

# **F**REDERICK **A**REA **D**RESSAGE **S**HOWS (**FADS**)

## **2022 Schooling Show Manager and Secretary Manual**

This goal of this manual is not to tell you what you must do; instead, it is a guide to help you create your own casual dressage schooling show that will be fun for you and your riders. Enjoy!



[www.FrederickDressage.org](http://www.FrederickDressage.org)

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## CHAPTER 1. INTRODUCTION

Thank you for holding a FADS show. We realize this takes a lot of time and commitment, and we appreciate your efforts. **This manual is designed to assist you in managing your show, not burden you with unnecessary rules! It is your show to manage in your own way.**

### WHAT IS FADS?

**Frederick Area Dressage Shows (FADS)** is a list of independent casual dressage schooling shows located in the Frederick County, Maryland, area. FADS is not an organization that holds shows. FADS is a free volunteer marketing service for farms or clubs that hold, or want to hold, casual dressage schooling shows to communicate their show information to Frederick County area dressage riders. It is also a way for riders to participate in casual dressage schooling shows without all the "red tape."

**Purpose:** The shows provide a fun and friendly atmosphere for the dressage enthusiast and promote the appreciation and pursuit of dressage. They also provide a true training atmosphere where both horse and rider can learn the process of showing and acclimate to the showing environment. The shows also give farms and clubs experience in holding dressage schooling shows, thereby increasing the number of dressage schooling shows in the Frederick County area.

**Does FADS have members?** No. FADS is not a club with members. FADS is a web based free volunteer marketing service for farms in the Frederick County, Maryland, area that hold casual dressage schooling shows. People who want to receive FADS announcements and other information via email may have their names and email addresses added to the FADS Email List. The FADS Email List will only be used for FADS announcements; it will not be provided to anyone for any purpose.

**Affiliations:** FADS is not affiliated with any equestrian or other organization.

**Who manages the FADS Show List?** Leslie Raulin maintains the FADS Show List with the advice of Cheryl Loane and Michele Wellman. In this capacity, they are marketing volunteers for each show. There is no fee for FADS marketing.

**How can a show be added to the FADS Show List?** [Click here](#) to read information for farms and show managers/secretaries.

**How do you ask a question about FADS?** Email [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com).

**How do you get on the FADS Email List?** If you are interested in riding in a show on the FADS Show List, or having your show(s) on the FADS Show list, and therefore want to receive FADS email notifications, complete the **Join Our Mailing List** form at [www.FrederickDressage.org](http://www.FrederickDressage.org). The FADS Email List will only be used for FADS announcements; it will not be provided to anyone for any purpose.

### INFORMATION ABOUT DRESSAGE SCHOOLING SHOWS ON THE FADS SHOW LIST

**Show Management:** Each show is managed independently by the sponsoring farm or club. The show management determines specific guidelines for their show, including which tests are offered, test fees, etc.

**Show Beneficiaries:** Show profits go to the sponsoring farm or club and/or a charitable organization. Additionally, the show management contributes to the cost of FADS Season-End Awards ribbons.

**FADS Show Names:** All shows on the FADS Show List are named FADS @ XXXXXXXXXXXXX, where XXXXXXXXXXXXX is the name of the farm or facility where the show is held.

**Show Attire:**

- **Horse:** Safe humane tack is required. Check each show's prize list to determine if Western saddles, etc. are permitted.
- **Rider:** Safe casual riding attire (riding jackets are optional). Approved safety helmet with harness fastened and riding-safe footwear are required whenever mounted. Riders may wear formal dressage attire if you desire.

**Are musical freestyle tests offered? Are FEI dressage tests offered? Are eventing dressage tests offered? Are gaited dressage tests offered? Are Western dressage tests offered? Are Western saddles permitted?** Since each show on the FADS Show List is managed independently by the sponsoring farm and since the show management determines specific guidelines for their show, it is up to each show manager to determine what tests offered at their shows. This would be reflected on each show's prize list and on the FADS Show List.

**Who can enter?** Anyone! Riders do not have to be a member of any organization in order to ride in shows on the FADS Show List.

## [FADS AWARDS](#)

**FADS Season-End Awards:** There is one season of FADS shows: March - November of the year. There are no December or January FADS shows. For each season with at least six shows, horse/rider combinations that compete at the same level in at least two FADS shows are eligible for FADS Season-End Award ribbons. Champion and Reserve Champion ribbons will be awarded for different dressage levels. Additional places may be offered. Participating farms or clubs pay for the cost of these ribbons and postage on a per ride basis. [Click here](#) for more information on FADS awards.

**Other FADS Awards:** Other FADS awards may be offered. Information is on the FADS web site.

## CHAPTER 2. PLANNING FOR THE SHOW AND SUBMITTING INFORMATION TO THE FADS WEBMASTER

### FADS FARMS AGREEMENT, LONG FADS SHOW FORM, SHORT FADS SHOW FORM

**FADS Farm Agreement:** Each FADS show season, FADS farms or clubs are required to submit a FADS Farm Agreement, which is completed and submitted as an easy online form. The form is submitted by the person responsible for the show insurance and the hold harmless agreement. [Click here](#) to open the online form.

**FADS Show Forms:** For each FADS show, FADS farms or clubs are required to submit a **Long FADS Show Form** or a **Short FADS Show Form**. The forms provide show information for posting on the FADS web site. [Click here](#) for information on when to use which form. [Click here](#) for the Long FADS Show Form. [Click here](#) for the Short FADS Show Form.

### FADS SHOWWARE

FADS farms or clubs are provided with FADS ShowWare, a MS Access software program for running the shows and for providing show reports to the FADS webmaster. All FADS show secretaries are required to use this software. [Click here](#) for information.

### SHOW SECRETARY AND SHOW MANAGER

Early in the planning of your show determine the show manager and show secretary. For schooling shows, this is often the same person. Duties:

#### 1) **Show Manager and Show Secretary:**

- a. Determine the show date, opening date, and closing date.
- b. Write/verify the prize list and send to the FADS webmaster.
- c. Write/verify the Hold Harmless Agreement for the farm/club and the show.

