

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

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

1. The show must be run in accordance with the rules of the United States Equestrian Federation (USEF) and the policies set forth by the Great Lakes Area Show Series – Educational Dressage (GLASS-ED).
2. Show Hosts should support the sport of Dressage and GLASS-ED. Negative or inappropriate behaviors may result in a Show Host not being sanctioned or re-sanctioned by GLASS-ED.
3. It is the responsibility of the Show Host to be aware of all current GLASS-ED and USEF Dressage & General Rules for competitions. You will receive a hard copy of the GLASS-ED Omnibus / rule book in March/April, it will also be available online at [www.glassed.org](http://www.glassed.org) and a copy of the USEF rules can be found online at [www.usef.org](http://www.usef.org).
4. If sanctioned, Show Hosts must clearly print on their show bills and other outgoing information that the show is “GLASS-ED Sanctioned”.
5. Copies of the “Michigan Equine Activity Liability Act” must be clearly posted throughout the facility.
6. It is the responsibility of the Show Host to provide liability insurance. GLASS-ED insurance will not cover sanctioned shows.
7. It is the responsibility of the Show Host to provide show management, show workers, and all necessary equipment for running the show.
8. Any profit or loss resulting from the show will belong to the Show Host. GLASS-ED will not be responsible for shows that do not make a profit or have low competitor turnout.
9. Show Hosts will be required to submit 50% of all nonmember fees (riders who are not members of GED pay a \$10 non member entry fee) to GLASS-ED within 14 days after the conclusion of the show. Checks should be submitted to the GLASS-ED Treasurer.
10. The GLASS-ED board must approve the facilities, judges, and classes offered at all sanctioned shows.
11. First year show hosts shall only be permitted to hold one show. Returning show hosts who wish to seek a second show date must petition / notify the Board of Directors for a determination.
12. Judges must be, actively or inactive, licensed by the USEF or USDF, (L or higher). Judges not currently or previously licensed will not be approved for GLASS-ED sanctioned shows.
13. It is the responsibility of the show host to obtain a negative Coggins test dated on or before December 1<sup>st</sup> of the previous calendar year for all horses present at the host’s facility as a result of the show, as well as horses normally present at the facility. (Example – the show season of 2016 requires a negative Coggins test dated after December 1, 2015.)
14. Each competitor must receive a test score sheet for each class in which a competitor competes. Official USEF, USDF, and WDAA score sheets should be used for each class. Scores may be posted while a class is in progress; however no test score sheets are to be returned to a competitor before the class is pinned.
15. Show Hosts may receive show evaluations at the site of the show. It is mandatory that copies of all evaluations received be submitted to the GLASS-ED Show Committee within 14 days of the competition.
16. It is the responsibility of the Show Host to submit complete results, sent electronically or a computer generated form sent via mail, to the GLASS-ED Point Keeper within 14 days of the show.
17. All entry / competitor information and scores must be maintained on file, by the Show Host, for a minimum of 12 months after the show date.
18. It is the responsibility of the Show Host to annually complete a show application at the Annual Show Hosts Meeting, or Dec 10, 2016 if there is no scheduled meeting.
19. The Show Host, or a show host’s delegate, must be present at the Annual Show Hosts Meeting, if a meeting is held, where the show dates will be determined for the following competitive season. The show dates may be submitted prior to Dec 10, 2016.
20. At the time of the Annual Show Hosts Meeting, or by Dec 10, 2016, approved Show Hosts must pay the sanctioning fees for their show(s). **GLASS-ED will not accept postdated checks.** The sanctioning fee for the 2017 season is \$75.00 per show.
21. At the time of the Annual Show Hosts Meeting, the Show Host or their designated representative must commit to the individual who will be the Show Organizer. The Show Organizer, approved at the Annual Show Hosts Meeting, cannot be changed without good cause and the approval from the GLASS-ED Board of Directors.
22. Once a show site has been approved and dates have been granted, a Show Host may not change the location of the show without good cause and the approval of the GLASS-ED Board of Directors.
23. Attendance at the Annual Show Hosts Meeting and proper submission of a Show Hosts Application, at the meeting or submitted prior to Dec 20, 2016, does not guarantee show dates will be granted. Show dates are based upon seniority and availability.
24. The GLASS-ED show season shall run from the first weekend in May through the first weekend of October. The maximum number of shows permitted will be reviewed annually by GLASS-ED.
25. Show Hosts must submit a complete show bill no later than January 15<sup>th</sup> of the current show year. Show bills not received by that date may not be published in the GLASS-ED Omnibus.
26. Show Hosts submitting an application who are not in good standing with GLASS-ED, USDF, and/or USEF, may be declined. Any outstanding unpaid fees, results, etc. from the previous season may result in a host being declined.

