

UTAH DRESSAGE SOCIETY

POLICIES, PROCEDURES & RULES

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This document supersedes and replaces any previous version of this document

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Mission Statement

The Utah Dressage Society (UDS), an affiliate of the United States Dressage Federation (USDF), exists to educate, promote, encourage, and inspire its members and the general public through programs, publications, and competitions, in a way that enhances the image of dressage and promotes the welfare of the horse. Dressage is the gradual, harmonious advancement of the horse, both physically and mentally, to develop its natural abilities and to make riding a graceful and pleasurable experience. The programs of the Society shall be educational and competitive and provide a framework in which individuals can progress with the schooling of their horses and themselves.

This document supersedes and replaces any previous version of this document.

Membership Year

The UDS Membership Year runs from December 1st through November 30th each year.

Annual Dues

1. Membership dues and fees will be reviewed annually and determined by the Board of Directors. Current year annual dues for adult members including those twenty-two (22) years of age and older, shall be \$50.00. Annual dues for junior members, which include those less than twenty-two (22) years of age, shall be \$40.00. Dues shall be considered paid on the date they are post-marked, received via on-line payment or are hand delivered to the treasurer. (\$20 of the \$50 membership fee is sent to USDF as an enrollment fee.)
2. Membership fees for current board members is reduced to \$20 to only cover the USDF/USEF membership fees.
3. A \$50 fee will be incurred for all returned checks.
4. Effective 11/1/2012, monies received for payment of membership dues shall first be applied towards reducing indebtedness by the member applicant to UDS. A membership is not considered renewed until the date such debts and current membership fees are paid in full.
5. Members of UDS chapters shall also pay dues to UDS as defined above. A one-time recognition fee of \$50.00 shall also be assessed per chapter.
6. Honorary membership may be bestowed by the Club on persons or organizations who have given extraordinary service in promoting the Club and Dressage in general may bestow honorary membership. Honorary members are not required to pay dues. Honorary membership may be revoked by majority vote of the Officers. The Director of Membership is responsible for tracking honorary members. Eva-Marie Adolphi is an honorary member of the UDS and as such, not subject to UDS annual dues.

Benefits, Rights, & Privileges of UDS Membership shall include

1. The benefit of receiving UDS Newsletters and the Omnibus.
2. The benefit of camaraderie, friendship and awareness in the greater equestrian community.
3. The benefit of receiving a group membership to USDF, which includes a subscription to the USDF magazine-The Connection, E-Trac, etc.
4. The right to vote in election of officers and on any other matter presented to the membership for their approval.
5. The right to hold office if eighteen (18) years of age or older.
6. The right to participate in all UDS-recognized events, such as shows, clinics, programs, entertainment, discussion and meetings held by the UDS.
7. The right to be eligible for scholarships, grants, awards and trophies presented by UDS.
8. The privilege of renting the UDS arena(s), dressage letters (See Appendix C for arena rental details)

9. UDS membership comes with responsibilities. Therefore, members may be warned, denied privileges, or have their membership revoked without return of membership dues for violating UDS rules or standards as determined by the Code of Conduct.
10. Board members will receive a complimentary banquet ticket as recognition for their service on the board.

UDS Website

1. UDS Director of Communications shall maintain the UDS website.
2. The website shall offer free links sponsors websites
3. The website shall publish current versions of the UDS By-laws and UDS Rules.
4. The website shall publish contact information for members of the UDS Board of Directors.

UDS Newsletter

UDS shall publish a minimum of four (4) issues of the newsletter on a quarterly basis. The Director of Communications is responsible for this activity.

Omnibus

UDS shall make the Omnibus available via printed or electronic mediums. The Omnibus will include: prize lists for UDS recognized shows and a calendar of events. The Omnibus is the responsibility of the Director of Competitions.

Membership List

UDS shall send a membership directory to current members on a quarterly basis via email by the Director of Membership. Members may request to not have their information included in the directory by submitting a formal request via email to the Director of Membership.

UDS Disclosure Policy

As a USDF GMO, the UDS is required to provide a yearly budget and year end actual as part of our 501c3. No further details are required to be disclosed according to USDF or our 501c3. The UDS will not disclose contract details we make with our vendors, if requested by vendor.

UDS Advertising Policy

Newsletter

The UDS Newsletter encourages and supports member services and products through pre-paid commercial advertisements. Please send an e-mail to the Communications Director for information or to place an advertisement. Prepayment is necessary for single month advertisements, while invoicing and net 30 is available for repeat advertisements.

1. Full Page: \$50
2. Half Page: \$35
3. Quarter Page: \$20
4. Business Card: \$15

Omnibus

Omnibus Ads have a separate pricing structure. All ads, including prize lists, must be paid in full prior to printing each year. The deadline for all Omnibus submissions is December 15. Payment via Pay-Pal is acceptable.

1. Back Cover - full color: \$450
2. Inside Front or Back Cover: \$350
3. Full Color Insert Page: \$250
4. Full Page Black and White: \$200
5. Half Page Black and White: \$150
6. Quarter Page Black and White: \$65
7. Business Card Black and White: \$45

Advertise Events in the Newsletter (Member Only)

All ads are considered commercial ads unless you are a UDS member. Members are allowed to run an ad in the Newsletter. The ad is limited to 50 words or less, and may include one photo. Each add will cost \$5 and will run for one issue of the Newsletter. The ad must be received by the Newsletter Editor no later than the 25th day prior to the month the Newsletter is to be published.

E-mail Blasts

E-mail blasts are available to current UDS members for community "cork board" communications. free of charge.

Classified Ads

If a member would like to list an item for sale, e.g. tack, clothing, horse, house, land, etc. and would like it listed in the Newsletter, they may submit a classified ad. The ad is limited to 50 words or less, and may include one photo. Additional words and/or photos may be purchased at an additional cost. The ad is free as a benefit of current membership (Non-members are charged \$15).

If a current member would like an item for sale listed on the website, the fee is \$10 for 50 words or less and may include one photo. Non-members may place website ads for an additional \$15.

Barn and Trainer Listings

One way to develop and increase Barn & Trainer business is to place your information on the UDS website at no charge. The listing is a benefit to members. In order to be included in the barn or trainer directory, you must be a UDS member and submit the information you want listed on the website to the Communications Director.