#### 2) **Show Manager:**

- a. Obtain/verify/obtain payment for show insurance.
- b. Hire the judge. [Click here](#) for a suggested contract.
- c. Submit the FADS FARMS AGREEMENT ([click here](#)) or ensure the person responsible for the show insurance and hold harmless agreement submits the form.
- d. Submit the FADS FARMS SHOW FORM ([click here](#)).
- e. Obtain and coordinate with the show facility to ensure the facility is ready for the show.
- f. Obtain and coordinate with volunteers (some shows have a separate volunteer coordinator). [Click here](#) for volunteer training materials.
- g. Obtain and coordinate with show sponsors, if applicable.
- h. Obtain and coordinate with show vendors, if applicable.
- i. Coordinate with show secretary.
- j. Obtain and coordinate with show announcer and photographer, if applicable.
- k. Pay the show's bills, including the judge, facility fees, hospitality, etc.
- l. Write thank you notes to the judge and volunteers.
- m. Other duties, as assigned.

#### 3) **Show Secretary:**

- a. Order ribbons.
- b. Receive show entries via the FADS Online Entry Form.
- c. Determine and publish show schedule (ride times).
- d. Print and label dressage test sheets.
- e. Print show schedule for judge and ring steward.
- f. Prepare show rider packets.
- g. Check in entries at the show, including receiving fees, Coggins, and Hold Harmless Agreements, if not done before the show day.
- h. Report scratches and no-shows to the judge and ring steward.
- i. Email the show results to the FADS webmaster.
- j. Other duties, as assigned.

## **SHOW INSURANCE**

FADS is not an organization; it is simply a coordinated list of dressage schooling shows in the Frederick County, Maryland, area. Therefore, FADS is not an organization that is responsible for the conduct of the shows and does not provide insurance for shows on the FADS Show List. **To have a show on the FADS Show List, the sponsoring farm/club MUST have insurance covering every activity during the show. This insurance is absolutely mandatory.**

## **SALE OF NON-PREPACKAGED FOOD**

If you plan to sell non-prepackaged food, ensure the activity is **insured** and that you have applicable state, county, and/or city **licenses/permits**. Provide food sale details in the prize list or in a separate document that can be linked from the FADS web site.

## **TACK SALES**

If you plan to have a tack sale, ensure the activity is **insured**. Provide tack sale details in the prize list or in a separate document that can be linked from the FADS web site.

## **HOLD HARMLESS AGREEMENT**

**Every rider (or parent/legal guardian) in the show must complete and sign a Hold Harmless Agreement.** This agreement is written by the farm owner or other responsible party and/or club, preferably in consultation with an attorney who is well-versed in equine liability issues (there is no equine liability law in Maryland). In addition to the usual coverages, the **agreement must cover show volunteers**. The **signed agreements must be kept on file through the statute of limitations**, which varies for injury, property damage, etc. [Click here](#) for the statute of limitations in Maryland; [click here](#) for the statute of limitations in Virginia. To play it safe, it is recommended you keep the signed hold harmless agreements on file for at least five years.

## **DETERMINING YOUR SHOW DATE, OPENING DATE AND CLOSING DATE**

[Click here](#) to view the **FADS Calendar**, which shows FADS shows and other shows and holidays that may impact your show. To ensure that each FADS show has an opportunity to have many riders, the following applies to FADS show dates:

Shows on the Same Day	To prevent too many shows in the same time period, there cannot be two FADS shows on the same day.
Shows During the Same Monday-Sunday Week	To prevent too many shows in the same time period, there cannot be more than two FADS shows in a Monday-Sunday week unless the shows are distant from each other.
Weeks with FADS Benefit Shows	To facilitate a good donation, Monday-Sunday weeks with a FADS benefit show will not have any other FADS shows that week. Benefit shows are designated on the FADS calendar as "(B) FADS Farm Name."
Shows in Similar Geographic Regions	Do not pick a show date that is during the Monday-Sunday week of a show that is near you.

After reviewing the **FADS Calendar**, you determine your show date, opening date and closing date. A typical opening date is three weeks before the show date and a typical closing date is one week before the show date; however, you may use another method to determine these dates.

Once you determine your show date, **submit your FADS Farm Agreement (if not already done so) and the LONG or SHORT FADS Show Form via the FADS website**. The date will be verified by the FADS webmaster who will then post the show on the FADS Calendar and the FADS Show List.

### **CLASS (DRESSAGE TEST) OFFERINGS**

You determine which classes (dressage tests) you offer at your show. FADS shows may offer any dressage test you desire. Your prize list should indicate which dressage tests are offered in the show(s). For example, do you offer musical freestyles (needs a music system), eventing dressage tests (in which size arena), Western dressage tests, etc. FADS show may also provide other options such as stakes classes and leadline classes. Indicate the rules on the prize list. FADS shows may NOT also offer jumping classes, trail classes, etc.

### **HORSE TACK**

You determine what horse tack is allowed in your shows. For example, are Western saddles allowed? This should be indicated in your prize list.

### **SHOW PRIZE LIST**

You write your own show prize list. [Click here](#) for a sample prize list. You submit your prize list to the FADS webmaster via email after completing the **FADS FARMS SHOW FORM** (see below).

### **JUDGE**

**Before you hire a judge, ensure you have a reserved a FADS show date so you can hire the judge for that date.** You contract the judge for your show. [Click here](#) for a sample judge contract (not required but a good idea). Although FADS show judges do not have to be a graduate of a USEF/USDF judge program, the recommended judge level for FADS schooling shows is **L** or higher (the higher the judge level the higher the judge fee). Most FADS schooling show judges are **L** or **r** judges. You can find a listing of local judges at <http://www.usdf.org/about/contact/officials.asp>. Also, [click here](#) to view a list of judges that have judged at FADS shows. The following are the USEF and FEI test requirements for licensed shows and FADS recommendations for its schooling shows:



Judge Level	Licensed Shows	FADS Schooling Shows
L (Learner) Judge	Cannot judge in USEF licensed / USDF recognized shows but may accompany a R judge.	Can judge any test in a FADS schooling show. Advise the judge if there are any rides above Second Level or special tests.
r (recorded) Judge	Can judge Intro, Training, First, and Second level classes. Cannot judge Third Level and above.	Can judge any test in a FADS schooling show. Advise the judge if there are any rides above Second Level or special tests.
R (Registered) Judge	Can judge Intro, Training, First, Second, Third and Fourth Levels. Cannot judge FEI tests.	Can judge any test in a FADS schooling show. Advise the judge if there are any FEI Level rides or special tests.
S (Senior) Judge	Can judge any dressage level.	Rarely, if ever, hired for a FADS Schooling Show. Can judge any test in a FADS Schooling Show. Advise the judge if there are any special tests.

