

*Iowa Dressage  
and  
Combined Training  
Association  
(IaDCTA)  
Member Handbook*

(Revised November 18, 2025)

**Mission Statement**

To encourage and support interest in dressage and combined training by providing:

Educational Opportunities

Competitions

Information

**Supporting**

United States Equestrian Federation

United States Dressage Federation

United States Eventing Association

Western Dressage Association of America

United States Pony Club

## Table of Contents

Membership.....	3
General Information.....	3
Benefits of Membership.....	3
Types of Membership.....	4
IaDCTA Membership Fees.....	4
USDF Memberships.....	5
IaDCTA Teams.....	5
Competitions .....	7
IaDCTA Sponsored and Managed Competitions.....	8
Awards.....	8
IaDCTA Championship Show/Class Awards.....	9
IaDCTA Year-End Awards.....	9
Additional End of Year Awards.....	12
Volunteer Program.....	13
Grants.....	15
Betsy Coester Grant.....	15
By-Laws.....	16

## *Membership*

### *Benefits of Membership*

Founded in 1976, the Iowa Dressage and Combined Training Association, was created to support dressage and combined training throughout the state of Iowa. Our members include people of all ages and levels of experience. Some of our members are serious competitors, while others are interested in training and enjoying their equine partners at home. Regardless of what breed of horse you ride, how long you've been doing dressage and eventing, or what goals you hope to achieve, IaDCTA provides many benefits.

IaDCTA membership year runs from December 1 through November 30.

IaDCTA show year runs December 1 through November 30.

**Educational Opportunities.** Throughout the year, IaDCTA sponsors and promotes activities that educate dressage and eventing enthusiasts of all levels of experience, from lectures that explain the proper etiquette at competitions to clinics with some of the world's finest equestrians.

**Competitions.** Each year IaDCTA may provide a Schooling and/or Championship Show.

**Information.** An important objective for IaDCTA is to provide information to members and others who may be interested in learning more about all aspects of dressage and eventing. Information can be obtained through our website ([www.iadcta.org](http://www.iadcta.org)) and through participation in various equine centered events during the year. The IaDCTA newsletter, The Collection, is published quarterly and sent electronically to all members. Past issues are available at the IaDCTA website. All efforts are made to keep our members informed about what is happening locally, regionally, and in some cases, nationally.

**Awards Program.** IaDCTA provides year-end awards to encourage and support a high standard of horsemanship in dressage and eventing by awarding achievement in Iowa horse shows. In addition, IaDCTA hopes the award program provides incentives for participation in educational platforms and horse shows.

**Grants & Funding.** IaDCTA administers the Betsy Coester Memorial Fund, which provides financial assistance to select members for continuing their dressage or eventing education. In addition, through its relationship with the Dressage Foundation, IaDCTA serves as a conduit for connecting our members to available resources for assistance.

**Support & Fun.** One of the most important benefits to membership in IaDCTA is putting members in touch with other horse lovers. This helps make the challenging aspects of the sport more fun. IaDCTA is working to increase the number of social opportunities for members to meet and support each other.

## IaDCTA Memberships

Your membership fee to IaDCTA automatically includes a Group Membership to the USDF, which provides additional educational resources, access to competitions, and information. Memberships last from November 30 to December 1 of the following year.

**Individual (Adult) Membership** for individuals aged **18**

**Family Membership** for families includes 2 or more memberships, at least one of which must be an Adult (primary) member and additional members residing within the household

**Junior Membership** for individuals age **17** and under on the date of membership.

**Ages as of December 1 are to be used to determine division as needed.**

### Membership Benefits by IaDCTA Type

Benefit	Adult	Family	Junior
Access the Members Only section of the IaDCTA website	X	X	X
Notification of association, local, regional, and national activities	X	X	X
Reduced rates on association sponsored activities	X	X	X
The Collection newsletter (electronically)	X	X	X
Subscription to the USDF Connection magazine	X	X	X
Eligibility for IaDCTA Year-end Championship, Rider, and Horse Awards	X	X	X
Group Membership to the USDF	X	X	X
Vote for IaDCTA elections and annual meeting proposals	1	2 (adults)	0

### Membership and Horse Nomination Fees

Membership and horse nomination fees per discipline are determined by the standing Board and reviewed annually.