Business Directory

The UDS Business Directory is a collection of the businesses that advertise in the UDS Omnibus and website. It is updated yearly in concert with the publication of a new Omnibus and regularly with the website

Dressage Competitions:

1. UDS offers a show annually which conforms to USEF/USDF Dressage division rules. The Annual show is to be self-sustaining; membership dues are not to support the show.
2. An awards banquet is held yearly at which time Year-end awards, Equine Achievement awards, the Perpetual trophies, etc. are announced and distributed.
3. To be eligible for the Adult Amateur (AA) Award, competitors must have a USEF card and their AA status must be posted on the USDF website
4. Junior rider, Young rider and Adult Amateur status must be recorded as such on the UDS membership roster.
 - a. Competitors shall compete as Adults from the beginning of the calendar year in which they reach the age of twenty-two (22).

- b. Individuals are eligible as Junior Riders until the end of the calendar year in which they reach the age of eighteen (18).
- c. Individuals are eligible as Young Riders from the beginning of the calendar year in which they reach the age of eighteen (18) until the end of the calendar year in which they reach the age of twenty-one (21).
- d. An Open division competitor is anyone who is neither a Junior, a Young Rider nor an Adult Amateur.

Show Recognition:

UDS recognizes two (2) show formats:

- 1. Shows that conform to USEF and USDF Dressage division rules; and
- 2. Those shows that conform to the UDS Short Tour Series rules.

For either format, show management must pay a show recognition fee to UDS. The fee is \$50 for each day of show recognition. The Show Recognition form is available on the UDS website and is to be submitted with the required fee a minimum of 6 weeks prior to the show's opening date.

Regardless of the show format, a competition must be advertised as UDS-recognized to all UDS members either by e-mail or by notice on the UDS website 30 days prior to the show or opening date whichever is earlier. Show results from an out-of-state show must be recognized by USEF/USDF and UDS to count towards End-of-year Awards.

Short Tour Shows General Information:

The Utah Dressage Society recognizes that showing is a learned activity, for both horse and rider. The purpose of the Short Tour is to introduce a dressage rider to formal showing without the cost of showing in front of USEF/USDF licensed judges. The Short Tour Series (STS) is offered only in Utah. This series of shows is for the horse and rider who would like to gain experience and confidence by riding at different venues in front of different judges before going to the USEF/USDF competitions. Showing can also be an expensive, time-consuming endeavor. Until 2011, only beginning and high-end shows were available in Utah. In 2011, UDS began offering a graduated approach to showing: from schooling shows to the UDS recognized Short Tour Dressage Series with USDF "L" graduates or Eva Adolphi judging, to the most rigorous series of USEF/USDF/UDS recognized shows with USEF licensed judges.

The rider is required to abide by the USEF rules on attire, equipment and braiding.

The primary focus of the program is Adult Amateurs and JR/YRs. Open riders are also welcome and may qualify for show ribbons and may also qualify for championship classes. While anyone may ride in the Short Tour shows, non-UDS members will be charged an additional fee. ONLY UDS members may ride in a CHAMPIONSHIP class. The competitor MUST be a UDS member on or before the day of the Championship Show.

- 1. Classes offered are Intro-2nd Level. Show managers may offer higher level classes however, they do not apply to any UDS awards programs. Show managers are encouraged to offer other classes such as Pas de Deux, Quadrille, Prix Caprilli, Dressage Seat Equitation, and Western Dressage. Intro - 2nd Level will be the only classes offered at the Short Tour Championship and will not include freestyles.
- 2. Jr/YR, AA, and Open categories are available for entry, and will be indicated on the entry form. Open Riders may ride in any class which indicates it is available to Open Riders.
- 3. A competitor who is judged in a class by a person who has instructed the competitor within thirty (30) days of the show may not use the score from that class to qualify for the Championship show.
- 4. Any horse and rider combination cannot ride the same test twice at a show. Should that occur, neither test score will count towards the championship show.
- 5. A horse may be ridden no more than three (3) times at a single show, regardless of the class or change in riders.

6. A Short Tour Series Entry Form, found in the Omnibus or on the UDS website is used; UDS will maintain a STS database of scores; Scores from STS shows may not be used for the UDS End of the Year Awards Program but will be awarded separately at the annual awards banquet.
7. Ribbons will be given for the top three (3) scores in each of the divisions for each class. Classes may be combined at show management discretion based on number of entries for class(es).
8. A high point prize may be offered at show management discretion. The high point prize will be awarded to the highest score Intro through Second Level. The following classes are exempt from the High Point prize determination: Freestyle, Opportunity, Pas de Deux, Para & Quadrille.
9. USDF/USEF rules for dress, saddlery, bits, and whip length apply.

Short Tour Championship Show:

A year-end CHAMPIONSHIP show is offered in lieu of a year-end award program.

CHAMPIONSHIP classes are offered at the Intro-3, Training-3, First-3, and Second-3 level to AA , JR/Yrs and Open riders. Beginning in 2017 freestyle championship classes through Second level will be added to the Short Tour Championship Show.

When competing in a Championship class, only the rider is allowed to sit on and/or warm-up the horse prior to that class. Test readers and whips are allowed at the Short Tour Show Championship

UDS offers a ribbon to the Champion, Reserve Champion and 3rd place in each Championship class. All placings will be published on the UDS website and Newsletter but will not be awarded again at the UDS Annual Awards Banquet.

To qualify for year-end STS Championship classes, the following criteria must be met:

1. For the Final Short Tour Show, the competitor MUST be a UDS member on or before the day of the Short Tour Show.
2. Automatic qualification and an invitation to show in the CHAMPIONSHIP class if you placed 1st through 3rd place or a earned a minimum score of 58% at a Short Tour Show.

The Short Tour Series has a separate award system.

1. Shows are recognized as UDS-only shows. Tests offered must include Intro-2nd Level. Higher level tests may be offered, however scores from those tests would not count towards year-end awards.
2. Scores from the Short Tour Series are not transferable to the USEF licensed judge shows and vice-versa.
3. Judges must be "L" program graduates or Eva Adolphi. Ribbons are given to the 1st-3rd places. Prizes are made available at the discretion of the show manager.
4. Riders need not be UDS members to ride in these shows. However, they will be charged a non-member fee to compete.