**Picking a Judge:** There are two major considerations in picking a judge: 1) judge training and 2) judge variety.

- 1) Judge Training:** Although not required, it is preferable that you select an L graduate or higher judge. This ensures your judge has graduated from an official USDF/USEF judge program and therefore is judging by established standardized criteria.
- 2) Judge Variety:** Riders prefer to show in front of a variety of judges. It is therefore better to select a judge that is not also judging at another FADS show during the show season. [Click here](#) for the USDF listing of show officials then select the Region (1), the State (Maryland or Virginia), the Designation (L graduate and USEF Licensed Officials), and the Title (L Graduate, r judge, R judge) - this will help you find an officially trained judge. Also, [click here](#) to view a list of judges that have judged at FADS shows.

On occasion you may be contacted by a learner judge who would like to audit the judging and work with your show. This is perfectly acceptable as long as the show judge agrees.

Once your show has been scheduled, inform the judge of the range of tests, especially if there is a non-conventional test, such as a Quadrille, Pas de Deux, FEI dressage test, or FEI eventing dressage test. Also ask the judge if s/he has any special requirements for lunch, snacks, beverages, etc.

## [DETERMINE HOW RIDERS WILL ENTER YOUR SHOW](#)

Show entries may be arranged any way a farm prefers. Possible methods include:

- 1) FADS Online Entry Form:** The FADS web site provides an easy FADS Online Entry Form for which the entry information automatically goes to a designated email address. This method does not automatically provide money. It can be set up to request the Coggins and/or signed hold harmless agreements. Alternately, these may be collected at the show, farms may require entrants to snail mail them before the show, or other methods of submission (such as online payment from your web site).
- 2) Farm Online Entry Form:** A link to an online entry form on your web site can be provided on the FADS web site.
- 3) Snail Mail:** Riders submit the entry, supporting documents, and check via snail mail.
- 4) Other Methods:** Farms may request other show entry methods, as desired.

A farm's method of show entry should be clearly stated on the prize list; the information will then be included on the FADS web site. **Show management is responsible for collection of their own ride fees.** The FADS webmaster cannot assist in collecting fees.

## **RIBBONS AND AWARDS**

You can provide your own ribbons on which you may have your farm logo, etc. Alternately, FADS show ribbons are available at cost (about \$2.05 per ribbon as of November 2021). If you desire FADS ribbons, request them as soon as possible. To account for ties, always have at least 10% more ribbons than needed. Since FADS shows are designed to be a positive experience, **scheduling should be done to ensure that all riders receive a ribbon for each completed ride – usually no more than six rides per class.** Awards are optional and are provided by you. Show Champion High Score and Reserve Champion High Score ribbons may be provided by you. When determining the winners of the High Score and Reserve High Score ribbons, do not include Pas de Deux, musical freestyles, or other special tests such as pony club and eventing tests.

## **SUBMIT THE FADS FARMS SHOW FORM**

After you have determined the show date, opening date, closing date, judge (this can be TBD for now), show secretary, show manager (may be the same person as the show secretary), ride fees, have written the prize list, have a hold harmless agreement, determined how riders will enter your show, and whether you will provide your own ribbons or use FADS ribbons, submit the online **FADS FARMS SHOW FORM** ([click here](#) for the online form).

## **OTHER PLANNING**

**Restroom Facilities:** Determine if you want to use any onsite restroom facilities for the show. If not, you need to arrange for delivery and pick-up of a portable toilet. These arrangements should be made a few months in advance of your show date. The portable service vendor will provide you the cost when ordering the portable toilet. Unfortunately, they are expensive.

**Lunches and Refreshments for Judge(s) and Volunteers:** Lunch and refreshments **must** be provided for judge(s) and volunteers. Depending on the size of the show, the show manager or a hospitality volunteer can handle this. The judge(s) should be contacted prior to the show to ascertain any dietary preferences or restrictions. Place a small cooler with drinks, fruit, and/or other snacks in the judge's booth and replenish the supply as needed. Keep in mind the time of year and plan your food and drink accordingly. Local food stores can make a deli platter for a reasonable fee.

**Food Service for Competitors and Spectators:** You may want to provide refreshments for competitors and spectators for a small fee. Refreshments can be as simple as coffee, tea, and pre-packaged snacks, or as elaborate as you wish, including hiring a food vendor. At the very least, you should have bottled water available for the competitors, especially on potentially hot days. Have small bills and change available for your refreshment sales. Ensure your food and beverage activities are insured and comply with local, county, and/or state permit requirements.

**Show Equipment:** You provide all the equipment, dressage tests, office supplies, etc. [Click here](#) to view a sample Equipment Check List. At a minimum you need the following:

**Judge Stand/Vehicle/Trailer:** If you do not have a judge's stand available, you will need an automobile/truck or clean horse trailer in reasonable condition to use for the judge and scribe. If you have good weather, a canopy is acceptable but does not provide good protection for the judge.

**Schooling Show Equipment:** You will need to provide the following:

- 1) Arena components to set up a 20m x 60m dressage arena.
- 2) Tables and chairs for show office and judge.
- 3) Scoreboards.
- 4) Dressage tests ([click here](#) for links to dressage tests posted on the FADS web site.
- 5) Ribbons.
- 6) Bridle Numbers (optional for FADS shows).
- 7) Office supplies: markers, pens (black & red), pencils and sharpeners, staplers, tape, bell, whistle, stopwatch, staple gun, clipboards, bug spray, etc.
- 8) Scorer supplies: calculators and pens.
- 9) First Aid Kit which contains basic first aid supplies: bandages, band-aids, antiseptic, cotton, etc.  
*(Please note: headache, sinus, or pain medications should not be provided as it is illegal for non-medical personnel to dispense medications.)*
- 10) Show Sign (optional) – you may want to create a show sign to place at the entrance of your farm. This will help riders locate the farm.

### OPENING AND CLOSING DATES

As discussed in Chapter 2, you determine your opening and closing dates. These dates are on your prize list and will be posted on the FADS web site. The show usually closes (does not accept more entries) at 10PM or midnight of the closing date.