### How to Join or Renew

There are three ways to join IaDCTA or renew your membership:

- Online: Visit [www.iadcta.org](http://www.iadcta.org) to complete your membership application on-line. You will have the option of paying electronically by credit card, or printing an invoice and mailing a check to the address listed on the invoice. NOTE: If you are renewing your membership, you will need to login to your IaDCTA account to complete the renewal process.
- By mail: You can complete a paper application form, which can be found on our website.
- In-Person: You can complete a paper application at any IaDCTA competition or event, including the Annual Meeting and Awards Banquet, and at any educational workshop or dressage show.
- Membership will not be processed until payment is received.

## Membership in the United States Dressage Federation

The IaDCTA Membership Team receives many questions about the differences between a Group Membership (GMO) and a Participating Membership to the USDF. While the full list of benefits can be found at the USDF website, [www.usdf.org](http://www.usdf.org), the chart below is a summary of information taken from the USDF website

### Membership Benefits by USDF Type

<b>Benefit</b>	<b>GMO 405 Membership IaDCTA</b>	<b>Individual Participating USDF Membership</b>
E-TRAK, providing unlimited online access to articles and videos on equine health care, training, and much more for the duration of your membership!	X	X
USDF Connection – USDF’s members-only magazine for one year	X	X
Discounts of between 5% and 50% on a variety of equine services. See the Members Perks section on the USDF website.	X	X
Eligibility to participate in USDF and IaDCTA rider award programs	X	X
Eligibility to earn USDF University Program credit	X	X
The ability to competing in any USDF/USEF recognized competition without payment of additional non-member fees.	X	X
Eligibility to qualify for Great American Insurance Group/USDF Regional Dressage Championships (Other requirements may apply), Breeder’s Championship Finals, and all USDF Year End and Lifetime Achievement awards.		X
Complimentary USDF Competitor and Member Guide		X

## *Ad Hoc Teams*

One of the best ways for IaDCTA members to get involved is by joining one of our member teams. Ad Hoc teams will be formed as needed to address specific functions of the club. The IaDCTA Board of Directors have created the following ad hoc teams:

Awards Team: This team oversees and coordinates the awards.

- Sets up guidelines for the awards program that are reviewed and approved by the IaDCTA Board of Directors.
- Creates and maintains forms needed to support the awards program.
- Tracks nominations and determine horse and rider eligibility for awards program.
- Communicates with the IaDCTA Board and members to determine the maintenance or revision of the awards program.
- Provides president with year-end results for awards banquet.
- Determines type of awards and ribbons to be used in awards program.
- Obtains awards and ribbons at best value to club.

Competitions Team: This team oversees and coordinates competition programs of the IaDCTA.

- Sets up guidelines for the competitions program that are reviewed and approved by the IaDCTA Board of Directors.
- Creates and maintains forms needed to support the competitions program.
- Communicates with the IaDCTA Board and Members to determine direction of changes to or maintenance of the competitions program.
- Assists in obtaining and contracting appropriate judges for competitions.
- Assists in determining schedule of IaDCTA run competitions.

Education Team: This team proposes options for IaDCTA educational opportunities, plans the opportunities, and executes the plans. This may include:

- Finding appropriate and engaging speakers
- Organizing educational clinics and programs
- Determining locations
- Assembling training materials
- Preparing agendas
- Providing training in support of IaDCTA and local horse shows, the show management and competitors

Publicity & Communications Team: This team plans and completes any outreach, publicity, or communication efforts – both within and outside the club. One of the key elements of the IaDCTA mission is to increase awareness within our state about the sports of dressage and eventing. This team plays a very large role in doing that. The responsibilities of the Publicity & Communications Team may include:

- Publishing the activities of IaDCTA
- Writing, editing, and publishing The Collection or any other newsletter
- Designing and maintaining the IaDCTA website – [www.iadcta.org](http://www.iadcta.org)
- Working directly with the media to increase publicity around IaDCTA events or issues pertinent to the club
- Using developing technology to ensure IaDCTA's communication strategies stay current

