with the highest average percentage score. High Point Champion ribbons are usually blue, red and gold, and Reserve High Point ribbons are usually red, gold and white.

Number of Riders in the Class						
Placing	1-2	3-4	5-6	7-10	11-15	16-20
1	3	5	7	8	9	10
2	1	3	5	6	7	8
3	-	2	4	5	6	7
4	-	1	3	4	5	6
5	-	-	2	3	4	5
6	-	-	1	2	3	4

**High Percentage Championship:** High Percentage Championship is awarded to the competitor with the highest percentage score in their division, and Reserve High Percentage is awarded to the competitor with the next highest score. The same horse/rider combination may not win both Champion and Reserve in the same division. In case of equality of high percentage score, the tie can be broken by averaging all scores within the division with the championship awarded to the competitor with the highest average percentage. High Percentage Championship ribbons are usually dark purple, and High Percentage Reserve Championship Ribbons are usually light purple or lilac.

## Posting Scores

Designate and clearly mark a large wall space for posting scores. In the case of inclement weather, plastic sheet protectors work well to keep scores dry.

As quickly as possible after scoring is completed, results should be posted. When posting results, include the class name and number, the judge, each rider's name, each horse's name, the points and percentage for each, and the placings. For test of choice classes, also include the level and test ridden. If you will not have a computer and printer at your show, you may want to print an extra copy of your ride schedule with “blank spaces” left for points, score and placing, which will be easy to fill in for posting on show day. Place completed test sheets in a secure area so they are not lost or ruined by weather before they can be picked up.

### Submitting Results to Glass-Ed

The final show results report needs to be sent to the GLASS-ED point keeper (points@glass-ed.org) within one week following the show (but the sooner the better!) If at all possible, submit your results in order of placing or score, not in order of ride times. Include ALL riders who entered the class, even if they didn't actually ride the test. As with the posting of scores, you should include the class name and number, the judge, each rider's name, each horse's name, the points and percentage for each, and the placings. If a rider did not complete the class, replace their score and placing with SCR (scratch), NS (no show), E (eliminated), or W (withdrew), as appropriate. **For test of choice classes, also include the level and test ridden.** Also include High Point and High Percentage Champions for each division.

## Appendix of Useful Information

### List of Ribbon Companies

TIP: if you have your ribbons printed without a year, it's easy to reuse them at future shows!

Action Awards	616-761-3615	actionawardsonline.com
Hodges	800-556-2440	hodesbadge.com
Lettuce Duit	800-947-5223	lettuceduit.com

### Where to Download Dressage Tests

Tests of various levels and disciplines may be downloaded here:

**USDF Introductory Tests:**

<http://www.usdf.org/downloads/forms/index.asp?TypePass=Tests>

**USEF Tests (Training-Fourth Levels):**

[https://www.usef.org/\\_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx](https://www.usef.org/_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx)

**Rider Tests:**

[https://www.usef.org/\\_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx](https://www.usef.org/_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx)

**Dressage Equitation Score Sheets:**

[https://www.usef.org/\\_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx](https://www.usef.org/_IFrames/breedsdisciplines/discipline/alldressage/2015dressageTests.aspx)

**Sport Horse Breeding Stock (In-Hand) Score Sheets:**

<http://www.usdf.org/downloads/forms/index.asp?TypePass=Tests>

**Western Dressage Tests:**

<http://www.westerndressageassociation.org/western-dressage-rules-tests/>

**USEA Dressage Tests:**

<http://useventing.com/competitions/dressage>

## Ride Time Chart

### Average Time to Ride Test

(recommended to leave an additional two minutes between rides for scheduling purposes)