### ENTRY METHODS

As discussed in Chapter 2, you may accept your show entries by any method you prefer. The most common methods:

- 1) **FADS Online Entry Form:** The FADS web site provides an easy FADS Show Entry Form for which the entry information automatically goes to a designated email address. This method does not automatically provide money, Coggins, or signed hold harmless agreements. These may be collected at the show, farms may require entrants to snail mail them before the show, or other methods of submission (such as online payment from your web site).
- 2) **Farm Online Entry Form:** A link to an online entry form on your web site can be provided on the FADS web site.
- 3) **Snail Mail:** Riders submit the entry, supporting documents, and check via snail mail.
- 4) **Other Methods:** Farms may request other show entry methods, as desired.

A farm's method of show entry should be clearly stated on the prize list; the information will then be included on the FADS web site. **Show management is responsible for collection of their own ride fees.**

### ENTRIES VIA FADS WEB SITE

Each show on the FADS Show List will have a section on the FADS web site **SHOWS** tab. This can include a FADS Online Entry Form, if requested. When a rider completes the online form, a designated email address receives an email with the entry information only (verification of the show that was entered, rider name, rider status, rider email address, horse name, classes, acknowledgement that payment is due, and special requests). The hold harmless agreement and Coggins may be downloaded with the online entry, brought to the show, or mailed before the show. Payment may be mailed to you or brought to the show. This information should be stated on your prize list.

### ENTRIES VIA SNAIL MAIL

- 1) **Mandatory Items:** As the entries arrive by mail, check for the following mandatory items:
  - a. Your Entry Form: This is provided by you in your prize list. A link to the document is provided on the FADS web site.
  - b. Hold Harmless Agreement: This is provided by you in your prize list or as a separate document. A link to the document is provided on the FADS web site.

- c. **Coggins:** A copy of a current negative Coggins report is mandatory. A Coggins test is valid for one year only. Check the date read or certified by the lab against the show date. Verify that the name of the horse on the Coggins matches the horse name listed on the entry form.
  - d. **Payment:** A check for the proper amount made out to the person/farm listed on the prize list (checks are NOT made out to FADS).
- 2) **Incomplete Entries:** If an entry is missing information you require before the show, it is considered incomplete. Contact the competitor to obtain the missing information by the closing date. If the closing date has passed and there is a waiting list, complete entries will take precedence over incomplete entries. If there is no waiting list and you wish to allow the competitor to bring the missing information with her/him on show day, it is permissible, keeping in mind that you are putting extra work on your show secretary.

## COGGINS

**If a current Coggins is not provided before or at the show, the horse may not be taken off the trailer until a copy is shown to the show secretary or manager. If a copy is not provided, the horse may not participate in the show. An emailed or online copy is acceptable.**

## MANAGING ENTRIES

1. **Tutorial:** The FADS ShowWare manual provides a tutorial for scheduling shows. The manual is provided with the software.
2. **Enter the Entries:** As you receive entries, enter them in FADS ShowWare. The software reports the number of rides and length of the show, which lets you track when your show is getting full. You may need to close your show early if it fills early or you may want to extend your closing date if you need more rides – email [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) to do this.
3. **Waiting List:** If it is necessary to begin a waiting list, the following procedures can be followed:
  - a. Email [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) if you show needs to close early. Your show's entry web page will be annotated to inform additional entrants that the show is full and their entry will be on a waiting list.
  - b. As openings become available due to scratches, email the wait listed individuals to ensure they are still interested in filling the scratch.
4. **Scratches:**
  - a. The FADS ShowWare manual discusses the handling of scratches.
  - b. You may receive emails from competitors who wish to simply arrive on the show day to see if there are any scratches to fill. This is acceptable as long as they bring all necessary paperwork with them on show day and understand that they may not get a chance to ride.
5. **Late Entries:**
  - a. If the show is not full, you may decide to accept late entries that you can add at the end of the show. In most cases, the rides would need to be HC (hors-concours - the ride is done in front of

the judge, the rider receives judge comments and a score sheet; however, the ride is not part of a class and a ribbon is not awarded) since they cannot be inserted into the schedule with a class. Ensure the riders agree to riding HC before adding them at the end of the show.

## **CLOSING THE SHOW**

If the show is full, or near full, at midnight of the closing date, it is best to close the show. **Email the FADS webmaster** at [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) to have the show marked closed on the FADS web site. If the FADS webmaster does not hear from you, the show will automatically be marked closed.

If the show is not full at 10PM or midnight of the closing date and you want to extend the time the show is open, **email the FADS webmaster** at [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) and the new closing date will be annotated on the FADS web site. The webmaster will also send out a FADS eblast with the new closing date.

**TUTORIAL**

The FADS ShowWare manual provides information on scheduling a schooling show. Additionally, the FADS web site provides a tutorial for entering entries and scheduling the show ([click here](#)).

**WHAT IS SHOW SCHEDULING?**

Show scheduling is the process whereby you determine the sequence and ride times of riders in the show, and the times for judge breaks and lunch. Scheduling is performed after the closing date and after all entries have been entered in your spreadsheet.

In a USEF/USDF licensed/recognized show, the rides in a class must usually be scheduled in a contiguous block. This is not required in FADS schooling shows. Therefore, to accommodate trailering arrangements, trainers that are riding and coaching, riders with more than one horse, etc., a class may have a rider with a special scheduling request at 8:00 AM, another rider in the class with a special scheduling request at 10:00 AM, and the balance of the class starting at 2:00 PM. It is best that the riders with special requests ride **earlier** than the balance of the class so their out-of-sequence rides do not inconvenience the balance of the class. Also, you will need to make arrangements for the out-of-sequence rider(s) to get their ribbon(s) if they must leave before the balance of their class is finished. Ribbons could be picked up by a friend, be picked up by the rider on another day, or the rider could provide postage costs (about \$5.00 as of November 2021). Include this information in the prize list.

Show scheduling is an art, not a science. It is probably the most difficult aspect of putting together a show. There are also many schools of thought on how it should be done.

