

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



**2016 Show Host Guide**

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

## Jobs and Responsibilities

The show host, secretary, GLASS-ED Ambassador, and announcer should be in radio communication at all times.

### Show Organizer/Host

#### Prior to the Show:

1. Establish a budget and estimate costs.
2. Obtain permission for the use of the grounds on which the competition is to be held.
3. Procure insurance coverage.
4. Set the competition date, and establish the entry opening and closing dates.
5. Obtain the equipment necessary for the conduct of the competition.
6. Engage the individuals necessary to fill all official capacities at the competition:
  - Judge(s)
    - i. All show hosts must hire judges of at least an “L” level
  - GLASS-ED Technical Ambassador (will be provided by GLASS-ED)
  - Show Secretary (may be yourself)
  - Stall Manager (may be yourself)
7. Make up hospitality basket(s) for judge(s)
8. Engage all individuals that will fill volunteer positions at the competition:
  - Scribes (schedule at half-day intervals)
  - Runners
  - Scorers
  - Ring Steward
  - Announcer
  - Ring Set-Up/Change Crew
  - Parking Attendant
  - Food/Refreshments
9. Order ribbons at least four months prior to show.
10. Arrange for food and refreshment service for competitors, if desired.
11. Arrange for drinking water to be provided for everyone.
12. Arrange for delivery and pickup of port-a-potties, if needed.
13. Make contact with, and have available on the date of the competition, telephone numbers for farrier and veterinarian, if they are not on the grounds the entire day.
14. Make contact with a properly equipped EMT, paramedic, or other medical personnel with CPR certification and training, or experience in pre-hospital emergency care.
15. Establish general physical layout for location of:
  - Small arena
  - Large arena
  - Warm up arena
  - Parking
  - Rest rooms
  - Secretary office
  - Sources of water
  - Food booth
  - Judge’s booths
  - Area of scoring – not accessible to competitors
  - Trash containers
  - Emergency personnel, vet, and farrier locations
  - Posting of scores

16. Make directional signs for:
  - Show grounds
  - Stabling
  - Refreshments/food
  - Warm up arena
  - Competition arena
  - Lunging area
  - Parking
17. Provide flowers/shrubs/decorations around the rings and the judge's stands.
18. As required, drag and/or water the rings before the competition.
19. Supply GLASS-ED with your show's documentation for omnibus listing:
  - Show Secretary name, phone number and e-mail address
  - Judge(s)
  - Class List
  - Lodging/Food Service available (i.e., camping, food booth, etc.)
  - Stall availability and bedding availability for those stalls
20. Set up the competition and warm up rings.
21. Set up the judge's enclosure (booth, trailer, vehicle, tent, etc.)
22. Ensure that there are adequate water supplies and sanitary facilities on the grounds.
23. Make provisions for manure and trash disposal.
24. Arrange the communication system and the announcer.

**During the Show:**

1. Have all volunteers arrive at least 15 minutes before they are needed.
2. Set up the equipment necessary for the conducts of the competition as per the "general physical layout" that has already been planned.
3. State the time and place of the musical sound check.
4. At the Secretary's office, post the phone numbers and/or locations on the show grounds of:
  - EMT
  - Vet
  - Farrier
5. Provide food and refreshments for all officials and volunteers.
6. Provide transportation for judges as needed.
7. As required, drag and/or water rings during competition.

**After the Show:**

1. Pick up all direction signs for show grounds, stabling, food, rings, parking, etc.
2. Clean up the show grounds.
3. Make sure all expenses of the competition have been paid.
4. Send thank-you notes.
5. Send a final accounting of income and expenses to the appropriate persons.
6. Send a copy of the show results to the GLASS-ED Point Keeper.
7. Last, but not least, keep your sense of humor!

## Show Secretary

### Prior to the Show:

1. Receive the entry forms for the competition.
  - Keep records of entries, entry fees, and other necessary documents (e.g., coggins test, entry forms).
  - As soon as entries come in, they should be processed.
  - Signatures, releases, complete horse and rider data, as well as fees, and tests being ridden, must all be complete and accurate.
2. Establish the class schedule.
3. Assign numbers to competitors.
4. As entries are complete, competitor's packets should be prepared. These will include numbers, programs, etc.
5. The files for each entry should be kept until the show ends so that the secretary has all of the necessary information.
6. Schedule ride times for all competitors.
7. Send the ride information to the competitors and also the webmaster of GLASS-ED.
8. Send the date and time information to judges and officials, along with a copy of the show prize list, and directions to the competition.
9. Prepare the final schedule.
10. Prepare the show program.
11. Secure the appropriate dressage tests and score sheets.
12. Determine the quantity of tests needed, and make the necessary copies.
13. Inform stall management of the number of stalls required.
14. Notify all officials, either verbally or in writing, of any pertinent changes or additional information.
15. Make up test packets for each judge (include blank tests for post-entries).
16. Label the front of the test with the following information:
  - The rider number
  - The rider name and the horse name
  - The show name
  - The date
  - The class number/name
  - If possible, the ride time and ring
  - The judge (most signatures are illegible)