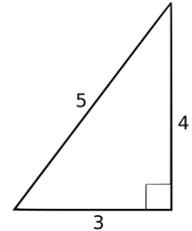
	<b>Small Arena</b>	<b>Standard Arena</b>
USDF Introductory Test A	4:00	5:00
USDF Introductory Test B	4:00	5:00
USDF Introductory Test C	5:00	6:00
USEF Training Test 1	4:00	5:00
USEF Training Test 2	4:30	5:30
USEF Training Test 3	4:00	5:00
USEF First Test 1		5:00
USEF First Test 2		5:30
USEF First Test 3		6:00
USEF Second Test 1		5:30
USEF Second Test 2		5:30
USEF Second Test 3		6:00
USEF Third Test 1		6:00
USEF Third Test 2		6:00
USEF Third Test 3		6:00
WDAA Introductory Test 1	4:00	4:30
WDAA Introductory Test 2	4:15	5:00
WDAA Introductory Test 3	4:30	5:00
WDAA Introductory Test 4	4:30	5:00
WDAA Basic Test 1	4:00	5:00
WDAA Basic Test 2	5:00	5:45
WDAA Basic Test 3	4:15	5:00
WDAA Basic Test 4	4:15	5:00
WDAA Level One Test 1		5:30
WDAA Level One Test 2		5:00
WDAA Level One Test 3		5:30
WDAA Level One Test 4		5:30
WDAA Level Two Test 1		5:30
WDAA Level Two Test 2		5:30
WDAA Level Two Test 3		5:30
WDAA Level Two Test 4		6:00
WDAA Level Three Test 1		6:30
WDAA Level Three Test 2		6:30
WDAA Level Three Test 3		6:30
WDAA Level Three Test 4		6:00

## How to Setup a Dressage Arena

NOTE: If you'll be changing an area between large and small dimensions throughout the day, consider having C remain a fixed point, and using different colored tape on your rails to mark letter positions for each arena size. You may move your short side at A inward, and leave the arms of the long side extending beyond A for faster arena switches.

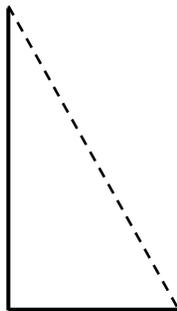
After you've decided on the general location and orientation of your arena, you'll need at least one 60 meter or 200 foot surveyor tape measure, two 30 meter or 100 foot tape measures, six stakes to mark your corners and measuring points, and a roll of string.

Next, take a moment to think all the way back to middle school math, and see if the Pythagorean Theorem comes to mind. No? You thought your need for geometry ended with the 20 meter circle? The Pythagorean Theorem states that the sum of the squares of the sides of a right triangle equals the square of the hypotenuse, or  $A^2 + B^2 = C^2$ . In other words, if one side is 3', and the other side is 4', the hypotenuse measures 5'. You'll use this information to set your first corner, and make sure it's exactly 90°.



So set a stake at your first corner. Have one stake tied three feet toward your short side, and another tied four feet toward your long side. Adjust their position as needed until you have exactly five feet between those stakes.

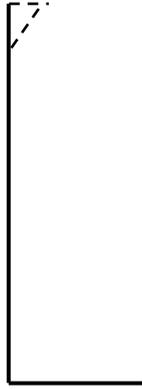
You now have your first corner set, and a guide to the first two sides.



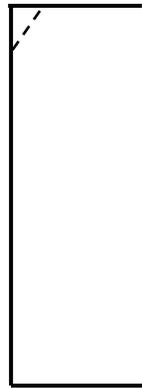
**Step 1:** Following the paths you just created, measure & stake the first long side (small is 40 meters or 132', standard is 60 meters or 198'), and the first short side (20 meters or 66'). Once your short and long side are staked into place, pull up the stakes you used to find your square corner, leaving the 3' and 4' sections of string attached.



**Step 2:** Use your 3' and 4' stakes to square the next corner of your long side.

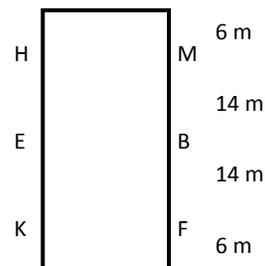
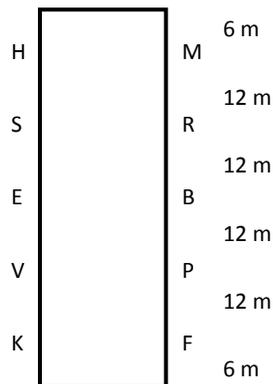


**Step 3:** When you have that corner squared, follow the newly created path to measure and stake the remaining short side.