**TYPICAL SHOW SCHEDULE**

The show start time will depend on whether it is a half-day, all-day, or evening show. Typically, an all-day show begins at 8:00 AM, 8:30 AM, or 9:00 AM, and ends at 4:00 PM to 5:00 PM. This time span permits approximately 50 rides for one judge in one standard (20m x 60m) arena. One arena with two judges can handle 75 to 80 rides, as the show day would then expand from 8 hours to 10-11 hours. *(Remember what the volunteer requirements would be in that instance.)* A second judge and a second arena offer an opportunity for additional rides on either a half- or full-day basis. An evening show can accommodate 25 rides and begin at 4:00 PM to 4:30 PM, ending no later than 9:00 PM (depends upon the time that daylight ends).

**USEF Rule:** Judges may not be scheduled for more than **8 hours** of judging per day and no more than **2 hours** of judging between a break or lunch. Judges must be provided a **10-15 minute break** and a **45-60 minute lunch** between the two-hour judging periods. Additionally, the judge may not be on the show grounds more than **10 hours**. Schooling shows should follow this rule. A typical show schedule is therefore similar to:

8:00 AM – 10:00 AM	Judge Classes (2 hrs)
10:00 AM – 10:15 AM	<i>BREAK (15 min)</i>
10:15 AM – 12:15 PM	Judge Classes (2 hrs)
12:15 PM – 01:00 PM	<i>LUNCH (45 min)</i>
1:00 PM – 3:00 PM	Judge Classes (2 hrs)
3:00 PM – 3:15 PM	<i>BREAK (15 min)</i>
3:15 PM – 5:15 PM	Judge Classes (2 hrs)

*(8 hrs of judging + 1 hr 15 min break/lunch = 9 hr 15 min on the show grounds)*



## DETERMINE TYPE AND NUMBER OF CLASSES

**Considerations in Determining Show Classes:** There are two major considerations in establishing show classes: 1) classes with similar levels and 2) classes with similar test types. Shows are competitions; therefore, riders prefer to compete against horse/rider pairs performing similar levels and/or test types.

- 1) Classes with Similar Levels: Whenever possible, each class should have rides of only one level (class with only Intro level rides, only Training level rides, etc.). Whenever possible, schedule a separate class for each test (Intro Level Test A, Training Level Test 3, etc.). Since all USDF/USEF levels now have three tests, very often for a level you will have more rides for the 2nd test than for the 1st and 3rd test; you may want to split the rides for the 2nd test into two classes so riders riding the 1st and 2nd tests are in different classes than riders riding the 2nd and 3rd tests. If you need to put more than one level in a class, whenever possible, schedule adjacent levels together (Second and Third together, not Intro and Second together, etc.). While it is preferable for a rider riding two tests to be in two classes, this is not always possible. It is ok to have a class with only one or two riders!
- 2) Classes with Similar Test Types: Different test types have different judging criteria; therefore, it is recommended they be in different classes. For example, schedule musical freestyles in a separate class, eventing tests in a separate class or classes, rider tests in a separate class, etc. If you schedule a class with a mixture of USDF/USEF level tests, eventing tests, musical freestyles, rider tests, etc., the judging criteria are not comparable so the resulting scores are not comparable. (HINT: USEF Training Level tests are not comparable to USEA (Eventing) Training Level tests so it is not recommended they be scheduled in the same class.)

**Procedure:** FADS ShowWare has reports that show you the number of rides for each class or each test type. This helps you determine the type and number of classes.

- 1) If you have more than six rides for a class, it is recommended that you split the class into two (or more) classes. By doing this, all riders will go home with a ribbon, contributing to the positive FADS showing experience. For example, if you have eight riders in Training Level Test 2, split the rides into two classes with about half of the rides each, **Class 102.1 Training Level Test 2 Div 1** and **Class 102.2 Training Level Test 2 Div 2**. If practical, you may want to split the classes by rider status (Professional, Adult Amateur, and Junior/Young Rider). Another way to split is based on the other rides the horse/rider pair is performing. If they are riding Training 1 and Training 2, put these riders in Class 102.1 Training Level Test 2. If they are riding Training 2 and Training 3, put these riders in Class 102.2 Training Level Test 2.
- 2) If you have fewer than two to four rides for a test, you may want to combine similar tests into one class. For example, if you have two First Level Test 1 rides and three First Level Test 2 rides, you can combine them into a First Level Test 1 & 2 class with five riders. However, it is not required to combine the rides into one class.
- 3) Musical Freestyle rides should be in a separate class, but Freestyle levels may be combined.
- 4) Eventing Dressage Tests should be in a separate class or classes. (Hint: Eventing Training tests are different from dressage Training Level tests so they should not be in the same class.)

## SPECIAL REQUESTS

As discussed above, in licensed shows, riders in a class must be scheduled sequentially (one right after the other) so it is usually impossible to respond to special scheduling requests. In schooling shows



riders in a class do not have to be scheduled sequentially so special requests can be accommodated, if at all possible. Look over your entries to see if there have been any special requests for ride times (competitors traveling together who want to ride as close together as possible, trainers who are riding and coaching at the show, etc.). You may not be able to honor every request, but do the best you can.

The following are ways to handle special scheduling requests:

- If a class can be scheduled at a time frame requested by the rider, this should be done.
- If the class cannot be scheduled in this time frame, every attempt should be made to schedule special request ride(s) **BEFORE** the balance of the class; this is necessary so other riders do not have to wait for the class to finish.
- If a special request ride cannot be scheduled before the balance of the class, the ride can be later than the class as an HC ride (HC = *hors concours* - the ride is before the judge, receives judge verbal comments, and a test sheet is provided, but the ride is not part of a class so there is no class placing and there is no ribbon awarded), if approved by the rider.
- Special scheduling requests involving a wide variety of tests can be very difficult to honor. For example, if a rider wants Training Level Test 1 and Eventing Beginner Novice Test A and is trailering with other event riders it may be difficult to schedule the Training Level Test 1 ride in the same time period as the Eventing Beginner Novice Test A ride and other eventing tests.
- Scheduling occurs after the closing date; therefore, a ride that is scratched due to a special request that cannot be honored may be considered a scratched ride with the fee to be paid. It is your decision!
- If some riders must depart before their class finishes they will need to make arrangements to pick up ribbon(s) (a friend at the show, pick up at a later date, provide \$5.00 postage cost, etc.). This should be explained in the prize list.