### During the Show:

1. Needs to be easily accessible to competitors, and needs to have enough space for competitors' packets and other office supplies.
2. Provide direction for volunteers involved with the judging/scoring process.
3. Provide all necessary judging sheets, etc. for the scribes.
4. Update class lists with scratches, post-entries, etc.
5. Provide updated test sheets to judges/scribes for post-entries.
6. Provide scribes with a scribe "cheat sheet" (see page 25).
7. State when, where, and to whom, the musical tape and instructions should be delivered.
8. Last, but not least, keep your sense of humor!

## Stall Manager

### Prior to the Show:

1. Ensure that adequate stabling is available.
2. Set up temporary stalls, if necessary.
3. Arrange and assign stalls.
4. Make and display stabling chart.
5. First bedding is supplied by the show host.

### During the Show:

1. Review Coggins test documentation upon arrival.
2. Show competitors to their stalls.
3. Provide for manure disposal.
4. If stall deposits were collected, check stalls for cleanliness and return checks or issue refunds.

### After the Show:

1. Take down temporary stalling, if necessary.
2. Clean up stabling area.
3. Last, but not least, keep your sense of humor!

## GLASS-ED Technical Ambassador

A technical ambassador shall be present at each show, whose responsibilities shall include, but not be limited to, check that the show is run in accordance with USEF and GLASS-ED rules, and settling rule disputes between show management and competitors. The GLASS-ED Technical Ambassador shall have the final decision on interpretation of rules. The GLASS-ED Technical Ambassador shall be designated by the board, and may be a rider or coach.

### Prior to the Show (Night Before or Morning Of):

1. Inspect the facility and arenas to satisfy the technical details are in accordance with the rules for the competition.
2. Instruct the show host to make any alteration to any technical detail associated with the conduct of the competition that he/she considers necessary.
3. Inspect the stabling accommodations.

### During the Show:

1. Supervise the conduct of the competition.
2. Protect the interests of the horses, competitors, judges, and show hosts.
3. Be a visible presence during the competition, so as to be available to competitors to answer and investigate their inquiries.
4. Investigate and report any incidents of poor sportsmanship, cruelty and disciplinary problems.
5. Monitor the outdoor temperature and, if the show host has not already done so, encourage the show host to waive the coat rule before the temperature and humidity index reaches the danger zone.

### After the Show:

1. Provide a report to GLASS-ED with details of any incidents of poor sportsmanship, cruelty, and/or disciplinary problems and the person(s) associated with said problems.

## Scribes

### Prior to the Show (Morning Of):

1. Arrive at least 15 minutes early, and report to the show secretary.
2. Pick up your judge's packet, and identify in which ring you are to scribe.
3. Introduce yourself to the judge.
4. Ask the judge how he/she will dictate scores to you (i.e., comments first and then the score, or vice versa, and if they'll call out the movement number)
5. Check with the judge to find out if he/she writes the collective comments or dictates them.
6. Make sure there are enough copies of each test in each class folder so that there is one for each competitor, and there are one or two extra copies for the judge.
7. Make sure you have several black or blue pens, a red pen, clipboards, and either a bell or whistle.