**Step 4:** You now have all four corners marked! Use string tied to all four corner stakes as a guide to setting out your rails. Then measure along the rails to setup your letters.

M, H, K and F are 6 meters from the corners. E and B are centered – 20 meters from the corners in the small arena, or 30 meters from the corner in the standard arena. R, S, V and P are 12 meters between other letters, or 18 meters from the corners.



## Inventory List

- 2-Way Radios
- Bug spray
- Calculators
- Cash box and cash
- Clipboards (2 per judge)
- Computer/printer or adding machine
- Correction fluid
- Duct tape
- Entries, payment information, and Coggins
- Extension cords
- Extra omnibus
- Extra programs and ride schedules
- Extra toilet tissue
- GLASS-ED Membership Forms
- GLASS-ED Rule Book
- Insurance information
- Markers
- Masking tape
- Measuring tapes
- Note pads
- Pens (red, blue, black)
- Phone numbers for EMT, vet and farrier
- Poster board or computer printout (for posting scores)
- Posterboard or computer printout
- Ribbons
- Rider numbers
- Scotch tape
- Sheet protectors (for schedules and results)
- Show evaluation form
- Spare tests
- Stapler and Extra Staples
- Sun screen
- Table & 2 chairs per judge
- Table & chair for scorer
- Test sheets score sheets (labeled and extra copies)
- Thumb tacks or staple gun
- Tissues
- Trash bags
- Trophies
- Whistles/bells (different for each judge)

## Scribing Tips

- Ask the judge if they'll call out the movement number and how scores will be given: comments first and then the score, or vice versa.
- Ask the judge if they prefer to write their own collective remarks or if they'll be dictated.
- Do not distract the judge with comments or questions; keep your opinions to yourself.
- Don't attempt to judge the ride yourself by watching – you'll get behind.
- If you miss a score, leave the box blank and continue on until the end of the test, then ask the judge for the score before they score the collectives.
- Make yourself as friendly and helpful toward the judge as possible, and adapt to their style.
- If management is not available, give the judge directions to the restroom, lunch, etc.
- Be prepared! Dress for the weather (it feels colder when you're sitting still!), and bring any sunscreen, bug spray, hat, blanket, gloves, and jacket you think you may need. It's a good idea to bring your water bottles as well.

## Scribe Cheat Sheet

A	dressage letter "A"	forw	forward	resist	resistance
@	at	FW	forward	R	right
ang	angle	gd	good	rhy	rhythm
L	angle	1/2 pass	half pass	RH	right hind
attn	attention	HP	half pass	rush	rush, rushed
bal	balance	hau	haunches	satis	satisfactory
b/f, b/4	before	h-in	haunches in	serp	serpentine
b/h, beh	behind	hd tilt	head tilt	sh/in, sh-in	shoulder in
bend	bending	h/leg	hindlegs	sl, slt	slightly
btr	better	immob	immobile	sm	small
↑ bit	above bit	impul	impulsion	str	straight
betw	between	inattn	inattention	sq,	square
C	dressage letter "C"	inconsist	inconsistent	□	square
cad	cadence	ins	inside	stead	steady
cant	canter	irreg	irregular	stead	steadier
cntr, c-line	centerline	lks	lacks	thru	through
CL	centerline	lack imp	lacks impulsion	trans	transition
O	circle	lat	lateral	tr	trot
coll	collected	L	left	tu ha	turn on haunches
coll	collection	l	left	t/o hau	turn on haunches
connect	connection	<	less	TOF	turn on haunches
crkd	crooked	>	more	tu for	turn on forehand
Dpt	depart	ltr	letter	t/o fore	turn on forehand
diag	diagonal	LF	left front	TOF	turn on forehand
disob	disobedience	lg	large	unstd hd	unsteady head
eng	engage	LH	left hind	vert	vertical
eng	engagement	not □	not square	v	very
NRG	energy	outs	outside	wv	weaving
Ext	extended	pir	pirouette	w/	with
ext	extension	poll ↓	poll low	wr	wrong
flex	flexed	poll ↑	poll high	tran ↑	up transition
flex	flexion	pos	position	tran ↓	down transition
f/hand	forehand	reg	regular	X	dressage letter "X"
4hd	forehand	res	resistance		

## Master Class List

Classes in **BOLD** are required to be offered.