Membership Team: This team facilitates the process of membership to IaDCTA, maintains the club's membership records, and completes IaDCTA's submission of members to the USDF. This team works closely with the Board of Directors to:

- Determine the levels and cost of membership types
- Create and distribute a Membership Application each year
- Develop and execute a recruitment strategy to grow the membership
- Maintain, accept, and process horse nominations
- Maintain, accept, and process membership applications
- Submit and verify the transfer of membership information from IaDCTA to USDF
- Submit a monthly membership / horse nomination list to the board
- Identify all the rookies for the year and supply that list to the board

In addition, the Membership team works closely with the Board Treasurer to provide membership dues to the United States Dressage Federation,

Volunteer Team: This team facilitates the recruitment, management, training, and rewarding of volunteers for all club functions, competitions, and special projects. The goal of the Volunteer Committee is to create a volunteer “experience” that is educational, enjoyable, and worthwhile. The responsibilities of the Volunteer Team may include:

- Assisting in recruiting volunteers for competitions and events
- Communicating with members on a regular basis to announce all the current and upcoming volunteer opportunities by posting these on the home page and the Collection and/or emailing members.
- Assisting in locating a Volunteer Coordinator for each event to ensure efficiency and organization by working closely with the show management to determine staffing needs and establishing a “chain of command” or the work to be done.
- Maintaining a comprehensive Volunteer Record at year-end.
- Recruiting IaDCTA volunteers for special projects by phone calls or emails to members who have not yet volunteered.
- Showing appreciation for volunteer efforts
- Creating and administering incentive programs and awards each year to reward volunteers

Fundraising Team: This team creates and executes a strategy to help increase the revenue generated through donations, sponsorships, and fundraising efforts. By increasing revenue, the club will be able to sponsor more educational programs at a lower or no cost to its members, allocate more funds to members through the Betsy Coester Grant fund and any other educational funds, and donate money to other nonprofit organizations. The responsibilities of the Fundraising Team may include:

- Creating a development plan and establishing a development goal for IaDCTA that may include donations, sponsorships or fundraisers
- Obtaining sponsorships for IaDCTA Competitions.
- Creating sponsorship “package”
- Thanking sponsors for their support
- Providing sponsors with appropriate follow-up material
- Encouraging members and other interested individuals to make donations (if possible) to the general fund or specifically to the Betsy Coester Grant fund
- Thanking donors for their support
- Crafting and running fundraising events

Nomination Team: This team presents a slate of directors and officers to the current IaDCTA Board of Directors each year after seeking nominations from the Membership. Specific responsibilities may include:

- Informing the Membership of the upcoming election process
- Seeking nominations from the Membership
- Collecting and disseminating information about each candidate
- Presenting and publishing a ballot including candidates for the board and officer positions.
- Calculating the results of the election and presenting them to the Board and the Membership

## *Competitions*

### *IaDCTA Competitions*

One of the most important functions of IaDCTA is to assist its members with finding safe opportunities to compete in dressage and eventing at both the schooling shows and

USDF/USEF/WDAA recognized levels. Properly managing horse shows of any size or type is a time-intensive effort requiring the help of many volunteers and considerable financial resources.

Shows Sponsored and Managed by IaDCTA- The association will:

- be responsible for every element of the show.
- answer all questions or issues arising about these shows.
- provide the show manager, secretary, and all other positions, either through volunteers or paid contractors.
- obtain and secure the facility where the competition is held.
- pay for all costs and receive all income from the competition (with the exception of stabling).
- contract with the officials and judges of the competition.

To provide an effective competition for all horses and riders, an IaDCTA sponsored and managed show will adhere to the following guidelines.