### During the Show:

1. Check the number of each rider against the schedule and test sheet as each rider is riding around the outside of the ring before the ride begins.
2. Don't be afraid to ask the rider for his/her number if necessary or ask about a missing number. Be friendly and encouraging.
3. If a scheduled rider does not show up, write the words "no show" on the front and inside of the test sheet. Be sure the judge signs this test sheet too. Send the test sheet to the scorers as usual.
4. Don't interrupt the judge's concentration by chatting or asking questions. Keep your opinions to yourself. You are to remain silent about your or the judge's opinions.
5. Don't attempt to judge the ride yourself by watching.
6. Record the judge's comments and scores for each movement. Use sensible shorthand or abbreviations (use the cheat sheet as much as possible, see page 25).
7. Errors of test by rider should be noted in the body of the test by writing the word "error" and circling it in red. It should be indicated on the line where the error happened. The total number of errors should be jotted down *next* to the line for total error points at the bottom of the test. The total error points will be filled in by the scorers.
8. If you miss a score that has been given, it generally is best to leave a blank and ask the judge at the end of the test before the general impressions are scored – not when the judge is concentrating on another movement.
9. Give the test to the judge for the collective marks, if he/she prefers to write his/her own comments.
10. Check the test sheet to be sure that all marks have been given, and that the judge has signed the test.
11. Give the complete tests to the runners promptly.
12. In all cases, adapt yourself to your judge, and make yourself as friendly, helpful and unobtrusive as you can.
13. If management is not available, take responsibility for giving the judge directions to the restroom, lunch, etc.

### General Suggestions for Scribes:

1. Should be scheduled at half-day intervals.
2. Must have legible penmanship and decent spelling skills.
3. Must avoid discussing riders or horses participating.
4. Must become familiar with tests for which you will be scribing.
5. Must dress neatly and appropriately in comfortable clothes.
6. Should bring your own refreshments (just in case).
7. Should be prepared for appropriate weather (sunscreen, bug spray, sunglasses, hat, blanket, gloves, coat). Remember, since you're sitting still, it will FEEL colder.

## Runners

This is a very important job. It is the only way the scorers can get the tests scored and get them posted quickly.

### Prior to the Show (Morning Of):

1. Ask how and when to approach the dressage arena (between rides) so as to avoid distracting the horse or rider while the ride is in progress.

### During the Show:

1. Pick up tests every 2 or 3 rides if possible, and take them directly to the scorers.
2. Bring refreshments to the judges and scribes.
3. Convey changes of schedule or rider from the Secretary or Show Host to the judge.

## Ring Steward

1. Let each competitor know when he/she may go to the competition ring.
2. Convey the rider number and ring number to the announcer (preferably by radio).
3. Let competitors know of any changes in order.

## Announcer

1. Arrangements should be made for the announcing system with an experienced announcer, if possible.
2. In charge of playing musical freestyle tapes, and should be briefed on procedure and should preview the tapes with his equipment, and conduct a sound check if possible.
3. He/she will need an assistant, especially during the freestyle classes.

## Scorers

1. Two scorers are essential.
2. Each test score should be double-checked for accuracy. The use of calculators with paper tapes allows for proper cross checking, as does the printout from show hosting software.
3. In order to concentrate and get scores posted as soon as possible, scorers should be given a quiet and private place to work.
4. Scoring percentages need to be done to three decimal points.

## Arena/Clean Up Crew

1. Change dressage arena size as needed throughout the show (see tips for swinging an arena, page 20)
2. Drag and water the arenas as needed during breaks
3. Take down and return all equipment to its owners as quickly as possible after the last trailer leaves the show grounds.
4. Dismantle arenas.

## Parking Attendant

1. Overnight parking vs. daily parking.
2. Indicate where people can unload equipment, and how quickly they need to do so.
3. Vehicles must move out of the stabling area as soon as they are unloaded.
4. Establish a traffic pattern so as not to block traffic.
5. Safety is paramount. Leave enough room between trailers.

## Facility and Show Grounds

### Riding Areas

#### Warm Up Arena:

1. Should be marked clearly.
2. Should be large enough to allow space for the largest possible number of horses to warm up at one time.
3. Should be located very near the competition arenas.

#### Lunging Area:

1. Should be marked clearly.
2. Should be separated from warm up arena.

#### Competition Arena:

1. Should be marked clearly.
2. Ideally, layout of arenas should be near one another, if possible, but not closer than 15 meters.
3. Should be at least 15 meters away from any spectator or warm up arenas.
4. It is best to seat the judge with the sun behind him/her for the longest part of the day.

### Schooling

1. Schooling around and *even in the competition arenas* should be permitted the night before the show, and the morning of the show.
2. Many of the horses and riders may be attending their first or second dressage show, and are understandably nervous.
3. In order to increase the rider's confidence, it is preferable to allow the riders to school in and around the rings so that each horse can see the rings and any lurking "monsters" before the rider performs his/her first test.
4. You must, of course, clear the rings in order to drag them.
5. We suggest that you drag the arena first, and then let riders school.
6. As most of the competitors are competing at either walk/trot or training level, being able to school is far more important than riding in freshly dragged arenas.