Introductory	<b>11</b>	<b>USDF Introductory Test A - Open</b>	Test of Choice	<b>501</b>	<b>Test of Choice</b>	
	<b>12</b>	<b>USDF Introductory Test B - Open</b>		502	Test of Choice - Small Ring	
	<b>13</b>	<b>USDF Introductory Test C - Open</b>		503	Test of Choice - Large Ring	
	21	USDF Test A - Adult Amateur		504	Test of Choice - Rider Tests	
	22	USDF Test B - Adult Amateur		505	Prix Caprilli	
	23	USDF Test C - Adult Amateur		506	USEA Test of Choice	
	31	USDF Test A - Jr/Yr		510	Gaited Test of Choice	
	32	USDF Test B - Jr/Yr		520	Bitless Test of Choice	
	33	USDF Test C - Jr/Yr		550	Para Test of Choice	
Training	<b>71</b>	<b>Training 1 - Open</b>	Freestyles	600	Standard Musical Freestyle	
	<b>72</b>	<b>Training 2 - Open</b>		603	Anything Goes Musical Freestyle	
	<b>73</b>	<b>Training 3 - Open</b>		604	Quadrille	
	74	Training Level Rider Test		605	Pas de Deux	
	81	Training 1 - Adult Amateur		Group Classes	700	In Hand
	82	Training 2 - Adult Amateur			701	Dressage Suitability
	83	Training 3 -Adult Amateur			<b>702</b>	<b>Dressage Equitation</b>
	91	Training 1 - Jr/Yr			<b>703</b>	<b>Walk/Trot Dressage Equitation</b>
	92	Training 2 - Jr/Yr			704	Training Level Dressage Equitation
93	Training 3 - Jr/Yr	705	1st Level and Up Dressage Equitation			
		706	Leadline			
First	<b>101</b>	<b>First Level 1 - Open</b>	Western Dressage		<b>800</b>	<b>Western Dressage Test of Choice</b>
	<b>102</b>	<b>First Level 2 - Open</b>			810	WDAA Intro Test of Choice
	<b>103</b>	<b>First Level 3 - Open</b>		811	WDAA Intro Test 1 - Open	
	104	First Level Rider Test		812	WDAA Intro Test 2 - Open	
	121	First 1 - Adult Amateur		813	WDAA Intro Test 3 - Open	
	122	First 2 - Adult Amateur		814	WDAA Intro Test 4 - Open	
	123	First 3 -Adult Amateur		820	WDAA Basic Test of Choice	
	131	First 1 - Jr/Yr		821	WDAA Basic Test 1 - Open	
	132	First 2 - Jr/Yr		822	WDAA Basic Test 2 - Open	
133	First 3 - Jr/Yr	823	WDAA Basic Test 3 - Open			
Second	201	Second Level 1 Open	824	WDAA Basic Test 4 - Open		
	202	Second Level 2 Open	830	WDAA Level 1 Test of Choice		
	203	Second Level 3 Open	840	WDAA Level 2 and 3 Test of Choice		
	204	Second Level Rider Test	Written	904	Written Quiz - Introductory	
Third	301	Third Level 1 Open		905	Written Quiz - Training	
	302	Third Level 2 Open		906	Written Quiz - First Level and Up	
	303	Third Level 3 Open				
Fourth	401	Fourth Level 1 Open				
	402	Fourth Level 2 Open				
	403	Fourth Level 3 Open				