UDS Year-End Awards General Information:

1. All UDS members are eligible to earn UDS Awards.
2. The UDS award year begins December 1st and ends the following November 30th.
3. Year-end award scores must be earned during the membership year (December 1st and ends the following November 30th); and must have been earned at a USEF/USDF/UDS recognized show.
4. The UDS will also recognize scores earned by UDS members at a USDF Regional Championship and open show in the current UDS award year.
5. It is the RIDER'S RESPONSIBILITY to be a current UDS member at the time the score was earned for the score to be counted towards year-end awards.
6. It is the RIDER'S RESPONSIBILITY to confirm that the recorded horse owner is a current UDS member at the time the score was earned for the score to be counted towards year-end awards.
7. It is the RIDER'S RESPONSIBILITY to confirm their scores with the Tabulation Committee before the deadline for awards recognition.
8. The horse must also have a USDF Horse identification (HID) or Lifetime Horse Registration number (LHR).

9. Scores will be accepted from USDF and FEI recognized classes with the exception of quadrille, pas de deux, the FEI Young Rider Individual Test, the Young Rider Grand Prix Test and breed-restricted classes.
10. UDS Short Tour scores do not qualify for regular year-end awards.
11. Year-end Awards shall be awarded to the same horse-and-rider combination at the UDS Annual Awards Banquet.
12. Awards are limited to no more than two consecutive levels (freestyles included) for a horse and rider combination in the membership year.
13. Any horse-and-rider combination that wins a first place year-end award in training through fourth level may only qualify for a year-end award for the same level and division no more than 2 times as long as the same horse and rider combination continue to advance through the levels. EXCEPTIONS:
 - a. FEI level, Pas de deux, Quadrille and Para.
 - b. In Freestyle Training-Second, the same horse and rider combination may be awarded a Year-end Award no more than 3 times as long as the same horse and rider combination continue to advance through the levels.
 - c. In Freestyle Third-Fourth, the same horse and rider combination may be awarded a Year-end Award no more than 2 times as long as the same horse and rider combination continue to advance through the levels
14. Year-end awards shall be awarded for the following levels: Training, First, Second, Third, Fourth, Prix St. George Georges, Intermediaire I, Intermediaire II, Grand Prix, Freestyle: Training-2nd, Freestyle: 3rd-4th, Freestyle: FEI, Pas de Deux, Para and Quadrille in Junior-Young Rider, Adult Amateur, and Open Divisions.
15. For Training through Fourth Levels, the Year-end Award shall be based upon the average of the top five (5) scores from three (3) different shows and two (2) different judges. Two (2) of those scores must be from the highest test of the level. Other class scores such as Dressage Medal Seat, etc. do not qualify.
16. For Freestyle levels, FEI level, Pas de deux, and Quadrille, the Year-end Awards shall be based upon the average of the top three (3) scores from two (2) different judges. (Freestyle scores only count toward Freestyle awards).
17. For Para, the Year-end Awards shall be based upon the average of the top three (3) scores from two (2) different judges and all Para grades (1a, 1b, 2, 3 and 4) will be considered together for our year-end awards. Para riders must have a Dispensation card either from the USEF or the FEI that states their Grade and the allowable compensating aids. Para riders must ride either the FEI Para Team Test, or Individual Championship test for their official Grade.

Lease Registration for Awards:

The UDS accepts the USDF rule (GR1108) for recognizing ownership of a leased horse/pony for UDS competition awards. A copy of the certified lease agreement sent to the USEF will serve as documentation to register the lessee as owner of the horse/pony for UDS awards. For additional information about UDS awards, contact the current Competitions Director.

Equine Achievement Awards:

1. UDS designed this award to spotlight exceptional equine talent. Equine Achievement Awards are awarded to a particular horse.
2. There is no time limit for earning qualifying scores. However, because the UDS Equine Achievement Award program began in 2001, only qualifying scores earned during 2001 and later, shall count toward the award.
3. As defined below, to apply for the equine achievement award, BOTH the horse's owner and the horse's rider must be members of UDS at the time the score is earned:
 - a. The rider must be a UDS member, having a USDF GMO membership number.
 - b. The owner must be a UDS member, having a USDF GMO membership number.
 - c. The horse must have a USDF Horse identification (HID) or Lifetime Horse Registration number (LHR).
4. The horse's owner will receive, as an award, an engraved plaque for the first UDS Achievement Award the horse earns. An engraved notation will be added to the plaque for each subsequent UDS Equine Achievement Award the horse earns.
5. A single horse may be awarded only one (1) UDS Equine Achievement Award at each level; however, a horse may be awarded a UDS Equine Achievement Award at every level.

6. To earn a UDS Equine Achievement Award, the horse must earn five (5) scores at a given level, and each score must be a minimum of: 65% at Training Level; 64% at First Level; 63% at Second Level; 62% at Third Level; 61% at Fourth Level; and 60% at the FEI Levels and Para
7. Scores must come from USDF/USEF recognized shows.
8. Short Tour scores do not count towards Equine Achievement Awards.

UDS Perpetual Trophies:

1. The UDS perpetual trophies are awarded based on scores earned only at the UDS Dressage Days Annual Show and awarded at the UDS Annual Banquet. It is awarded to the highest percentage of that level regardless of the division.
2. To facilitate trophy cleaning and repair, all trophies are to be returned to the UDS President or designee, no later than the UDS Dressage Days Annual Show of the year following receipt of the trophy.
3. The trophies are the property of the UDS.
4. The Vice President is responsible for keeping track of the perpetual award recipients.
5. List of Perpetual Trophies:

Charles Bering Perpetual Trophy	Training Level	UDS' first donated trophy by Lillian Allgood, an early member, in memory of her father
Utah Dressage Society Perpetual Trophy	First Level	Donated by Johanna Adolphi - Johanna Martina Adolphi was born in 1923 in Karlsruhe, Germany and passed away in 2014. She had a lifelong love of horses and rode in Germany. She immigrated to the United States in 1952 and continued riding. She founded the Utah Dressage Society in 1972. She served as the club's first president and was active in the club for many years. She not only enjoyed her horses, but many beloved cats and dogs. Johanna was a founding member of UDS and passed away in 2014. An educational fund has been generously established in her name by her daughter, Eva Adolphi.
Oquirrh Dressage Perpetual Trophy	Second Level	Donated by Johanna Adolphi in memory of the riding school in Bluffdale she started in 1965 and ran for many years thereafter.
Anakako Melody Memorial Perpetual Trophy	Third Level	Donated by Johanna Adolphi and one of her students –Ellie Ienatch, in memory of Anakako Melody, the first horse Eva Adolphi showed in dressage. The mare was a half Morgan and half American Saddle out of the famous American Saddle line-Anacacho. Eva changed the spelling because she preferred the alternative pronunciation.
Laura Williams Tolman Memorial Perpetual Trophy	Fourth Level	As a young woman, Laura rode June Palmer's stallion – Tallison for several years. She later married and moved to Friday Harbor, WA. where she died in a horse-related accident while pregnant with her first child. This trophy dedicated to her memory.
Deer Meadow Perpetual Trophy	Prix St. George	Donated by Carolyn Benson in memory of her farm in Heber City, Utah.
Johanna Adolphi Perpetual Trophy	Intermediare	The second donated trophy in Utah Dressage Society history honors the many volunteer years Johanna provided to help develop and sustain the sport of Dressage in Utah.
Millbrook Farms Perpetual Trophy	Grand Prix	This trophy was donated by the Lawrence family of Millbrook Farms in 2014 to replace a previous Grand Prix trophy, also donated by them. The Lawrence's have been active supporters of UDS and dressage in the community for many years.
Nick Van Pelt Memorial Perpetual Trophy	Musical Freestyle	This trophy was donated by June Palmer of Silvershoe Stables in memory of Nick who showed infrequently, but was an extraordinary volunteer at shows.
Sean Porter Buell Perpetual Trophy	Pony Test of Choice	The Buell family and Creamyre Farm in Heber City, Utah donated this trophy in memory of their son, Sean, who died in boyhood as the result of a horse related accident.
Sage Creek Master's Perpetual Trophy	Master's 55 or older	This trophy for 55 or older competitors was donated by the Hicks Family of Sage Creek Equestrian. The Hicks have been active supporters of UDS and dressage in the community for many years.
Sage Creek Para Dressage Award	Para	Donated by Sage Creek Equestrian Center, awarded to the highest scoring Para rider at the UDS Annual Show.

Score Tabulation & Submission:

Year-End & Equine Achievement Awards

1. UDS score tabulating committee will retrieve scores from the USDF website (USDFScores.com) and tabulate the scores for year-end awards.
2. UDS members will be given a final opportunity to confirm or contest scores at the end of the UDS Award year and prior to the Annual Awards banquet.
3. UDS recommends competitors keep their own show records. Competitors should compare their recorded scores with those posted on the UDS website.
4. If a competitor disputes a score on the USDF website (USDFScores.com), or the score is not available on the website, the competitor must submit to the Competitions Director, a copy of the front page of the test that shows: rider name, horse name, show name, date, test, score, judge's name and signature.

Short Tour Series

1. UDS scores tabulation committee tracks these scores.
2. UDS recommends competitors keep their own show records. Competitors should compare their recorded scores with those posted on the UDS website.
3. Contact the Competitions Director to confirm or contest scores. A copy of the contested test will be required.
4. An invitation will be sent out no later than 15 days after the last Short Tour Show of the season to the competitors that met the qualification material to show in the STS Championship classes.

Utah Dressage Society Educational Scholarship Application

The Utah Dressage Society will award up to six (6) scholarships each calendar year. \$250 scholarships are available one each to a Junior/Young Rider, Amateur and Open rider to encourage and promote the further training and education of Utah Dressage Society member/horse partnerships. Scholarships are to be used to further the dressage education and training of the applicant. There are 2 cycles of application receipt and awards: Spring application deadline is March 15 and Fall deadline is September 15. (See Appendix D, for specifics.)

Adolphi Educational Grant

This grant will be awarded to UDS members who are striving to increase their education and contribution to their GMO and USDF/USEF. The UDS will award one \$500 Adolphi Educational Grant per year. Since Johanna Adolphi and her daughter Eva-Maria Adolphi have worked for years on the Board of Directors of the UDS, Eva would like past or present UDS Board Members to be given first consideration for the grant, in recognition of their service. The deadline to apply for this grant will be June 1st of each year. (See Appendix I, for specifics.)

Volunteer of the Year Award

The purpose of this award is to recognize that special individual who has provided outstanding service to UDS. This individual cannot be a current UDS Board member. Characteristics to consider in nominating someone for this award are: SERVICE, CITIZENSHIP, & LEADERSHIP. The nominees and recipient will be announced at the UDS Annual Banquet (See Appendix E for specifics)

Junior-Young Rider Sportsmanship Award

This award was developed to recognize outstanding sportsmanship among UDS-recognized Junior and Young riders. Anyone may nominate a member for this award. Traits to be considered are good judgment, integrity,

kindness, perseverance, respect, responsibility and self-discipline. The nominees and recipient will be announced at the UDS Annual Banquet. (See Appendix F for specifics)

UDS Board of Directors

1. In the event of the death or resignation of a member of the UDS Board of Directors, the President shall appoint a successor upon approval of the remaining members of the UDS Board of Directors. The appointee shall fill the vacancy until the normal expiration of the term. The President shall appoint, and remaining members of the Board shall approve, a successor within thirty (30) days of the death or resignation of the member of the Board. In the event the President dies or becomes incapable of performing his/her duties the Vice President shall assume the President's duties.
2. Each Board member shall be a current UDS member as of the first meeting of the new membership year.
3. The President, Secretary, Membership Director, and Director of Events are elected for terms to begin January 1st of even-numbered years. The Vice President, Treasurer, Director of Competitions, Communications Director and Education Director are elected for terms to begin January 1st of odd-numbered years.

Amending the UDS Rules

1. The UDS Board of Directors may add, change, delete, or amend the UDS Rules upon a simple majority vote of a quorum of the Board of Directors.
2. New Rules shall become effective upon publication on the UDS website or in the UDS newsletter.
3. Rule changes throughout the year will be published as addendums to the Rules.
4. The UDS Secretary shall maintain a copy of the Rules.

Ethics and Limitations

Conflict of Interest

Officers shall be required to declare to the Board any conflicts of interest. A conflict of interest is defined as any affiliation, duty, interest in, or conduct that could be deemed contrary to UDS' best interests. Examples include, but are not limited to, family relationships, business relationships, etc. Officers shall be excused from voting on any matter before the Board that pertains to a declared or undeclared conflict of interest. (See Appendix A for the complete policy.)

Just Cause

1. The UDS By-laws allows the removal of members of the UDS Board of Directors for "just cause" via a majority vote of a quorum of the members of the Board of Directors.
2. If a member of the Board of Director has 3 unexcused absences then it is at the Board's discretion to decide what level of disciplinary action will occur. A board member removed under the definition of "just cause" may petition to the Board of Directors for reinstatement. A majority vote of a quorum of the remaining members of the Board of Directors may reinstate the removed member.