### Announcer's Booth

1. Should be placed so that the announcer can see as much as possible in order to keep competitors informed as to who is in each ring, next up, and "on deck."
2. Must have a complete and updated program schedule so that any scratches or changes can be announced.
3. A back-up system should be available.
4. Ideally, the speaker system should project to the stabling and food areas, as well as to the rings.
5. It is particularly important to have an adequate sound system at the freestyle rings.

### Food Booth

1. Should be set up to provide food and beverages for judges, competitors and volunteers.
2. Adequate electrical service should be available for cooking and refrigeration equipment.

## Electric Power

1. If your omnibus listing indicates that electric power hookups are available, they need to be available and functioning.
2. If something has happened between the omnibus printing and the time of your show so that hookups are no longer available or not working correctly, you must notify any entrants who have paid for an electric hookup and refund that money.
3. If it only becomes apparent during the show that there is a problem or that your circuits cannot handle the additional power drain without triggering a circuit overload/shut down, it is only fair that you refund at least part of the money paid for electrical hookups, as the service paid for was not rendered.

## Stalls

1. You need to ensure that enough stalls are readily available for each rider who has paid for a day or overnight stall and either:
  - a. Clearly mark the stalls themselves, or
  - b. Post a master stall plan with the stalls clearly identified, or
  - c. Have a person immediately available to assist competitors.
  - d. Need to indicate in your omnibus listing the earliest time that a competitor's horse may arrive.
  - e. First bedding is to be included with the stabling.

## Stall Cleaning Deposit Fee

1. The show host may elect to charge a stall cleaning deposit fee of up to \$25.00
2. The show host has the option of requiring the stall cleaning deposit to be a separate check to be returned or included with the entry fee.
3. If the stall cleaning deposit fee is included with the entry fee, the show host shall pay the competitor by either cash or check the day of the show.
4. If a show host elects to require a fee, they must provide the following:
  - a. Clearly identifiable person who will be available at all times to check stalls and return/refund stall cleaning fees at any time during the show
  - b. Clearly defined place to put the stall cleanings
  - c. Clearly findable cleaning equipment
  - d. Clearly posted definition of "clean stall"

## Scheduling

Experience shows that at this type of schooling show, 20 to 25 entries will fill an 8 hour ring day, regardless of the number of classes each rider rides. If you have 30 or more entries, you will probably need at least 1 ½ ring days or 12 ring hours (1 ring for 8 hours and the second ring for 4 hours), or 2 short ring days (2 rings each for 6 hours). Dressage judges, according to USEF rules, are only supposed to judge for 8 hours. If your schedule runs over 8 hours, you should contact the judge for his or her approval to work the longer day, and also expect to pay overtime. You should schedule a break of at least 10 minutes approximately every 2 hours, and a lunch break of at least 30 minutes (and 45 works better so there is some catch time if needed) for each judge. It is preferable to put the 10 minute breaks between classes, but they can be in the middle of a class if necessary.

## Calculating Rides Times

1. The average time for each level test is indicated on the front of each dressage test sheet.
  - a. Currently, western dressage tests often take longer than the stated time, so you may want to allow an additional minute for these tests.
2. Check whether small or standard size arenas will be used, and adjust time allowed accordingly.
3. Try to allow approximately two (2) minutes between rides.
4. Musical freestyles have a time permitted for each ride of five (5) minutes.
5. Ten (10) minutes should be scheduled for each freestyle ride in order to give adequate time to adjust the music, and for the judge's extra written comments.
6. Start a working time schedule by calculating minutes for each test, and for the minutes between each ride. Place times in a left column of lined paper. Remember to add 10-15 minute breaks after each 1 ½-2 hour time period and allow 30 to 45 minutes for the judge's lunch break. A judge should not be expected to judge more than 8 hours in any one day.

## Scheduling Considerations

1. Classes do not need to be scheduled in the order in which they are listed in the Omnibus. For example, Ring 1 could start with Class #11, then Class #32, then Class #93, and so on.
2. Try to give the riders at least 30 minutes between rides, particularly if they are riding in two rings. This way, if one ring is running behind, the rider can still be on time for the next ride in the other ring.
3. If the rider must change horses, try to give him/her at least 45 minutes between classes so that he/she has time to untack the first horse, and retack and warm up the second horse. We do realize this makes for harder scheduling, but the riders appreciate it.
4. Try to keep in mind that GLASS-ED tries to promote the idea of our schooling shows as being a positive learning experience, with a minimum of negative occurrences. We want our riders to enjoy showing, not be stressed to their limit.
5. A good Freestyle or Pas de Deux is an audience pleaser, and may advantageously be scheduled for maximum audience participation.
6. Consideration should be given in scheduling of musical freestyles so that the music does not interfere with activities in adjacent arenas, and so that show announcements do not interfere with the music.
7. A horse may be entered in a maximum of six (6) walk/trot classes or four (4) walk/trot/canter classes in any one day.
8. The average ride time printed on the front of the test may be used as a maximum time allowed, if necessary to prevent rings from running behind.