## ORDER OF CLASSES

There are many schools of thought for the order of classes, including:

1. **Schedule Higher Levels First:** Because they take more exertion so benefit from cooler morning weather, schedule the higher level tests first, then sequentially to the lower level tests. However, schedule sequentially within each level. For example:
  - FEI TOC
  - Second Level and Above
  - First Level Test 1
  - First Level Test 2
  - First Level Test 3
  - Training Level 1
  - Training Level 2
  - Training Level 3
  - Large arena eventing dressage tests (Prelim B and above)
  - Introductory Level A (small arena, if desired)
  - Introductory Level B (small arena, if desired)
  - Introductory Level C (small arena, if desired)
  - Small arena eventing dressage tests (Prelim A and below)
2. **Schedule as You Think Best Fits the Classes, Rides, and Special Requests:** While it is convenient to schedule the classes as above, it may not be possible if riders have special requests such as trailering partners, trainers who are riding and coaching, etc. Start by arranging your classes in the order you'd like them to go and begin assigning ride times. Consider special requests, special considerations, horse/rider combinations with more than one ride, riders with more than one horse, etc., and try to fit them in a schedule with the least number of conflicts. Riders

riding in two different levels with the same horse don't like to ride the higher level first, although this sometimes cannot be avoided. When you use this technique (the most common method for FADS shows), the show schedule has an **Order of Go** (the sequence of rides) and a **Class Schedule** (the list of rides in each class, usually listed in order of the class rides). It is best to release both lists. The FADS tutorial shows how to make the separate lists.

## CLASS AND BRIDLE NUMBERS

1. **Class Numbers:** FADS ShowWare has class numbers for typical tests. The manual provides conventions for numbering additional classes.
2. **Bridle Numbers:** Bridle numbers are optional for FADS shows. If you elect to use bridle numbers, assign one bridle number for each horse/rider combination. You need to supply the bridle numbers. FADS ShowWare requires a unique number for each entrant (horse/rider pair) – this should be the same as the bridle number, if you use them.

## TIME ALLOTTED FOR EACH TEST

FADS ShowWare has built-in durations (time allotted) for each test. This can be edited, if desired. Instructions are in the manual.

## JUDGE BREAKS AND LUNCH

For a full day show, a morning and afternoon **break (10-15 minutes each)** and **lunch (45-60 minutes)** are required for the judge. **Judges cannot judge more than 2 hours without a break or lunch.** Additionally, they **cannot judge more than 8 hours per day**, nor be on the show grounds for more than 10 hours per day (USEF rule that should be honored by schooling shows). If there is a problem, ask the judge's permission if s/he is willing to judge a little longer. (*Also see Chapter 2. Show Schedule*)

**Note:** An easy mistake is to forget to include the minutes for the ride before starting the judge's break or lunch. For example, a break is scheduled after the 9:54 AM ride, which is a Training Level Test 1 ride for which you have allocated 8 minutes. The break starts at 10:02 AM (9:54 plus 8 minutes) and the next ride starts at 10:17 AM (10:02 plus 15 minutes).

## DOWN TIME

If you must move a judge and scribe from one ring to another, switch judges in the same arena, change an arena from large to small (or small to large), test the music system for musical freestyles, etc., allow enough time in the schedule (8 to 10 minutes is average).

## RESOLVE CONFLICTS

A conflict occurs when a rider needs to be in two places at the same time or close to the same time. This usually occurs in a show with more than one ring in which a rider does not have enough time between rides in the two rings. A conflict can also occur in a show with one ring if the rides of a rider with two horses are scheduled too close together (the USEF requirement for recognized shows is 50 minutes between a rider's rides on different horses; however, this is not always possible in a small schooling show). A conflict can also occur if one horse is being ridden by more than one rider – the

horse can have a conflict. Review your schedule to ensure you have no rider or horse conflicts, or that you have done your best to minimize conflicts.

1. **Horse/rider combinations in more than one class**: Attempt to schedule at least one ride between each of their rides. Contact a competitor if s/he must ride tests back-to-back on the same horse.
2. **Riders with more than one horse**: Attempt to schedule time between rides on each horse so the rider has time to change tack and warm-up. Ideally, the rider has 50 minutes between two rides on different horses (in licensed shows, this is the USEF rule); however, this may not always be possible in a small schooling show.

After you have finished your schedule, check for conflicts and reschedule as needed.

## **POSTING THE SHOW SCHEDULE (RIDE TIMES) ON THE FADS WEB SITE**

FADS ShowWare provides three ride time reports for posting on the FADS website – Order of Go, Classes in the Show, and Rider Times. No later than three days before your show, **email the ride times reports to the FADS webmaster** at [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com). The show schedule files will be posted on the FADS web site for your riders to see. Additionally, you may also want to email the show schedule files to your riders.

## **ADDING A RIDE AFTER YOU HAVE SCHEDULED THE SHOW**

Once you have performed scheduling, it is difficult to add riders unless there is a scratch. However, since at FADS shows we want to give riders every opportunity to have a showing experience, try to fit in a new rider if this can be done without disrupting the placing of the class in a timely manner. If the rider wants to be in a class scheduled for the morning but you only have space in the afternoon, the rider could ride *hors concours*. (Riding *hors concours* at a horse competition means the rider is not competing. The rider pays an entry fee, receives a number (optional), and is judged by the judge. However the rider is not considered for placings.) This gives the horse and rider a showing experience, discussion with the judge, a score sheet, and a score but does not compromise a class scheduled in another time period. Do not make all the riders in a class wait a long time for their class to end. The FADS ShowWare manual has instructions for managing scratches before and after scheduling.