- A USDF “L” judge or higher (unless another judge is approved by the IaDCTA board) must officiate.
- Current **IaDCTA**, USEF, USDF, USPC, WDAA, or USEA tests must be used.
- Current USEF, USDF, USPC, WDAA, or USEA rules must be followed.
- Correct tack must be used in accordance with the above organizations (USEF/USDF/USEA/WDAA) rules. See the Equipment and Apparels guidelines posted on the IaDCTA website.
- The show manager must post the ride times prior to by midnight of the Thursday before the show.
- A protective ASTM/SEI-approved helmet with chin harness must be worn while mounted regardless of rider’s age or competency level.
- Proper attire and braiding are encouraged.
- The show must meet the minimum standards in conducting the competition:  
Use a regular sized dressage arena, either 20x40 meters or 20x60 meters is required. Slight modifications to fit available space are allowed.  
The arena must be marked with the regulation letters and all sides of the arena marked with poles or boards.
- If riders share a horse, the horse will be limited to four (4) rides per day at two (2) consecutive levels. Only one (1) Horse/Rider combination per level or class.
- Jump courses must be safe and well designed, with a course walk allowed during the competition.

The above guidelines must be met for scores from any show where scores are used towards IaDCTA awards.

### *IaDCTA Awards*

Awards are designed to:

- encourage and support a high standard of horsemanship in dressage and eventing by awarding achievement in the state of Iowa shows.
- recognize achievement to those riders who consistently earn good scores.
- encourage participation in dressage and eventing schooling shows and educate members for



USDF and USEA Recognized Shows.

### IaDCTA Championship Show/Class Awards

A championship show or classes may be held each year to determine the Champion for each division. All Horse/Rider teams with qualifying scores have an opportunity to ride for a Championship Award at their level within their division at this show. Only Sport Horse and Amateur Handler and over fences riders may use whips. Whips may not be used in other classes.

- Dressage and Western Dressage- The highest test of the chosen level will be used.
- Combined Test/Eventing/Horse Trials- A two phase (dressage and stadium jumping) test may be included.

### Disciplines and Levels-

- Dressage - Walk-Trot, Introductory, Training, First, Second through Fourth, FEI
- Western Dressage - Introductory, Basic, First and Above
- Combined Test – Starter, Beginner Novice, Novice
- Equitation - Dressage and Western Dressage Combined
- Sport horse – Sport horse (In-hand) and Amateur Handler

Divisions- Open, Adult Amateur (18 and over), and Junior (17 and under).

Ages as of **December** 1 are to be used to determine divisions as needed.

Qualifying for Participation - Two scores from two different shows with an “L” judge or better are to needed to qualify. The rider is responsible for submitting copies of the qualifying tests with the championship show entry form on request, except for Dressage Equitation, where results from the show where placement was earned must be submitted with the entry.

Scores -

- Dressage Equitation - 70% or above.
- Dressage or Western Dressage- 60% or above.
- In-Hand/Amateur – 70% or above.
- Combined Test - Placement of 1<sup>st</sup> through 4<sup>th</sup> place at a given level.  
The results from 2-and 3-phase competitions may be used to qualify for the Combined Training Championships. However, the Championship will be a 2-phase (dressage and Stadium Jumping).

Tack and Apparel – Per USEF rules except whips are only allowed for In-Hand competition.

Tests – All tests must be ridden from memory.

### Ribbons and Awards

Divisions and levels rider/horse pairs will receive both an Iowa Classic ribbon and an award/trophy.

### IaDCTA Year-End Awards

Awards are given out at the Annual Banquet to recognize the year’s achievements in Dressage, Western Dressage, Sport Horse, Equitation, Musical Freestyle, and Eventing/Horse Trials (defined

as having 3 phases – Dressage, Cross Country, Stadium Jumping).

The IaDCTA Show Year runs from December 1<sup>st</sup> to November 30<sup>th</sup>.

Horse nominations in each discipline must be renewed annually. The disciplines are Dressage, Western Dressage, Eventing, and Sport Horse. Horse/Rider combinations may be nominated in multiple disciplines. Horse and rider combinations nominated in Dressage and/or Western Dressage are automatically nominated for Equitation and Musical Freestyle.