Comments and Concerns

1. The UDS board welcomes input from all of its members and affiliates. We will gladly accept any recognition for outstanding service or address any concerns you may have. For tracking purposes, all issues, concerns, or grievances with the UDS or one of its members must be addressed using the Comment Card Form found on the UDS website. (See Appendix J)

Limitations

Due to UDS' 501(c)(3) not-for-profit status, UDS will only consider providing financial support for activities provided by other 501(c)(3) organizations.

Elections

1. Candidates for office must be an ADULT MEMBER as set forth in the UDS By-Laws. Adults are persons twenty two (22) years of age who have paid their annual adult dues and assessments as specified in the UDS Rules. Persons who turn eighteen (18) prior to November 30, shall be adult members for the entire membership period.
 - a. Anyone choosing to campaign for office must be recognized on the membership roster by July 1st of the election year.
 - b. Anyone choosing to vote in an election must be recognized on the membership roster by July 1st of the election year.
2. By September 5th each year, a Nominating Committee will be established by the UDS Vice President.
3. By October 6th each year, nominees will be, at a minimum, posted on the UDS website.
4. By October 13th each year, ballots will be sent by electronic medium to the membership.
5. Ballots will be sent out via Survey Monkey or comparable medium.
6. Completed ballots may only be delivered via a response through the electronic medium application.
7. New board members will be announced and notified at the November Annual meeting followed by the next day by an e-mail blast to the membership.
8. No later than December 1st, the new Board members will be posted on the UDS website with a suitable picture if available.

Nominating Committee

1. The Nominating Committee will consist of three (3) current UDS members. One will be a Board member while the others are non-Board members. One member of the committee will be designated the election process Manager. Candidates for office cannot serve on this committee.
2. The Nominating Committee is responsible for soliciting for each available position. All nominees shall meet the qualifications as determined in the By-Laws. To help in campaigning, all nominees will be given equal access to the most current Membership contact information.
3. The Nominating Committee will solicit nominations for the Officer positions, prepare, distribute, collect and count ballots, and announce the election winners.
4. The Nominating Committee shall contact all incumbents to determine if they wish to run for reelection. UDS members are encouraged to contact the Nominating Committee if they wish to run for office.
5. A nomination request will be published in the Newsletter and on the UDS Website which shall include a deadline and process to submit nominations.
 - a. Nominations requests must be submitted in writing to the Nomination Committee indicating their intent to run for office with applicable qualifications.
 - b. Anyone choosing to campaign for President must have served previously on the Board of Directors for a minimum of one (1) year to run for the Office of President. If no one steps forward, the Nomination Committee may accept other candidates.
 - c. Anyone choosing to campaign for Treasurer must have previous business financial management experience.
 - d. Anyone choosing to campaign for Secretary must demonstrate organizational aptitude.
 - e. Nominees will be posted on the UDS website, in the newsletter and/or sent to the General membership by US mail.

Board Positions

Guidelines for the President of UDS

1. Establish the agenda for all meetings of the Board of Directors, and for the Annual Meeting.
2. Preside at all meetings of the Board of Directors, and at all meetings of the general membership.
3. Call special meetings of the Board of Directors as he or she deems necessary.
4. Contract on behalf of UDS, upon the approval of a two-thirds vote of the Board of Directors.
5. Sign checks on behalf of UDS and make deposits to the checking account.
6. See that the By-laws and UDS Rules are properly enforced
7. Have a key to the Post Office Box
8. Represent UDS at the regional and national levels or assign a proxy.
9. Communicate with other horse clubs and coordinate activities with other clubs; is the Utah representative to the Dressage Foundation.
10. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
11. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the President's absence, a written report shall be submitted to the vice President three (3) days before the Board meeting.

Guidelines for the Vice President of UDS

1. In the absence of the President, exercise any power and duty of the President; have a key to the Post office box, pick up the mail and distribute it as necessary; and be a signer on the banking account .
2. Head of all sub-committees including but not limited to Nominations and Elections, the Educational Scholarship Program, Volunteer of the Year Award, and Junior-Young Rider Sportsmanship Award.
3. Oversee the Junior/Young Rider program that is under the direction of the Jr/YR Coordinator.
4. Collaborates with the Director of Events to create the yearly Awards Banquet and Silent Auction.
5. Has primary responsibility for collection and trophy maintenance
6. Responsible for securing of sponsors and tracking of sponsors for events
7. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
8. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Vice-President's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
9. Carry out other duties as assigned.

Guidelines for the Secretary of UDS

1. Take accurate minutes for all meetings of the Board of Directors, and of the general membership; and submit the approved minutes to the Director of Communication. In the event the Secretary cannot be in attendance, the Secretary shall arrange for a substitute to take the minutes who must be a UDS member
2. Maintain permanent records of the minutes arranged chronologically; maintain a file of correspondence. Hard documents are to be stored in the Library. Soft copies of minutes are to be retained on the UDS Google Drive and may be passed to incoming Secretaries via permissions to the Google Drive.
3. Retain permanent record of the UDS Newsletter via electronic medium.
4. Responsible for ensuring annual statements are signed and stored as permanent record.
5. Maintains UDS Policies, Procedures & Rules document as well as By-laws, Code of Conduct and any other policy document.
6. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Secretary's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
7. A draft of the meeting minutes are to be submitted to board no later than 14 days after meeting and posted on the website no later than 7 days after approved.
8. Carry out other duties as assigned.

Guidelines for the Treasurer of UDS

1. Every time a new Treasurer is appointed, an audit of the books will be required. Thereafter, an audit will be required every 2 years.
2. Maintain the financial accounts (books) of UDS in a secure place and in an orderly manner.
3. Tracks all charges to the UDS debit card
4. Prepare and file income tax returns for the state and federal taxes annually.
5. Prepare and maintain an Asset List which is updated annually by 11/30
6. Collect funds from advertisers in the Omnibus, newsletter, etc.; make deposits
7. Retain canceled checks and bank statements for a minimum of seven (7) years; Answer member inquiries regarding the status of UDS finances.
8. Prepare a summary of categorized income and expenses associated with the Annual Show for reporting at meetings of the Board, the Annual Meeting, and the UDS Newsletter.
9. Help prepare year-end budgeting worksheets for action by the Board of Directors at the Annual Meeting, and otherwise assist in the budgeting process.
10. Present a verbal and written, categorized report of income and expenses, and a year end balance at the Annual Meeting and for the final issue of the Newsletter of the year. The categories shall, at a minimum, include: dues and donations; newsletter; Omnibus; educational events; Annual Show; Awards Banquet and Silent Auction; postage and supplies; and promotional items such as brochures and the web site.
11. Maintain the Emergency Fund ("Rainy Day" fund) with a funding goal and guidelines for use. (see Appendix G)
12. Oversee use of the UDS Debit Card per written policy. (see Appendix H)
13. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
14. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Treasurer's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
15. Carry out other duties as assigned.