## Great Lakes Area Show Series – Educational Dressage Sanctioning / Competition Evaluation

The following are guidelines adapted to GLASS-ED from the General Rules section contained within the USEF rulebook (GR316GR317) regarding the licensing/sanctioning of competitions:

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

Sanctioned Competitions – the provisions that follow apply to all GLASS-ED competitions. Violations by sanctioned Show Hosts may be subject to denial of future year's show dates. The GLASS-ED Board of Directors will make appropriate determinations in the cases of all major violations. These rules were adapted from the USEF General Rules (GR705707).

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



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

### **2017 Show Host Application**

*This application will be given every consideration, but its receipt does not imply that the applicant will be granted a show date. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.*

**Potential New Show Hosts:** *must completely fill out the application in all areas.*

**Returning Show Hosts:** *may check the "no change" box for information that has not changed, but must fill out any information that may have been altered from the previous show year.*

### PERSONAL INFORMATION

All New & Returning Show Hosts Must Complete This Section

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Farm: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Show Date: \_\_\_\_\_

New Show Host:  Yes  No

Returning Active Show Host:  Yes  No

Hosting shows actively with GLASS-ED since: \_\_\_\_\_

Returning Inactive Show Host:  Yes  No

Last year of show hosted with GLASS-ED: \_\_\_\_\_

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

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

Do you own the show facility:  Yes  No

Do you lease the show facility:  Yes  No

Do you have active equine liability insurance:  Yes  No

List Provider & Policy #: \_\_\_\_\_

Have you ever been dismissed for misconduct by any show organization or been listed on the USEF Suspension List:  
 Yes  No If yes, list the state, location, date, and disposition:

(NOTE: A dismissal for misconduct or suspension will not necessarily disqualify you from hosting a show.)

Are you an active member of any Dressage Organizations?  Yes  No If yes, please list: \_\_\_\_\_

Are you an active member of any other horse organizations?  Yes  No \_\_\_\_\_

### SHOW HOSTING HISTORY

New Show Hosts Must Fill Out This Section Completely – Returning Show Hosts Skip To The Next Section

Please list the dates and locations of shows hosted, including schooling shows, in the past two years, or your most recent previous six shows hosted. If you have not previously hosted a show, please skip to the next page.

1. Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Sanctioning Organization: \_\_\_\_\_ or  Non-Sanctioned # of Competitors: \_\_\_\_\_

2. Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Sanctioning Organization: \_\_\_\_\_ or  Non-Sanctioned # of Competitors: \_\_\_\_\_

3. Discipline: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Sanctioning Organization: \_\_\_\_\_ or  Non-Sanctioned # of Competitors: \_\_\_\_\_

Did you run these shows personally?  Yes  No

Did you hire a show secretary to run the show?  Yes  No If yes, please list show #s: \_\_\_\_\_

Did you hire a show organizer to organize the show?  Yes  No If yes, please list show #s: \_\_\_\_\_

If you have not previously hosted a horse show of any discipline, please list any applicable qualifications that apply to show hosting or organizing experiences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Potential new show hosts, please include four professional horse related references. At least two references must not be your boarders, students, or personnel affiliated with your barn.

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone #: \_\_\_\_\_

### SHOW FACILITY

New Show Hosts Must Fill Out This Section Completely – Returning Show Hosts May Check The “No Change” Box If Applicable

**Show Arenas:**  No Change

Large Arena (20m x 60m) Total # of Arenas: \_\_\_\_\_ Footing:  Grass  Sand  Other: \_\_\_\_\_

Small Arena (20m x 40m) Total # of Arenas: \_\_\_\_\_ Footing:  Grass  Sand  Other: \_\_\_\_\_

Will you possibly be converting a large arena to a small arena for part of the competition?  Yes  No

Type of arena fencing and lettering to be used: \_\_\_\_\_

Do you plan to hold the competition in:  One arena on one day  Two (or more) arenas on one day  
 One arena over two days  Other: \_\_\_\_\_

**Schooling Areas:**  No Change

Size: \_\_\_\_\_ x \_\_\_\_\_ Footing:  Grass  Sand  Other Terrain (level, hilly, other): \_\_\_\_\_