### **Guidelines for all divisions**

- The rider/handler must be an IaDCTA member.
- The rider/horse combination must be nominated in the specific division before qualifying scores are earned.
- A rider is not allowed to enter more than one (1) division (i.e. Open and AA).
- Riders will be responsible for maintaining and submitting their scores;
  - A. Test score information may be submitted by mail or electronic device.
  - B. For each score submitted, the following information must be included:
    - i. Rider's Name
    - ii. Horse's name
    - iii. Level of test and percentage score
    - iv. Venue and date of the show
    - v. Judge's name
    - vi. Website where results are posted to verify information (on request)

Multiple scores may be submitted, but the top three (3) scores used to determine awards must be obtained by participating in at least three (3) separate shows with at least two different judges.

### **DISCIPLINES AND LEVELS FOR YEAR END AWARDS**

- Dressage – **Walk**, Walk-Trot, Introductory, Training, First, Second through Fourth, FEI
- Western Dressage -**Walk**, Introductory, Basic, First and Above
- Eventing – Starter, Beginner Novice, Novice, Training and Above
- Equitation- Dressage and Western Dressage Combined. Awarded as one discipline and division. **Equitation is divided into Walk/Trot or Jog, and Walk/Trot or Jog, Canter or Lope. Riders may only submit scores for either the W/TJ or W/TJCL division but not both.**
- **Musical Freestyle - Dressage and Western Dressage Combined. Awarded as one discipline and division.**
- Sport Horse – Sport Horse (In-hand) and Amateur Handler

### **YEAR END RIBBONS AND AWARDS**

The Champion and Reserve Champion will receive an appropriate ribbon and award. Iowa Classic ribbons may be awarded for third through sixth places.

The Championships for the **Walk**, Walk/Trot Classic Dressage, Introductory Level Western Dressage, and Eventing Starter cannot be won by a rider/horse combination two consecutive years (Starting in 2023). However, rider and horse combinations may continue to show in these divisions and submit scores for other awards.

### **VOLUNTEER REQUIREMENT for YEAR-END AWARDS**

Members must attest that the volunteer requirement has been met when they finalize their test scores. Volunteer hours may be gifted from an IaDCTA member to another member and by non-member family to-family members. **Riders will be asked to share details of their volunteer activities so they can be verified as needed**

Riders must complete one of the following types of volunteer service:

- A. Complete seven (7) hours of service for any dressage show or event for one nominated horse. Complete **12** hours for two or more horses nominated. These may include USDF, USEA, USEF, 4H, USPC, and WDAA events as well as schooling shows in Iowa.
- B. Recruit four (4) new members to IaDCTA. Must supply names of persons recruited.
- C. Donate two hundred (\$200.00) dollars to IaDCTA. This can be charged through the IaDCTA website.
- D. Any member wishing to attend Board Meetings will be afforded one (1) hour of volunteer time for each meeting.

**For Dressage Walk, Walk-Trot and Introductory Levels** - A competitor can be awarded year end awards in the **Walk**, Walk-Trot/Jog or Introductory/Basic divisions, but not **more than one**.

- **IaDCTA Walk** – This award is intended for riders who choose to ride in tests at the walk. The tests used for this division are IaDCTA A, B, and C.
- **Dressage Walk-Trot** This award is intended for the young and/or inexperienced riders/horses. The tests used for this division will be Intro A and Intro B. One (1) of the three (3) qualifying scores must be Test B.
- **Introductory** - Riders must ride/submit at least three (3) Introductory tests with at least one at the highest level (Intro Test C) to qualify.

**For Eventing/Horse trials with 3 phases** - Horse Trials do not need to be in the state of Iowa to be counted toward IaDCTA year-end awards.

#### **DEFINITION OF YEAR END RIDER DIVISIONS:**

Age divisions are determined as of **December** 1 of a membership year.

- A. Adult Amateur (AA) (per USEF Rule GR 1307): Competitors shall be **awarded** as adults at the age of **18**.
- B. **Youth** riders (YR). **Competitors shall be awarded as Youth Riders from the ages of 13 through 17 years.**
- C. **Children riders (CR)** **Competitors shall be awarded as Children Riders at the age of 12 or younger.**
- D. Open (O) division is for professionals as described by USEF rule GR1306. This designation is for Year End Awards and is not the same as the Open division at shows. Those classes may be entered by anyone (AA, YR, CR, O)
- E. Equitation and Musical Freestyle will not separated into AA, **YR, CR**, and O rider divisions.