## Post Entries and Scheduling

1. You may want to consider scheduling one empty ride slot at the end of each class.
2. This can be used to catch up time, to correct entry errors, or for post entries.

## Scheduling First Level and Above Tests

1. First Level and above tests MUST be ridden in the large (standard) ring.
2. Most riders at this level don't want to ride all three tests in 90 minutes or less.
3. Possible solutions to this problem are:
  - a. Run one ring small all day. Second ring starts off big – run two First Level tests and a group class and/or a Test of Choice class, then switch the ring to the small ring. Run the second small ring until the lunch break, and then switch back to the large ring during lunch.
  - b. Run one ring small all day. Start the second ring off small, switch to big about the middle of the morning, running two of the First Level tests and a group test and/or a Test of Choice class. Leave the ring big during the lunch break, running the remaining First Level test between other big ring classes in the afternoon. If necessary, switch the ring back to small mid-afternoon.
  - c. Run one ring small all day. Start the second ring off big, run two First Level tests, a group class and/or a Test of Choice class. Mid-morning or so (for example, at the judge's break), switch the ring to small, and leave it small until the middle of the afternoon (again, if possible, at the judge's break), when you open it up again and run the remaining big ring classes.

## Splitting Divisions Between Available Judges

1. Riders prefer to have more than one opinion
2. Judges are human, and they all have their likes and dislikes which does influence their judging.
3. If all of an individual rider's rides are scheduled under one judge, the rider will only get one potentially negative opinion, which can be very discouraging. That is not say that the one judge is wrong, but it is easier for the rider to accept that they have a problem if two judges say basically the same thing.
4. Conversely, you could get one judge scoring consistently higher than the second judge, or one judge who scores consistently lower.
5. Scheduling the rides so that a division is split among the available judges is admittedly more work, but is greatly appreciated by the riders.
6. Riders quickly learn how each show secretary schedules ride times, and will tend to pick their shows on whether or not they like the way you schedule.

## Splitting Classes

1. Should you decide to split any classes, the following splits are to be used, which are the same splits used for year-end awards.
  - **Introductory, Training, and First Levels:** split into *Open, Adult Amateur, and Junior/Young Riders*
  - **Western Dressage:** split Western Dressage Test of Choice into *Intro Level, Basic Level, and Level 1 and Above*
2. Splitting classes is up to show management, but you should have at least 10 to 12 riders in a class before making a split. **No class may have more than 25 riders.**
3. If you split a class, ribbons and a trophy must be given to each class (If you decide to split a class at the last minute, GLASS-ED always has extra sets of ribbons for you to purchase. These ribbons say "GLASS-ED" and have the GLASS-ED logo. If you do choose to use GLASS-ED ribbons, we suggest that you use them for the Introductory classes, as many of these riders are in their first show season and are happy to get ANY ribbon!)
4. If you decide to split a class, you are NOT required to split all the classes in a group. For example, you could have extremely large USDF Introductory A and B classes, but a much smaller USDF Introductory C class. You may split tests A and B, but not C, or you may split all three.
5. You do not need to provide separate end of show championships for each split, but you may choose to do so.

## Contiguous Classes

All rides within a class are to be held under the same conditions. Therefore, all rides within a class must be contiguous (i.e., one after the other). If a rider arrives late to a show or misses a schedule ride time for any reason, show management may allow the rider to ride at a later time in the class or at the end of the class. However, if all of the other riders in the class have already ridden, and the judge has moved on to the next scheduled class, the rider may not ride in that class, but may be allowed with the permission of show management, to ride the test *hors de concours* at a later, non-contiguous time. A judge's break in the middle of a class does not constitute a violation of the contiguous ride rule.

## Combining Classes

Classes listed in the omnibus may NOT be combined under any circumstances.