Guidelines for the Director of Communications of UDS

1. Oversee the preparation of at least four (4) electronic issues of a monthly newsletter designed to: inform UDS members of upcoming events; publish official UDS announcements; list UDS members' classified advertisements; publish information regarding the purpose and makeup of the UDS, as well as membership and dues information; publish advertisements; and publish articles submitted of interest to UDS members.
2. The Director of Communication shall have the right and the responsibility to edit the contents of the UDS Newsletter.
3. UDS Director of Communications shall maintain the UDS website.
4. The Director of Communications is responsible for the Newsletter
5. Maintains the trainer and barn directories
6. Answer member inquiries regarding the newsletter and the website as well as answering general questions regarding the UDS.
7. The January newsletter will remind members that "this is your last newsletter until dues are paid." After January, only send newsletters to current members.
8. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
9. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Director of Communication's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
10. Carry out other duties as assigned.

Guidelines for the Director of Competitions of UDS

1. Organize and oversee Omnibus production.
2. Organize the Annual Show, including, at a minimum, the following tasks: obtain all show recognitions; contact show officials and send contracts; order ribbons and tests; make sure all showing requirements of USEF and USDF are met.

3. Organize the Short Tour Series, including at a minimum: that all show managers know the Rules for prizes, judges, payment of non-UDS fee, reporting of class placement, rental of UDS trailer, etc.
4. Assure that the UDS trailer is properly stocked for shows, properly licensed and insured, and physically maintained.
5. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
6. Accepts and resolves disputes for competition scores
7. Responsible for arena and arena letter rentals
8. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Director of Competition's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
9. Carry out other duties as assigned.

Guidelines for the Director of Membership of UDS

1. Maintain current UDS membership records electronically, including email addresses.
2. Maintain a list of people, for example members who have not paid their dues, who are not current UDS members; maintain a distinction between members who are subject to dues and members who are not.
3. Act as the contact for USDF regarding membership records; Update USDF and prepare membership reports for USDF as needed.
4. Sends membership directory to current members on a quarterly basis.
5. Keep copies of the Omnibus to send to members renewing their memberships and to send to new members.
6. Develop and oversee activities designed to promote new membership.
7. Custodian of mail box
8. Custodian of the UDS Video/DVD library
9. Responsible for tracking honorary members
10. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
11. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Director of Membership's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
12. Carry out other duties as assigned

Guidelines for Director of Events

1. Coordinate with Director of Competitions on activities.
2. Responsible for developing, training and maintaining a group of volunteers to support the various events, including shows, that UDS offers.
3. Work with Director of Education to put on and publicize the winter AA Education Winter Series
4. Responsible for the UDS Annual Awards Banquet and Silent Auction, including developing a budget and preparing the awards for the Year-end Awards Banquet.
 - a. Order prizes and having embroidery placed on prizes, if needed
 - b. Order ribbons
 - c. Produce certificates for award winners
 - d. Decide on banquet site/date, food and wine offerings, centerpieces, etc
 - e. Track the # of attendees
 - f. Works with the Vice President to oversee & produce the Silent Auction
5. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
6. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Director of Event's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
7. Carry out other duties as assigned

Guidelines for Director of Education

1. Regularly assess the membership's educational desires/needs.
2. Develop programming to meet those needs within a predetermined budget.
3. Attempt to coordinate at least one mounted clinic each year.
4. Every 2-3 years a scribing clinic is to be offered which may also include other show positions, e.g. Bit-checker, ring steward, etc.
5. At a minimum, two unmounted clinics are to be offered. The scribing clinic may be one.
6. Responsible for accepting education scholarship applications.
7. Responsible recommending new material for the library
8. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
9. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the Director of Education's absence, a written report shall be submitted to the President three (3) days before the Board meeting.
10. Carry out other duties as assigned

Appendix A: UDS Conflict of Interest Policy

Article I: Purpose

The purpose of this conflict of interest policy is to protect the Utah Dressage Society's (the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. **Interested Person** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
 - d. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. **Duty to Disclose** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. **Violations of the Conflicts of Interest Policy**
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person. The Secretary is responsible for tracking this.

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Appendix B: UDS Helmet Policy

Safety is one of the fundamental aspects of riding horses, being around horses, and caring for horses. It is a top priority for UDS. Beginning January 1, 2011, all mounted riders on the grounds of a UDS recognized event, who are under age 18 on January 1 of each new show year, and/or are riding Introductory-4th Level dressage tests, are REQUIRED to wear an SEI/ASTM approved safety helmet with the harness securely fastened. The rider who ignores the policy will be asked to dismount until an approved helmet is securely fastened. The show manager has the right to ask the repeat offender to discontinue participating in the event without refund of fees.

Appendix C: UDS Arena Rental Policy and Procedures

If a UDS member is holding a dressage show and needs an arena, UDS has (2) full size (60m x 20m) arenas & letters available to UDS members to rent for shows, clinics or seminar purposes. This is a benefit to UDS membership. Nonetheless, UDS must generate some revenue to cover the ongoing upkeep and eventual replacement of these items.

The Director of Competitions is to be contacted about rental availability, pick up and return of the items.

The renter has until the next business day of the contract expiration to return items. Renter accepts responsibility for the UDS trailer while in their possession and agrees to pay for damages incurred (up to the deposit) while in their possession. If using the UDS trailer, proof of insurance of the tow vehicle is required.

The rental fees are as follows:

- Arena with letters \$50/day
- Arena without letters \$40/day
- Letters only with flowers \$20/day
- Refundable Deposit \$500

Renter _____ Dates _____

Email _____ Phone _____

Event Address _____

Use of Items _____

Items Requested	Rate	Quantity	# of days	Total
Arena with letters	\$50/day/arena			
Arena without letters	\$40/day/arena			
Letters only with flowers	\$20/day/arena			
Total Rental Fee				
Deposit				

Notes _____

UDS Signature

Renter Signature

To Be Signed at Time of Trailer Pick-up

I have inspected the condition of the trailer prior to departing its storage facility. Any damages prior to departure have been noted below. If any additional damage occurs while in my possession I agree to forfeit my deposit fee to cover the damages.