**Only rides from live shows (not virtual/On-Line shows) may be used for Year End award.**  
**Funding for Year End Awards shall come from horse nominations and the Silent Auction from the year prior.**

### IaDCTA Year End Awards Criteria by Type

Criteria	Dressage	Western Dressage	Eventing Horse Trials	Sport Horse	Dressage Western Dressage Equitation	Musical Freestyle
The rider/handler must be an IaDCTA member.	X	X	X	X	X	X
Rider/horse combination must be nominated in the specific division before qualifying scores are earned.	X	X	X	X	X	X
Rider is not allowed to enter more than one (1) division (i.e. Open and AA).	X	X	X	X	X	X
Riders will be responsible for maintaining and submitting their scores	X	X	X	X	X	X
Qualifying Scores	60%	60%	NA	70%	70%	65%
Judge Requirements	USDF L or USEF	USDF L or USEF	Recognized with expertise	USDF L or USEF	USDF L or USEF	USDF L or USEF
Location of Show	Iowa (1+) Nationwide (2 or less)	Iowa (1+) Nationwide (2 or less)	Nationwide	Iowa (1+) Nationwide (2 or less)	Iowa (1+) Nationwide (2 or less)	Iowa (1+) Nationwide (2 or less)
Number of Scores	3	3	3	3	3	2
Number of Shows	3	3	3	3	3	3
Number of Judges	2	2	2	2	2	2
Scores from the highest test of a level	1	1	3 phase event or horse trial	NA	NA	NA

### Additional End of Year Awards

The Board may choose any of the awards described below and name additional year-end awards to be presented at the Annual Banquet to IaDCTA qualifying members as needed.

Rider Recognition Awards: These awards do not consider test levels.

- Open (O) Rider (Professional per USEF Rule GR 1306)– highest average % of qualifying scores
- Adult Amateur (AA) Rider (Amateur as per USEF Rule GR 1306, GR 1307)– highest average % of qualifying scores
- Youth Rider (YR) - highest average % of qualifying scores
- Child Rider (CR) - highest average % of qualifying scores
- Rookie of the Year – earned during the first year of IaDCTA membership by Youth, Child, and Adult Amateur riders.

75% Club: This award may given out at the Annual Banquet recognizing exceptional performance. This award requires one (1) score of 75.000% or higher from the highest test of the level ridden.

Volunteer Award: This award may be determined by the IaDCTA Board and presented at the Annual Banquet recognizing the IaDCTA member who has contributed substantially as a volunteer at Iowa shows.

Qualified Rider: Medals may be given out at the Annual Banquet to recognize rider achievement at their level.

- Scores may be earned on more than one (1) horse and over more than one year of competition.
- After receiving a medal at a given level, riders may not earn the same medal again at that level. For example, if a rider earns a bronze medal at Training Level, the rider cannot earn another bronze medal at Training Level, but could earn a silver or gold medal at Training Level.
- The Rider Award program is effective from January 1, 2018, and is not retroactive.
- It is the responsibility of the rider to apply for a rider award by notifying the Awards Coordinator by mail or email. The notice must include all the required information along with a copy of the test score.
- Rider must be an IaDCTA member and the Rider and Horse combination must have been nominated during the year(s) the score was earned.
- Volunteer service requirements apply.
- To achieve a Dressage Medal:  
Bronze: Three (3) scores of 60.000% to 64.999% from two (2) events by “L” judge or USEF recognized judges.  
Silver: Three (3) scores of 65.000% to 69.999% from two (2) events by “L” or USEF recognized judges.  
Gold: Three (3) scores of 70.000% or better from two (2) events by “L” or USEF recognized judges.
- To achieve an Eventing Medal:  
Bronze: Three third place awards from USEA 3 phase horse trials.  
Silver: Three second place awards from USEA 3 phase horse trials.  
Gold: Three first place awards from USEA 3 phase horse trials.