## Test of Choice Classes

1. **A Horse May Only Be Ridden by One Rider in a Test of Choice Class**
  - a. When you are checking your entries before scheduling, keep in mind that while a rider/horse combination may ride more than one test in a Test of Choice class, a horse may only be ridden in the class by one rider.
  - b. The Test of Choice classes are the only classes in which a horse may be entered more than once, which means that in no other class can the horse be ridden more than once, either by the same rider or by different riders.
2. **Test of Choice Rides Need Not Be Scheduled at 30 Minute Intervals**
  - a. The 30 minutes between rides does not apply to the Test of Choice class.
  - b. Riders entering any Test of Choice class and riding more than one test have to be prepared to ride their tests back to back.
  - c. If there are multiple riders in the class, you can alternate between riders so that each horse gets a 5 or 6 minute break between tests, but if you have only one rider, they must ride the tests one right after the other.
  - d. The only other option is to put the morning or afternoon judges break in the middle of the class to give the horse a breather.
3. **Test of Choice Classes Can Not Be Combined**
  - a. If your show offers Test of Choice – Small Arena and Test of Choice – Large Arena, and you have fewer than 3 riders in each, you *may not combine these two classes*.
  - b. The Test of Choice class(es) count towards the GLASS-ED Year End Awards when the individual test is not offered separately.
  - c. You will also get some riders who perhaps only successfully do First Level Test 1 and First Level Test 2. These riders use the Test of Choice class to ride each test twice.
  - d. Instructors who have several walk-trot students and only one or two walk-trot school horses can use the Test of Choice class(es) to allow multiple students to ride walk-trot tests on the same horse by having one student ride the test in the standard test classes, a second student can do several tests in one Test of Choice class, and a third student can ride walk-trot tests in the other Test of Choice class.

## Classes

### List of Required Classes

These classes, as a minimum, must be offered at all GLASS-ED shows. Please also see the Master Class List on page 24.

1. Introductory Test A
2. Introductory Test B
3. Introductory Test C
4. Training Level Test 1
5. Training Level Test 2
6. Training Level Test 3
7. First Level Test 1
8. First Level Test 2
9. First Level Test 3
10. Test of Choice
11. Western Dressage Test of Choice
12. Dressage Equitation
13. Walk/Trot Dressage Equitation

## Show Information

### Entries

1. Coggins Test
  - a. No entry will be accepted without a photocopy of the test.
  - b. Photocopies of the test should be submitted with the entry.
  - c. Show management should keep the photocopy filed with the entries and not returned to the competitor.
  - d. If a rider arrives with only an original test, show management may charge for making the copy or require the competitor to produce a copy by the end of the show.
  - e. Competitors arriving on show grounds without having attached a photocopy of the test to the entry form, and without a photocopy of the test to turn in, may be required by show management to leave the show grounds immediately, even before the horse has been unloaded.
  - f. Should the above happen, show management is not required to refund the entry fees.
  
2. Returned Checks
  - a. A processing fee of up to \$50.00 may be charged by the show management for any checks returned by the bank for any reason. Failure to settle indebtedness to a show will result in the loss of all points towards Year End Awards, and scores towards Certificates of Achievement, and may result in loss of the privilege to show at future GLASS-ED shows.
  
3. Changing Entries – Wrong Class Entered
  - a. If a rider discovers that they have entered the wrong classes after the ride times have been published, they must notify the show secretary immediately.
  - b. If the show secretary can accommodate the change in the ride schedule, it will be done with an assessment of a \$15.00 office fee.
  - c. If the schedule cannot accommodate changes in the classes, the entry fees will be forfeited.
  - d. It is the responsibility of the entrant to confirm they are eligible for the classes they entered.
  - e. If a ride time is changed to correct a scheduling mistake on your part, you may not charge to correct the mistake.

### Labeling Tests

1. Information to be labeled on the test PRIOR to the test being ridden:
  - a. The rider's number
  - b. The rider's name
  - c. The horse's name
  - d. The show name
  - e. The date
  - f. The class number/name
  - g. If possible, the ride time and ring
  - h. The judge's name (most signatures are illegible)
  
2. Information to be on the test after the ride has been ridden:
  - a. The points
  - b. The percentage
  - c. The placing (preferably in red and circled)

## Ride Time Charts/Program

1. The program should be prepared by the person doing the scheduling.
2. Enough copies should be made to provide them to all officials and personnel, including the announcer, judges, and extras for parents and spectators.
3. A good program with an accurate time schedule is necessary
4. You should post and give each rider a copy of the schedule in chronological order.
5. The following is minimum information which should be included in your program:
  - a. The ride times in chronological order
  - b. The rider's name
  - c. The rider's number
  - d. The horse's name
  - e. The class name/number
  - f. If possible, the judge's name
6. Ride times will be posted on the GLASS-ED website ([www.glass-ed.org](http://www.glass-ed.org))