Size: \_\_\_\_\_ x \_\_\_\_\_ Footing:  Grass  Sand  Other Terrain (level, hilly, other): \_\_\_\_\_

**Lunging Area:**  No Change

Size: \_\_\_\_\_ x \_\_\_\_\_ Footing:  Grass  Sand  Other Terrain (level, hilly, other): \_\_\_\_\_

**Arena Maintenance:**  No Change

Describe equipment available for arena maintenance: \_\_\_\_\_

If necessary, will arenas (warm-up and competition) be dragged prior to the start of the show?  Yes  No

If necessary, will arenas (warm-up and competition) be watered prior to the start of the show?  Yes  No

If necessary, will arenas be watered during scheduled breaks throughout the show day?  Yes  No

**Stabling:**  No Change

On Grounds: Total # of Stalls: \_\_\_\_\_ Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_

Off Grounds: Total # of Stalls: \_\_\_\_\_ Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_

First bedding provided:  Yes  No Additional bedding available:  Yes  No

**Water:**  No Change

Drinking water for horses:  Yes  No Approximate distance from trailer parking: \_\_\_\_\_

Wash racks or hosing area:  Yes  No Approximate distance from trailer parking: \_\_\_\_\_

**Parking:**  No Change

Approximate size of parking area: \_\_\_\_\_ x \_\_\_\_\_ Terrain (hilly, grass, level, paved): \_\_\_\_\_

Is the facility capable of comfortably holding up to 20–40 trailers + additional spectator vehicles?  Yes  No

**Camping:**  No Change

Total # of RV hookups available: \_\_\_\_\_ Terrain (hilly, grass, level, paved): \_\_\_\_\_

Will competitors be permitted to camp if RV hooks are not available?  Yes  No Camping fee: \_\_\_\_\_

**Restroom Facilities:**  No Change

Total # of Restrooms: \_\_\_\_\_ Permanent: \_\_\_\_\_ Port-A-Johns: \_\_\_\_\_

**Show Office:**  No Change

Describe the show office, scoring, ribbons, and awards area: \_\_\_\_\_  
\_\_\_\_\_

**Show Management:**  No Change

Will you manage the show yourself?  Yes  No If not, who will: \_\_\_\_\_

Will you score the rides yourself?  Yes  No If not, who will: \_\_\_\_\_

Will you schedule the rides yourself?  Yes  No If not, who will: \_\_\_\_\_

**Volunteers:**  No Change

Will you be able to provide volunteers to assist at the show (scribes, runners, parking director, etc)?  Yes  No

Approximate # of volunteers available: \_\_\_\_\_ Will some of the volunteers be under 18?  Yes  No

**Vendors:**  No Change

Will vendors be permitted?  Yes  No Approximate size of vendor area: \_\_\_\_\_ x \_\_\_\_\_

**Concessions:**  No Change

Will concessions & food be provided:  Yes  No Provided by self or other company: \_\_\_\_\_

**Spectator Seating:**  No Change

Will spectators have seating provided or areas for seating available near the arenas?  Yes  No

Please note USEF advises spectators should be at least 15 meters away from the show arenas.

**Announcements/Sound System:**  No Change

Will there be a PA system used to communicate?  Yes  No

Can the PA system be heard in the stabling area?  Yes  No Parking area?  Yes  No

Will Walkie-Talkies be available for communication?  Yes  No

Will there be a sound system for Musical Freestyles?  Yes  No Type: \_\_\_\_\_

**Any Additional Information About Your Facility:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GLASS-ED SHOW HOSTING ACKNOWLEDGEMENT**

I certify that my answers to the foregoing questions are true without any omissions of any kind. I understand that if I have provided any false or misleading information that I may not be allowed to host a show. I authorize the organization to contact any company or individual it deems appropriate to investigate my background in horses, character, show hosting history, and qualifications. I give my full consent to their revealing any and all information they wish and waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that if I am granted a show date, I will abide by all the rules and regulations of the organization. I understand that the Continuation of being granted show dates may be altered at any time for rules misconduct and defamation of the organization. I further understand that no one on the board is authorized to enter into any specialized written agreements or verbal contracts without the express written consent of the organization President or Vice President. I also understand that my facility must meet the expectations of the Organization's show hosting guidelines and that I may need to make changes or improvements to host a show or continue hosting show in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Received On: \_\_\_/\_\_\_/\_\_\_ Approved On: \_\_\_/\_\_\_/\_\_\_ Not Approved: \_\_\_/\_\_\_/\_\_\_

*For shows not receiving approval, please attach show site evaluation or other criteria .*