## Volunteer Program

Volunteers are essential for the survival and success of IaDCTA. This association does not have any

paid employees, so everything including administrative, competition management, and membership matters are performed through the volunteer network. To make the volunteer process more streamlined, enjoyable, and educational, IaDCTA is providing structure to the program, including rigorous recruitment, training, and incentive programs.

#### Volunteer Rules & Requirements:

- The volunteer hour requirement for the Year-end Awards programs will be 7 hours per horse/rider combination and per discipline (i.e. western, dressage, combined training etc.) and shall not exceed 14 hours.
- After the Volunteer Team informs the membership of upcoming volunteer opportunities and indicates how and to whom interested members can sign up for the positions, it is the responsibility of the member to sign-up.
- At year end, November 30<sup>th</sup> of the show year, the volunteer will submit his/her total hours to the Volunteer Team, either electronically or by mail, listing the event, date, role, and number of hours. The VC will tabulate all submitted hours volunteer hours.

#### Allocation of Volunteer Time:

- 100% of volunteer time at competitions with an “L” judge or higher count toward the year’s volunteer hours
- 100% of volunteer time for a dedicated IaDCTA project counts toward the year’s volunteer hours.
- Projects may include: The Collection, any IaDCTA history project, club administration issues, photography, fundraising campaigning, material design, etc.
- Other volunteer opportunities may be eligible to count for the year’s volunteer hours. Special considerations may be made at the discretion of the VC chairperson.
- Volunteer hours may be earned at shows within the state of Iowa that have an “L” judge or higher officiating at the events.
- Individuals must track their own volunteer hours and submit to the Club by December 1 of that show year. This is done on the “Honor System”. Volunteer hours may be gifted from a member to another member. Family, that are not members of IaDCTA may work and gift hours to a family IaDCTA member.
- For year-end Volunteer of the Year Award, gifted hours will be removed from consideration.

#### Volunteer Opportunities

The IaDCTA Volunteer Team has outlined some specific opportunities for volunteering. This list will be updated as new events or opportunities arise.

### **Key Volunteer Opportunities**

<b>Competitions</b>	<b>Fundraising</b>
Judges (only graduates of the USDF “L” training program are eligible) Manager and/or Secretary On-site Volunteer Coordinator (if separate of show manager) Scribe	Planning Outreach Sponsor Follow-up  <b>Public Relations/Media Communications</b> Program design

Equipment Checker and/or Ring Steward Announcer Scorer Runner Gate/ jump crew Jump Timer Arena set-up and/or take-down crew member “Floating” volunteer (parking, concession stand, awards, etc.) Hospitality Coordinator for competitors and officials Photographer  <b>IaDCTA Ad Hoc Teams</b> Participation on any Ad Hoc Team	Working on The Collection Website design Conducting an interview and writing follow-up article for Collection Photography Additional club materials  <b>Education and Social Events</b> Planning Set-up and Clean-up Additional event-specific positions (i.e. Reader, Cook, etc.)  Committee work/projects as needed
---	--

Training: IaDCTA wants the volunteer experience to be as educational, efficient, and rewarding as possible. To achieve that goal, the Education and Volunteer Committees may hold multiple volunteer training sessions each year to help new (and experienced) volunteers learn about the various volunteer positions that are necessary for recognized and schooling competitions. These sessions are not required but are recommended.

## *IaDCTA Grants*

### *Betsy Coester Fund Grant*

The Betsy Coester Grant program was established in memory of Betsy Coester, one of Iowa’s most prominent and well-respected equestrians. Betsy was dedicated to helping people learn more about dressage and eventing. The Betsy Coester Fund provides financial support to members to help further their dressage or eventing education. The grant has typically been given to cover tuition costs for clinics, workshops, conferences, or other educational opportunities. The grant is funded by donations from members and sponsors.