\*If 502 and 503 are offered, 501 is not required

\*If 704 and 705 are offered, 702 is not required

\*If 810, 820, 830 and 840 are offered, 800 is not required

## Sample Prize List

<b>SAMPLE GLASS-ED SHOWBILL</b>				
July 1, 2017				
GLASS-ED Sanctioned Show!				
<i>Scores earned at this show are accepted for MDA &amp; Region 2 Year End Awards!</i>				
Judges: Sally Smith (R) and Mary Jones (L)		Secretary: Jane Doe		
Entry Information				
Entries are accepted only under the conditions and rules states in the show rules.				
<b>Open:</b>	June 1, 2017	<b>Close:</b>	June 21, 2017	
<b>Questions:</b>	Call (number here) Email (address here)	<b>Make checks payable to:</b>	(name here)	
<b>Show Location:</b>	Farm Name Street Address City State Zip	<b>Mail entries to:</b>	Show Secretary Name Street Address City State Zip	
<b>Coggins:</b>	A current negative coggins dated after 1/1/17 must be sent with entry.			
<b>Refunds:</b>	Vet/medical certificate must be received within 2 days of the show for a refund.			
<b>Fees:</b>	Entries received after the closing date will be assessed an additional \$5 per class.			
Introductory <sup>1</sup>		Second Level		
11	USDF Intro Test A - Open	\$15	201 Second Level Test 1 - Open	\$18
12	USDF Intro Test B - Open	\$15	202 Second Level Test 2 - Open	\$18
13	USDF Intro Test C - Open	\$15	203 Second Level Test 3 - Open	\$18
21	USDF Intro Test A - Adult Amateur	\$15	204 Second Level Rider Test	\$18
22	USDF Intro Test B - Adult Amateur	\$15	Third Level	
23	USDF Intro Test C - Adult Amateur	\$15	301 Third Level Test 1 - Open	\$18
31	USDF Intro Test A - Jr/YR	\$15	302 Third Level Test 2 - Open	\$18
32	USDF Intro Test B - Jr/YR	\$15	303 Third Level Test 3 - Open	\$18
33	USDF Intro Test C - Jr/YR	\$15	Test of Choice <sup>2</sup>	
Training Level <sup>1</sup>		501 Test of Choice	\$18	
71	Training Level Test 1 - Open	\$15	506 USEA Test of Choice	\$18
72	Training Level Test 2 - Open	\$15	Musical Freestyles	
73	Training Level Test 3 - Open	\$15	600 Standard Musical Freestyle	\$18
74	Training Level Rider Test	\$15	603 Anything Goes Musical Freestyle	\$18
81	Training Level Test 1 - AA	\$15	604 Anything Goes Pas de Deux	\$7/rider
82	Training Level Test 2 - AA	\$15	605 Anything Goes Quadrille	\$7/rider
83	Training Level Test 3 - AA	\$15	Group Classes	
91	Training Level Test 1 - Jr/YR	\$15	702 In-Hand	\$15
92	Training Level Test 2 - Jr/YR	\$15	702 Dressage Equitation	\$15
93	Training Level Test 3 - Jr/YR	\$15	703 Walk/Trot Dressage Equitation	\$15
First Level <sup>1</sup>		Western Dressage		
101	First Level Test 1 - Open	\$18	811 WDAA Intro Test 1 - Open	\$18
102	First Level Test 2 - Open	\$18	812 WDAA Intro Test 2 - Open	\$18
103	First Level Test 3 - Open	\$18	813 WDAA Intro Test 3 - Open	\$18
104	First Level Rider Test	\$18	814 WDAA Intro Test 4 - Open	\$18
121	First Level Test 1 - AA	\$18	821 WDAA Basic Test 1 - Open	\$18
122	First Level Test 2 - AA	\$18	822 WDAA Basic Test 2 - Open	\$18
123	First Level Test 3 - AA	\$18	823 WDAA Basic Test 3 - Open	\$18
131	First Level Test 1 - Jr/YR	\$18	824 WDAA Basic Test 4 - Open	\$18
132	First Level Test 2 - Jr/YR	\$18	830 WDAA Level 1 Test of Choice	\$18
133	First Level Test 3 - Jr/YR	\$18	840 WDAA Level 2 and 3 Test of Choice	\$18
Class Footnotes				
1 See show rules for eligibitliy requirements				
2 May ride multiple tests; same test may note be ridden twice. Please state test(s) to be ridden on entry form.				