Notes _____

UDS Signature

Renter Signature

Appendix D: UDS Educational Scholarship Application

The purpose of the UDS scholarship is to foster learning for those UDS members committed to the sport, whether it be someone riding at Training Level, or Grand Prix, with weekly lessons or working on their own in an area without access to weekly instruction. The basis of the award criteria is the applicant's commitment and dedication demonstrated to the discipline of dressage in general and how the intended use of the scholarship will help the applicant reach individual goals.

The Utah Dressage Society will award six (6) scholarships each calendar year, three (3) in the spring and three (3) in the fall, to encourage and promote the further training and education of Utah Dressage Society member/horse partnerships. Twice a year, three (3) - \$250 scholarships are available one each to a Junior/Young Rider, Amateur and Open rider. Scholarships must be used to further the dressage education and training of the applicant. Eligible expenses will include: the cost of clinics-mounted or un-mounted, reasonable expenses to attend those clinics, the cost of educational materials such as training books and videos, and other educational opportunities such as symposiums.

Award Criteria

1. UDS is dedicated to furthering the education of any UDS member committed to improving their dressage knowledge and expertise regardless of age, experience, riding level, and accomplishment.
2. Awards will be based on an essay describing the planned use of the award, the benefit to the applicant and how the applicant has helped UDS in the previous 12 months. (See specific instructions below.)
3. Current UDS Board members may apply for an Educational Scholarship.
4. First preference is given to UDS applicants who have never received an award or 12 months have elapsed since the award of a previous scholarship. In addition, the applicant must have provided a minimum of 8 hours of documentable volunteer service in the past 12 months. Should any scholarship monies remain after the first round, it will be given to a board member who applied prior to the deadline date.
5. Scholarship awards must be used within twelve (12) months of the award.

Reimbursement of Awards

Reimbursement will be made to each recipient upon completion of the educational experience, proof of purchase (receipt) for the event, and submission to the UDS Newsletter of a 500 word or more essay on how the educational experience contributed to the applicant's dressage training. The award must be used within the UDS calendar year received. The submission of the article must be within 12 months of completion of the educational experience.

Exclusions

The purchase of tack, computer software, association dues and competition expenses are not eligible. If you have any questions on whether an expense is allowable, please speak with the UDS Director of Education before submitting your application.

Deadline

The SPRING application deadline is March 15 with notification by April 15 and the FALL application deadline is September 15 with notification by October 15. Applications must be RECEIVED no later than the application deadline, preferably by e-mail. Applications will be scored by the UDS board. E-mail completed applications to the current Education Director. Incomplete applications will not be considered.

UTAH DRESSAGE SOCIETY EDUCATIONAL SCHOLARSHIP APPLICATION

Essay

Write a 500 word essay on why you feel you should receive the UDS Educational Scholarship.

1. Topics to cover would include your background in the sport of dressage, such as how long you have been riding dressage, the level(s) at which you are currently riding, the training principles you follow, and the frequency you receive regular lessons.
2. List any teaching clinics in which you have participated, and any other information that helps clarify your background and commitment to the discipline of dressage.
3. What are your dressage goals? What are you doing in your daily, weekly riding to achieve these goals?
4. Describe your volunteer involvement with UDS. Specifically what volunteer dressage activities have you participated in over the past 12 months that have helped UDS, e.g. Scribe, runner, ring set up, etc. Your volunteer work could have been with a Schooling Show, a Short Tour show or a USEF/USDF recognized show or helped to organize a clinic, served on a UDS Board committee, etc.
5. What do you want to use this award for, and why? How will it help you achieve your goals? Include a budget of the expected costs.

Utah Dressage Society Educational Scholarship Application

PLEASE INCLUDE THE INFORMATION BELOW IN YOUR COVER SHEET

Name:

Address:

Phone Number:

E-mail:

Rider Status: ___Junior/YR ___Amateur ___Open

Have you received a UDS scholarship previously? ___Yes ___No Year: _____

I certify that all of the information submitted is accurate and complete to the best of my knowledge. I further certify that if chosen to receive a scholarship I will use the funding to continue my dressage education and represent the Utah Dressage Society to the best of my ability. I also understand that incomplete applications will not be considered.

Signature:

Date:

Appendix E: Volunteer of the Year Award

The purpose of this award is to recognize that special individual who has provided outstanding service to UDS. This individual may not be a current UDS Board member. Characteristics to consider in nominating someone for this award are: SERVICE, CITIZENSHIP and LEADERSHIP.

1. **SERVICE** — The nominee will be someone who performs acts of service from the most menial to the most important with a giving, selfless spirit.
2. **DEDICATION** - The nominee will have contributed at least 50 hours of volunteering at UDS events in the current year.
3. **CITIZENSHIP** — The nominee will have a record of commitment to UDS, the horse & dressage community; will be a mentor to others by providing inspiration and encouragement to others to do the same.
4. **LEADERSHIP** — The nominee will be someone who has demonstrated exceptional leadership skills at the local, state and/or regional level. This individual will show initiative, innovation, and dedication to the advancement of Dressage and UDS.

Specifics

E-mail the nomination letter to the current Vice-President no later than September 30th. The Board of Directors will review each application submitted. The award will be presented at the Awards Banquet . There may be years when the award is not given.

The award winner's name and recommendations will be sent to Region 5 for consideration in the Regional award system by the VP. The winner is announced at the Board of Governors General Assembly during the Adequan/USDF Annual Convention.

The nomination letter should address the following questions:

1. What makes this nominee extraordinary?
2. What type of projects has this nominee volunteered for?
3. How do you feel your nominee has made a unique contribution to dressage?
4. How has the nominee improved UDS?

The nomination letter should also include:

1. Signature
2. Date

Appendix F: Junior/Young Rider Sportsmanship Award

The UDS is pleased to offer the UDS Sportsmanship Award recognizing outstanding sportsmanship amongst UDS Junior and Young Rider members. Anyone may nominate a UDS member for this award. The UDS Sportsmanship committee under the direction of the Vice-President will review all nominations. The Award will be announced at the Annual Banquet.

Deadline: Nominations must be RECEIVED by October 15. E-mail to the current Vice-President. Faxes will not be accepted.