## Rider Packets

1. Rider packets should be prepared ahead of time
2. Rider's packets should be labeled on the outside with the rider's name
3. Need to contain the following information:
  - a. Rider's number
  - b. Copy of the master chronological ride time sheet/program

## Posting Scores

1. A large flat wall or other surface is required for posting scores. It is helpful to have the scoreboards close to the scoring area.
2. The following information needs to be included:
  - a. The judge for that class
  - b. The class name/number
  - c. Each rider's name
  - d. Each horse's name (the rider could be riding more than one horse in a class)
  - e. The points
  - f. The percentage
  - g. The placing – including ties
  - h. Test of Choice classes: include test and level
3. Scoring percentages need to be done to three decimal places.
4. After a ride is posted, it is suggested that tests are placed into drawers, etc., rather than set onto a table for the riders to pick up, which could result in test sheets being lost.

## End of Show Championships

1. GLASS-ED rules state that show management is not required to give End of Show Championships for divisions having less than 4 riders actually ride, however, show management may choose to do so.
2. High Point and High Percentage Championships are listed in the omnibus unless your omnibus page(s) state otherwise.
3. High Point Championship and Reserve ribbons are usually the standard champion tri-colors.
4. High Percentage Championship ribbons are usually dark purple.
5. High Percentage Reserve Championship Ribbons are usually light purple or lilac.

## Final Results

1. The final show results report for GLASS-ED needs to be sent to the GLASS-ED point keeper, and shall contain the following information for ALL rides, even those that did not place, scratched, no-showed, were eliminated, or withdrew (i.e., EVERY rider who entered the class, whether he/she rode or not):
  - a. The rider's name
  - b. The horse's name
  - c. The points
  - d. The percentage
  - e. The placing – including ties
  - f. The judge for each class
  - g. Test of Choice classes: include test and level
  - h. The High Point and High Percentage champions and reserve champions for each division.
2. If the rider did not ride or did not complete the ride, include the following abbreviations:
  - a. SCR – scratch
  - b. NS – no show
  - c. E – eliminated
  - d. W – withdrew
3. Please submit the report to the GLASS-ED point keeper in placing order.

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

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

## Appendix of Useful Information

### List of Ribbon Companies

It is suggested that you have ribbons printed without a year on them so that they may be reused at future shows.

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

### Dressage Tests

Tests of various levels and disciplines may be downloaded here:

**USDF Introductory Tests:**

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

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

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

**Rider Tests:**

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

**Dressage Equitation Score Sheets:**

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

**Western Dressage Tests:**

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

**USEA Dressage Tests:**

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

## Swinging A Ring

1. In order to switch a ring between the standard ring (20m x 60m) and the small ring (20m x 40m), you will need to mark for both sets of letters at the end of the small ring.
2. The letters C, M and H will never move.
3. The letter A can be positioned at the end of the standard ring, and left there for both rings.
4. You will need to mark the end of the small ring with tent stakes or something similar so that you can run a string across to get a straight line to form the back of the small ring.
5. A suggestion is to use at least two different colors of stakes – one color for the standard ring, and a second color for the small ring. This way, you will know immediately which stake is for which letter or the end of the ring.
6. Once the ring has been staked this way, two people can easily change the ring size in less than five minutes.
7. Remember, however, to schedule at least a five minute break to swing the ring!

## Materials Needed to Set Up a Dressage Arena

### Inexpensive Practice Rings:

1. Letters:
  - a. 8 for small and 12 for standard ring
  - b. Can be made with black tape, or stenciled and printed on 5-gallon white buckets, white wastebaskets, or white cones.
  - c. The letters are read more easily if repeated 3 times on each bucket, basket or cone.
  - d. The buckets or wastebaskets are more useful right side up so as to allow filling with sand, stones, or dirt to prevent being blown over by the wind.
2. Edge of Ring:
  - a. Set the letters on the line and mark the four corners with two rails (boards, jump rails, PVC pipe) each placed on the ground.
  - b. Place a rail on the ground between each of the letters (12 rails for a small ring and 16 for a standard ring).

### Competition Quality Rings (on a budget):

1. Letters:
  - a. The same letters as used with a practice ring can be used for competition.
2. Dressage Rings:
  - a. Boards
  - b. PVC Pipe: PVC pipe 1, 1 ½ or 2 inches in diameter can be purchased from local plumbing suppliers, larger hardware stores and building suppliers in lengths of 10 or 20 feet.
  - c. Holders for PVC Pipe: It is necessary to hold the pipe approximately 1 foot (30) above the ground. These holders can be white plastic buckets, white wastebaskets or cones with holes or notches cut in their sides to hold edging.