# SAMPLE GLASS-ED SHOWBILL

July 1, 2017

## Awards and Championships

**Awards:** Ribbons for 1st through 6th places and End of Show Championship rosettes and awards.  
Ties in classes are broken by comparing the cumulative marks on the test.

**End of Show Championships:** There must be at least four (4) different riders competing in a division for an End of Show Championship for that division to be offered

**Championship Divisions:**

- Intro to Dressage – Jr/YR High % and High Point
- Intro to Dressage – Open High % and High Point
- Training Level – Jr/YR\* High % and High Point
- Training Level – AA\* High % and High Point
- Training Level – Open\* High % and High Point
- First Level\* – High % and High Point
- Second Level and higher\* – High % and High Point
- Western Dressage Intro – High % and High Point
- Western Dressage Basic – High % and High Point
- Western Dressage Level One and higher – High % and High Point

Ties for High Percentage will be broken by averaging the qualifying scores  
\*2013 Rider tests will be included in totals for Training, 1<sup>st</sup> or 2<sup>nd</sup> Level high points

## Horse/Human Food and Lodging

**Stalls:** \$30 - Day of Show    \$40 - Preceding Night and Day of Show  
Oak box stalls. Stabling is limited. Please call or email for availability before mailing entry. No arrivals prior to 6:00pm day before show

**Camping:** \$10 - Without hookup    \$15 - With electrical hookup

**Hotels:** Hotel name, location, phone number  
Hotel name, location, phone number

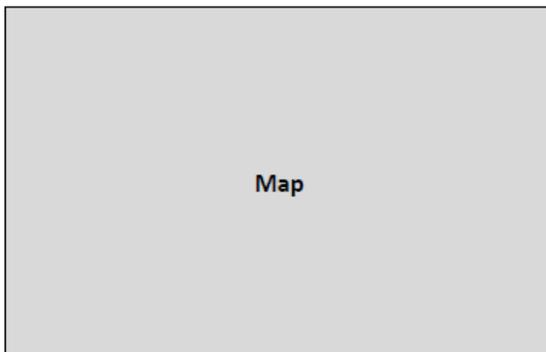
## Miscellaneous

**Ride Times:** Will be posted on [www.glass-ed.org](http://www.glass-ed.org) after June 28

**Rings:** 2 outdoor sand arenas

**Warm Up:** 1 outdoor sand arena, 1 outdoor grass arena

**Directions:** Directions from the north  
Directions from the south  
Directions from the east or west



# GLASS-ED Entry Form



## GREAT LAKES AREA SHOW SERIES – EDUCATIONAL DRESSAGE 2017 SHOW ENTRY FORM

SHOW NAME: \_\_\_\_\_

SHOW DATE: \_\_\_\_\_

OFFICE USE ONLY:	
CHECK #	
R: _____	O: _____
H: _____	S: _____

Horse Name: \_\_\_\_\_ Glass-Ed #<sup>1</sup>: \_\_\_\_\_

**Photocopy of negative Coggins MUST be attached or entry will be rejected. Horse's name on Coggins must match name on entry.**

Rider Name: \_\_\_\_\_ Glass-Ed #<sup>1</sup>: \_\_\_\_\_ Current MDC Member?