### DOCUMENTS YOU WILL NEED

1. **FADS ShowWare Order of Go:** Make copies for distribution to the judge, scribe, scorer(s), ring steward(s), etc..
2. **FADS ShowWare Classes in Show:** Print a few copies so the judge and riders can see the classes.
3. **FADS ShowWare Rider Times:** Print a few copies so the judge and riders can see the classes.
3. **Show Program:** Optional. For FADS schooling shows, a show program is not required. However, you may have a show program if you desire. If you have sponsors for the show and/or awards, you may want to include advertisements for your sponsors.
4. **Dressage Tests:** Dressage tests are provided by the sponsoring farm. [Click here](#) to obtain links to the USDF, USEF, FEI, and USEA dressage tests on the FADS website. Using the labels produced with FADS ShowWare, label each appropriate test.
5. **Judge Packets:** Make up a judge's packet with the dressage test sheets (organized by order of go) and the show Order of Go document. Place on a clipboard. Have extra copies of each test in case an extra test is needed.
6. **Competitor Packets:** Optional. Competitor packets are optional for FADS shows. If you make packets, include bridle numbers (if used), a show schedule or program, and any other pertinent information (i.e. parking restrictions, facility layout, sponsor advertisement, etc.). The packets are usually an envelope sized to contain the information.
7. **Score Posters:** FADS ShowWare provides score posters. Instructions are in the manual..
8. **Results Report:** FADS ShowWare provides two results reports – one \*.PDF file and one \*.xls file. Email these files to LeslieRaulin@gmail.com.

## CHAPTER 6. VOLUNTEERS AND VOLUNTEER TRAINING MATERIALS

### VOLUNTEERS

You will need to find volunteers for your show; it is never too early to recruit volunteers. Reliable friends are always helpful. Volunteers can be recruited via a FADS email blast – contact the FADS webmaster at [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) if you want a request sent out. Ensure you have a few extra volunteers scheduled in case of last minute cancellations or no-shows. Keep in mind that you can't expect your volunteers to work a 12-13 hour day unless they've indicated their willingness to do so. If the show is scheduled to run longer than 8-9 hours, you'll need additional volunteers on a half-day basis. Your volunteers may include (**red text indicates mandatory volunteers**, **green text indicates nice-to-have volunteers**, and **black text indicates optional volunteers**):

POSITION	DUTIES	#
Show Manager	Organizes every step of the show. Hires the judge, recruits volunteers, purchases food and beverages for the judge and volunteers, etc. etc. For a small schooling show the show manager and the show secretary may be the same person.	1
Grounds Setup & Take-Down (mandatory)	Set up arena(s), tables/chairs for the judge and scribe and for show secretary and scorer(s). Tear down and clean up after the show. Set up is faster with at least one experienced volunteer.	3-4 per ring
Show Secretary (mandatory)	Checks in the riders, receives payment and Hold Harmless Agreements if not received earlier, checks Coggins if not received earlier, gives out numbers and programs, handles scratches and changes, informs competitors and spectators about the show facility and accommodations, and handles messages.	1
Scorers (mandatory, secretary can do this for small shows)	Responsible for ensuring all tests are properly scored, checked, and posted. The head scorer should be experienced with the dressage tests and the rules of scoring, coefficients, and penalties. Other scorers can be experienced people or people who are interested in scoring and who want to learn.	2 per ring
Scribe (mandatory)	Responsible for taking down the judge's comments and scores during the tests, ensuring that the test sheets are complete and signed, and that they are sent to the scorers without delay. Experienced individuals who have done this job before and learner judges should be your first choice for this position. A third possibility is the judge's own preference. Judges sometimes bring their own scribe.	1 per judge
Warm-Up Steward (nice-to-have)	Assists riders in the warm-up area and ensures they go to the competition arena in a timely manner.	1 per WU ring
Show Arena Steward (nice-to-have)	Responsible for keeping the ring on schedule and overseeing each competitor's entrance to and exit from the ring. The steward should not be timid around horses. Make certain that the steward brings a watch on show day. For FADS shows, the steward may safely assist the riders enter the show arena if the horse is hesitant to enter. The steward should only assist a rider in safe situations.	1 per ring
Runner (mandatory, scorers can do this)	Carry tests from judge to scorer, refreshments to judges and other workers, and messages from one person to another. Runners do a lot of walking and are on their feet most of the day, so individuals should be fit. If necessary, you can switch runners and gate stewards in half-day sessions.	1-2 per ring
Parking Monitor (optional)	Ensure horse trailers are parked in the correct location.	1 per show
Announcer (optional)	If you have a loud speaker system, an announcer is a nice addition to identify riders, keep competitors and spectators informed, and to publicly thank volunteers. The announcer must be someone with a clear speaking voice and the ability to manage last minute changes.	1 per show
Hospitality (optional)	Arrange, deliver and serve food and drinks for the judge and volunteers.	1 per show
Photographer and/or Videographer (optional)	As most competitors would enjoy seeing themselves or their horse's picture published, you may want to provide a photographer and/or videographer at your show to take photos/videos of the competitors and the volunteers, staff, or other photo opportunities for possible selection for the FADS web site.	1 each per show

## [VOLUNTEER TRAINING MATERIALS](#)

Some or all of your volunteers may be new to the duties they are going to perform. Volunteer training materials are posted on the FADS web; [click here](#) for the materials. Once they are assigned their duties, email the links below to your volunteers so they can be prepared.

### **FADS Volunteer Training Documents:**

1. **Arena Set-Up:** [Click here](#)
2. **Scoring:** [Click here](#)
3. **Ring Steward:** [Click here](#)
4. **Equipment Check** (not performed at a FADS schooling show; however, the ring steward should be familiar with what is considered by USEF to be safe equipment): [Click here](#)
5. **Runners:** [Click here](#)
6. **Scribe:** [Click here](#)
7. **Show Etiquette** (document is designed for riders; however, the information is also valuable for show volunteers): pending

### **USDF Documents:**

1. **2019 USDF Glossary of Judge Terms** - [Click here](#).
2. **USDF Guide for Scribes:** [Click here](#)
3. **USDF Saddlery Inspections:** [Click here](#)
4. **USDF Dressage Attire & Equipment Booklet:** [Click here](#)

### PHONE CALLS AND/OR EMAILS

**Judge(s):** You should call or email the judge to inform him/her of the show start and end times. Advise the judge of any unusual rides, such as an eventing test or tests above his or her qualification (see *Chapter 2*). Provide your show schedule (Order of Go and Class List) as an email attachment. Inquire about dietary preferences for lunch; for example, he or she might be a vegetarian or have to follow a special diet. Ensure each judge has directions to the show grounds (maps are posted on the FADS web site) and remind them to determine their mileage. Inform each judge that FADS shows have a relaxed dress code and that show coats and mane braiding are not required. Additionally, colored saddle pads are allowed. Polo bandages are usually not allowed unless requested in a letter from the vet.