### Placement of Letters:

1. Place letters approximately ½ meter away from the edge of the ring.

## Suggested Method for Laying Out Arenas

1. First establish the approximate locations of the rings.
2. Stride out approximate distances or use a measuring wheel.
3. Check the footing, determine the location of the judge relative to the sun, and confirm there will be adequate space for the trailer or judge's booth and for a comfortable circle at entry.

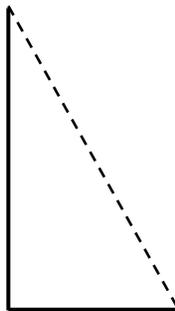
### Using Measuring Tapes

1. Metric/English fiberglass measuring tapes in reel type plastic cases with flush-folding handles are available from contractor's supply stores, lumberyard supply stores, or surveyor's supply stores.
2. These are available in 60-meter (200 foot) and 100-meter (300 foot) lengths.
3. In addition, for measuring corners, 100-foot builder's tapes are available at nominal cost from hardware stores.

### Materials

1. At least on 60-meter (200 foot) surveyor's tape, preferably marked in meters on one side of the tape. Two 60-meter tapes are ideal.
2. Two 100-foot builder's tapes are used to set the corners and short walls.
3. Six stakes or long nails to establish corners and measuring points.

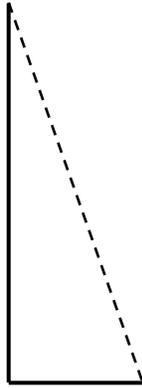
A 90° corner is established using the Pythagorean Theorem, which states that the sum of the squares of the sides of a right triangle equals the square of the hypotenuse. Tapes are used to establish a right triangle with sides 40 foot and 30 foot and a hypotenuse 50 feet.



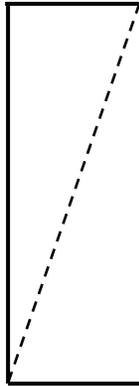
**Step 1:** Measure & stake the first long side. Small is 132', standard is 198'.



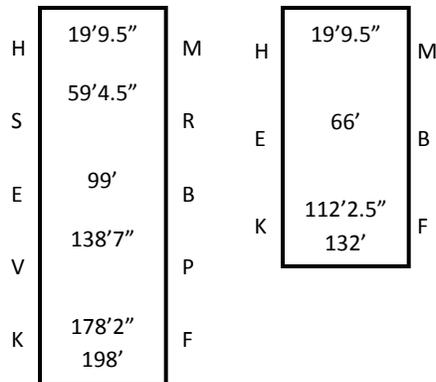
**Step 2:** Using 2 tape measures, measure diagonal & first short side. Place stake where they meet. Small diagonal is 147'7.5" and standard is 208'8.5". Both short sides are 66'



**Step 3:** Measure second diagonal and second short side. Place a stake where they meet.



**Step 4:** Measure remaining long side and measure for letters.



## Equipment List

### Judges

Tables  
2 chairs per judge  
Whistles/bells (different for each judge)  
2 clipboards

Extra tests to review  
Pens (red, blue, black)  
Seat cushions, if necessary

### Secretary

Ribbons  
Trophies  
All dressage tests  
Musical freestyle, anything Goes freestyle,  
pas de deux, and quadrille score sheets  
GLASS-ED, USDF dressage tests  
In hand score sheets  
Show report form  
Show evaluation form  
Team rider report form  
Dressage arena information  
(dimensions, measurements)  
Scoring information (how to score a dressage test)  
Extra omnibus  
Membership blanks  
Walkie-talkies  
Pens  
Posterboard or computer printout  
Markers  
Rule book

Scotch tape  
Masking tape  
Thumb tacks  
String  
Duct tape  
Correction fluid  
Cash box  
Cash and change  
Note pads  
Judges folders  
Spare tests  
Extension cords  
Programs  
Extra time schedules  
Clear plastic sheeting  
Bug spray  
Tissues  
Sun screen  
Extra toilet tissue  
Rider numbers

### Scorers

Staple  
Calculators  
Pens (blue, black, red)

Poster board or computer printout  
(for posting scores)  
Markers

## Master Class List

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

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

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

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

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

## Scribe Cheat Sheet

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