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rider Status<sup>2</sup> (check one):  Adult Amateur  Jr/Young Rider  Open Birthdate if Jr/YR: \_\_\_\_\_

Horse Owner Name (if different than rider) : \_\_\_\_\_ Glass-Ed #<sup>1</sup>: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Trainer Name (optional) : \_\_\_\_\_ Glass-Ed #<sup>1</sup>: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Riders under 21 or turning 21 during 2016 ride as a Junior/Young Rider. Riders over 22, or who will turn 22 during 2016 compete as adults, either Amateur or Open.**

Class #	Class Description	Fees

Subtotal of Class Fees	
Stabling <sup>6</sup> Day of Show (___stalls @ ___/stall)	
Stabling <sup>6</sup> Overnight (___stalls @ ___/stall)	
Stabling <sup>6</sup> Weekend (___stalls @ ___/stall)	
Camping <sup>6</sup> With Electricity	
Camping <sup>6</sup> Without Electricity	
Non-Member Fees (\$10.00)	
Post Entry Fees/Other	
<b>GRAND TOTAL</b>	

Quadrille Team Name: \_\_\_\_\_

Pas de Deux Team Name: \_\_\_\_\_

Musical Freestyle Level: \_\_\_\_\_

Test(s) of Choice<sup>3</sup>: \_\_\_\_\_

Stable With: \_\_\_\_\_

**Who to contact with Entry Questions?**

Rider  Owner  Trainer

Every entry at this show shall constitute an agreement that the person making it (owner, lessee, trainer, manager, agent, coach, drive handler, rider, horse) shall be subject to the constitution and rules of any and all organizations sanctioning this show, and the rules of the show itself, and that every rider, handler, and or driver is eligible as entered and the owner, rider and any of his representatives are bound by the constitutions of any/ all organizations sanctioning the show, and the show itself, and agree to hold the show, the officials, directors, and employers of the show and/or any/all of the organizers or bodies sanctioning the show, and employees of any of these organizations and the owners of the show grounds harmless for any action taken. The constitution of application of these rules is governed by the laws of the State of Michigan. I, the undersigned, hereby enter the above horse at my own risk and I further agree that if damage is occasioned or loss occurred to the horse exhibited, to any vehicles, or to other article(s) which I may send with such horse, I will make no claim therefore against the management, the owners of the show grounds, the officials of any and all sanctioning organizations and any person involved herein. I also agree that as a condition of entry, GLASS-ED may use photographs of me and my horse taken during the course of the competition for the promotion of GLASS-ED. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation.

**SIGNATURES - "Same" is not acceptable. Each line must be correctly signed for entry to be valid.**

Rider \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Horse Owner \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Trainer<sup>4</sup> \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian<sup>5</sup> \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Non-members who do not belong to any of the above listed show sanctioning organizations are required to pay a \$10.00 non-member fee. Michigan Dressage Club members do not need to pay a non-member fee at MDC co-sanctioned shows.

<sup>2</sup>See rules at glass-ed.org for division eligibility requirements.

<sup>3</sup>List class # and test(s) to be ridden in each class. If riding FEI levels please include a copy of test.

<sup>4</sup>The "Trainer" is the person, over age 18, who is responsible for the care, custody and control of the horse at the show.

<sup>5</sup>If Rider is a minor, parent or guardian must sign the entry form as well as the rider.

<sup>6</sup>Class, stabling and camping fees and availability vary by facility. Information regarding fees is available in the omnibus or at glass-ed.org.

## Sample Show Budget

	Income	Expenses
Entries	_____	
Sponsors	_____	
<b>Facility</b>		
Lights		_____
Stalls		_____
Bedding		_____
Arena		_____
Equipment		_____
PA System		_____
Radios		_____
Restrooms		_____
Tables/Chairs		_____
Licenses		_____
Other Rentals		_____
<b>Judges/Hired Officials</b>		
Fee		_____
Travel		_____
Meals		_____
Lodging		_____
<b>Administration</b>		
Sanctioning Fees		_____
Printing		_____
Postage		_____
Advertising		_____
Insurance		_____
Computers/Software		_____
Supplies		_____
Competitor Numbers		_____
Ribbons		_____
Trophies/Prizes		_____
Gifts		_____
<b>TOTAL INCOME AND EXPENSES</b>	_____	_____
<b>GRAND TOTAL</b>	_____	