**Host Facility:** If it is not your farm, call and/or email the host facility to see if any last-minute arrangements need to be made. For example, if there has been recent rain, the host may want parking in a different area than originally discussed. Confirm the day and time for ring set up.

**Volunteers:** Make one more round of calls and/or emails to your volunteers, reminding them of their commitments and verifying what time you would like them to arrive. Provide your show schedule (Order of Go and Class List) as an email attachment. Remember that your early morning competitors will be arriving about an hour before the show begins.

### VOLUNTEER CERTIFICATES AND GIFTS

It is always nice to honor your volunteers with some kind of perk. You may offer them a certificate for a ride at your next show, a free schooling session at your farm, a small gift, etc.

### RING SET-UP AND SHOW GROUNDS LAYOUT

Part of the set-up crew can be working on the ring while others attend to setting up scoring, the refreshments/lunch area, etc.

**Arena:** It is advisable to set up the dressage arena the day before the show. If you will be using a trailer or vehicle for the judge booth, place the trailer/vehicle first, then set up the arena. Check the inside of the trailer/vehicle or judge's stand to ensure it has been cleaned and is as presentable as possible. It is not fair to expect the judge and scribe to sit in a dirty environment for the entire day.

**Scorers:** If possible, locate your scorers away from the competitor and spectator areas, so they will be undisturbed while scoring. Keep in mind that if your scorers and other personnel are going to be out in the open, you may not want to set up their working space until the morning of the show, to avoid dampness from overnight dew or rain. If the scorers are in a windy area (not recommended), provide rocks to hold down the score sheets.

**Lunch Location:** Locate the judge's lunch and/or break area away from competitors to allow the judge some rest time without being disturbed.

**Scoreboards** should be located in an area convenient to competitors, spectators and scoring alike, without creating a traffic flow problem or distraction by being too close to the competition area. FADS ShowWare provides 8-1/2 x 11 score posters.

## SHOW OR JUDGE CANCELLATION POLICY/PLAN

**Inclement Weather or Other Emergency:** If inclement weather or some other type of emergency arises just prior to the show, or even during the show, it is the show manager's responsibility to contact the facility owner/manager and make a determination of cancellation. Try not to cancel or reschedule unless it is absolutely necessary; however, **keep the competitors' safety as the top priority**. Rain is usually not a reason to cancel the show; however, **show activities must be suspended during active thunder and lightning**. If, prior to the show date, the show is canceled, moved to another location, or the date changed, the manager should notify the judge, volunteers, and competitors via email. Additionally, email the FADS webmaster at [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) to have the change posted on the FADS web site. If the cancellation decision is made on the day of the show, the manager should have the names and email addresses of the competitors available so they can be notified as soon as possible, hopefully before they depart for the show grounds.

**Small Number of Entries:** If a show receives a small number of entries you may want to cancel your show. There may be a fee to cancel the judge's contract.

**Judge Cancellation:** If a judge should cancel, you will need to find a replacement judge as soon as possible.



### PRE-SHOW ACTIVITIES

**Arrive Early:** Get to the show grounds early and make sure that everything is set up properly. Take a few minutes to review the Equipment Checklist ([click here](#)) and Show Day Checklist ([click here](#)). The show manager should not be assigned any other show duties – s/he should be free to oversee the show and ensure that everything runs smoothly and on time.

**Show Office:** The show office should be open one hour before the first ride. The office should be easy to find and may be set up inside a building, in a horse trailer, or under a canopy.

**Volunteers:** If you are short-handed or volunteers are late, ensure the show secretary, scribe, and scorer positions are filled first, which will allow the show to get started on time. The other volunteer positions can then be filled as volunteers arrive.

**Judge:** Make yourself available to greet the judge upon arrival, welcome him/her, and introduce him/her to the scribe. Ask the judge if s/he wants any coffee or snacks. Ensure the judge knows the location of the toilet and where breaks and lunch will be located.

**Show Secretary:** Ensure the show secretary has all necessary materials.

### DURING THE SHOW

**Schedule:** Keep an eye on the time schedule so you can inform the judge, riders, and show volunteers of any delays. You can expect last minute scratches and no-shows. While the show secretary may be able to fill some scratches with competitors desiring another ride, there is nothing you can do about the no-shows. The show secretary must inform the judge and the gate steward of any changes to the schedule.

**Safety:** Be available to observe and enforce the safety rules. At FADS shows, **ASTM/SEI-approved equestrian safety helmets and rider-safe footwear with heels are required for all riders whenever mounted.**

**Beverages and Lunch:** Make certain that the judge and scribe have something to drink throughout the show and that lunch is served on time.

### POST SHOW ACTIVITIES AND CLEAN UP

**End of Show Checklist:** [Click here](#) to view a post-show checklist.

**Judge:** As soon as the last ride has finished, locate your judge and give him/her the payment check covering the cost of judging and mileage. Thank him/her for participating.

**Clean-Up:** Supervise the clean-up process. All trash should be removed and equipment returned. The grounds should be left in better condition than before you arrived.

**Thank the Host:** If you held the show at another person's farm, try to locate the facility host and thank him/her for allowing you to utilize their facility. Ask if there is anything else that needs to be taken care of before you leave.

### RESULTS REPORT

**Show Results Report:** FADS ShowWare provides two results reports – a \*PDF file and a \*xls file. Email these two files to [LeslieRaulin@gmail.com](mailto:LeslieRaulin@gmail.com) within two days of the show.

The \*.PDF file will be posted on the FADS web site in a timely manner. The webmaster will use the \*.xls file to track the results of all FADS shows in order to determine the year-end awards recipients.

**Retain Your Results Documents:** Do not discard your scoreboards or hard copy results until after the FADS season-end awards are awarded. If someone contests a score or says they volunteered at your show, it needs to be verified.

**Retain your Signed Hold Harmless Agreements:** These documents are of no use to you if you throw them away! Due to the varied statute of limitations time periods, it is recommended you keep the documents on file for five years.

### THANK YOU NOTES

Soon after you have recovered from the show, there are some residual responsibilities. Thank you notes to the judge and the facility hosts (if applicable) go a long way to help ensure the future of the FADS Show List. If you have time, notes to volunteers go a long way as well. Thank you notes should be mailed within a week after the show.

### FINANCIAL REPORT

FADS ShowWare provides a financial report. This is for use by show management; do not send it to the FADS webmaster.