Criteria

1. Nominee must be an active junior-young rider as defined in the UDS rules.
2. Nominee is a UDS member in good standing.
3. Competes at UDS recognized shows
4. Serves as a positive role model for peers
5. Exhibits characteristics that exemplify positive sportsmanship principles
6. When nominating an individual for this award, please consider these traits that the UDS Sportsmanship committee believes define good sportsmanship:
 - a. **Good Judgment** is choosing worthy goals; setting priorities in accordance with team, regional, national and international rules; leading others to follow these rules.
 - b. **Integrity** is having the inner strength to be fair and courteous during athletic events, to play according to the rules, acting positively and honorably not only to your team, but to your opponent.
 - c. **Kindness** is being considerate, courteous and generous in spirit to the opponent; showing care, compassion and friendship in victory or defeat; treating others as you would like to be treated.
 - d. **Perseverance** is being persistent in pursuit of worthy objectives in spite of opposition, difficulty, injuries, handicaps or discouragement, and exhibiting patience and the fortitude to try again when confronted with mistakes or failures.
 - e. **Respect** is showing high regard for coaches, officials, opponents, fans, administrators, self, team, horses and the region you are representing.
 - f. **Responsibility** is being dependable in carrying out obligations and duties, showing reliability and consistency in words and conduct, and being accountable.
 - g. **Self-discipline** is demonstrating hard work and commitment to purpose, regulating yourself for improvement and refraining from inappropriate behaviors, maintaining self-control at all times, and doing your best in all situations.

Please include the information below in your cover sheet

Date & Name of person nominating:

Address:

Phone #s:

E-mail:

Age:

Name of individual being nominated:

Address:

Phone #s:

E-mail:

Age:

Appendix G: Rainy Day Fund

The purpose of the Rain Day fund is to assure there are funds available to cover unexpected financial events that outstrip current operating funds, e.g. A canceled show with previously committed expenses for required personnel, a lawsuit, other unexpected large expenses. By separating the monies from regular operating accounts, they are less likely to be inadvertently spent.

In 2013, a \$5000 CD was opened for this purpose with an ultimate goal of funding the CD at the \$10,000 level. These monies are reported separately from operating funds.

The funds in the CD can only be spent by unanimous vote of the Board.

In following years, it is the Board's responsibility to determine the appropriateness of adding more money to the initial start up.

Appendix H: UDS Debit Card

At its discretion, the UDS board may establish a debit card to carry out UDS business.

Procedure

1. The card may have no more than \$1,000 available for use at any one time.
2. The card may not be linked to any other UDS financial accounts.
3. No charges may be made to the card without prior approval from the President.
4. There shall be only one card established for official UDS use.
5. The Treasurer shall track all charges to the card and report all charges in the monthly financial report to the Board of Directors.
6. A UDS Debit card will be issued to the President, Treasurer, Director of Membership, and Director of Competitions
7. Receipts for purchases must be emailed to treasurer@utahdressagesociety.org

Appendix I: Adolphi Educational Grant

Awarded to UDS members who are striving to increase their education and contribution to their GMO and USDF/USEF. The UDS will award one \$500 Adolphi Educational Grant per year. The grant money was kindly donated by the Johanna Adolphi fund, which was sponsored and collected by the Lawrence family. The Johanna Adolphi Grant is to be used for educational purposes.

The UDS will set aside \$500 at the end of each year to be put into this grant. This money will come from the proceeds from our annual show, the winter symposium, any clinics and donations throughout the previous year. Since Johanna Adolphi and her daughter Eva-Maria Adolphi have worked for years on the Board of Directors of the UDS, Eva would like past or present UDS Board Members to be given first consideration for the grant, in recognition of their service.

This grant may be used for any of the following:

- Educational Clinic
- CDI Level Competition
- USDF L Judges Program
- USDF TD Program
- USDF Instructor Certification Program
- USDF Trainers Conference
- USDF Sport Horse Education
- USDF/USEF Young Riders Graduate Program
- USDF Convention
- Other UDS Board approved educational event

Requirements

- The deadline for the application for this award is June 1st of each year.
- The applicant must have been a UDS member the previous year and also be a UDS member by January 1st of the year of application.
- The UDS board of directors will announce the recipient of the award by June 15th of each year.
- The member awarded the grant will have one year in which to use the grant money and those that have been awarded the grant may not apply again until a span of three years has passed.
- As requested by Eva-Maria Adolphi, preference is to be given to current and past UDS Board Members who have served at least a year on the Board of Directors, in appreciation of the hard work and numerous hours they give back to the club.
- The applicant must have documented at least 20 hours of volunteer service to the UDS within the past 3 years. (A volunteer time tracking form can be found on our website under the More Tab, Forms).
- The applicant must fill out the Adolphi Educational Grant application and send to the Vice President of the Board of directors of the UDS by June 1st of the year.
- The grant must be used for any of the above listed educational events that will take place between June 15th of the application year until June 15th of the following year.
- If the money is not used by June 15th of the following year, the money awarded must be repaid to the UDS.
- The award winner must send the UDS Vice President copies of receipts of money paid toward the educational event listed (the recipient may be awarded money before the event has taken place).
- This grant may be used for more than one educational event for a total of \$500.
- After completion of the event, the recipient must write an article for an upcoming UDS Newsletter.

Adolphi Educational Grant

Awarded to UDS members who are striving to increase their contribution to their GMO and USDF/USEF. The UDS will award one \$500 Adolphi Educational Grant per year. If awarded, the grant must be utilized within one year of being awarded the grant. Please refer to the UDS rules for grant requirements before applying for the grant by sending in your application.

Please fill out the application below and send it to the Vice President of the UDS by June 1st. PO Box 562, Draper UT 84020 or vicepresident@utahdressagesociety.org.

Name: _____ Date: _____

Address: _____ Phone: _____

When Did You Become A UDS Member: _____

Intended use of the Grant: _____

Reason you are applying for the Grant and how this will benefit dressage in Utah and/or the UDS:

Describe your volunteer hours and number of hours served in the last year. A Volunteer Time Tracking Form is available on the UDS website to help you track your hours:

Appendix J: Comment Card



Utah Dressage Society Comment Card

Name: _____

Email: _____

Phone Number: _____

Topic: (circle one)

Kudos

Comment

Suggestion

Concern

Subject Area: (circle one)

General UDS

UDS Member

UDS Board

Other _____

Description: _____

Would you like the UDS Board to follow up with you on the outcome of the above item?

Yes

No

Your submittal will be reviewed at the next UDS board meeting and a follow up communication will be sent to you if you requested so above.

For tracking purposes, all issues, concerns or grievances with the UDS or its members must be addressed using this form.

Mail your completed form to Utah Dressage Society, P.O. Box 562, Draper, UT 84020