#### Grant Guidelines:

- To apply for a Betsy Coester Fund grant, a member must submit an application, including information describing the activity, experiences of the applicant, and goals to be reached.
- The application must be received prior to the Board meeting preceding the event for which the grant is being requested. Awards will not be given retroactively for past events.
- The number of awards given in a particular year will depend on the level of funds available in the Betsy Coester Fund.
- Awards will be an amount to cover tuition for up to one half (1/2) of the cost of a clinic ride, workshop, or other educational event with no single award exceeding \$200, depending on a board decision.
- All IaDCTA members are eligible to receive grant funds with a requirement of at least two years of consecutive membership.
- No member shall receive Grant funds in consecutive years.
- Current members, not meeting the minimum volunteer requirement for the previous year, will not be considered for a grant.

- Grant recipients are **REQUIRED** to submit a photograph and complete a questionnaire for the Collection newsletter or website about the event for which the grant was given. **The grant money will not be given until this requirement has been fulfilled.**

After reviewing each grant application, the IaDCTA Board of Directors will decide if and for what amount a particular grant will be given, and will notify the applicant following its decision. The BOD will consider the following criteria in making its decision:

- Volunteer commitment and support of club events such as clinics, competitions, board meetings and other venues in the past/present years
- Number of members applying for a given program/clinic
- The monetary amount available in the Betsy Coester Grant fund
- Previously awarded grants to an applicant.

## *IaDCTA By-Laws*

### **Iowa Dressage and Combined Training (IaDCTA) By-Laws**

#### Article I Name

The name of this association shall be IOWA DRESSAGE AND COMBINED TRAINING ASSOCIATION, herein referred to as the Association.

#### Article II Purpose and Objectives

The purpose of this Association is to foster a high standard of horsemanship through employment of classical dressage techniques. In furtherance of this goal, the Association will disseminate educational material, sponsor and promote equestrian activities such as clinics, seminars and competitive events, and encourage others to do likewise.

The Association will participate in any program or activity deemed advisable by its membership, provided that such participation does not conflict with conditions governing a non-profit education organization as defined by the United States Department of Internal Revenue.

The Association will cooperate with other local and national organizations and individuals interested in the development and promotion of better horsemanship.

#### Article III Membership and Dues

Section 1: There shall be three classes of membership: Individual, Family, and Junior

A. An individual Adult member shall be **18** years of age and over and shall have the right to vote, hold office, and participate in all Association activities.

B. A Family membership shall have two votes and hold only one office per family.

C. A Junior/~~Young Rider~~ member shall be 17 years of age or under and shall have the right to participate in all association activities.

Age will be determined by the date of membership **age of the member on December 1 of the membership** year and will remain through that membership year.

Section 2: The dollar amount for annual dues is determined by a majority vote of the Board of Directors. The deadline for annual dues is November 30 for any given year.

Section 3: A candidate for membership shall submit a Membership Application to the Chair of the Membership Team.



Section 4: The membership period shall be from December 1 to November 30 of each year.

Section 5: A member may be dropped from the membership for conduct and actions detrimental to the interests of the Association upon recommendation to the Membership Team and approval of the Board of Directors.

Section 6: The Volunteer of the Year winner will receive recognition to be determined by the current Board. The Volunteer of the Year is voted by the current Board, cannot be a member of the Board of Directors or an Officer. The Volunteer of the year may possibly receive a IaDCTA membership. If the Volunteer of the Year is part of a family membership, the price of the family membership will be reduced or refunded by the amount of an individual membership by the Treasurer.

#### Article IV Officers

Section 1: The officers of the Association shall consist of president, vice president, secretary and treasurer.

Section 2: All officers shall be elected by a majority vote of the general members at the Annual Meeting.

Section 3: All officers shall serve for a term of one year. They shall be eligible to succeed themselves.

#### Article V Duties of Officers

Section 1: The president shall preside at all meetings of the Association.

Section 2: The vice president shall, in the absence of the president, or upon his/her request, perform the duties of president. In the event of the death of the president, the vice-president shall succeed the president.

Section 3: The secretary shall give notice and keep minutes of all meetings of the Association and be responsible for maintaining the records of the Association.

Section 4: The treasurer shall be the general finance officer of the Association. He/she shall collect payments due the Association, keep full and accurate account of all receipts and disbursements, deposit all payments and other valuables in depositories designated by the Board of Directors, and pay all bills of the Association approved by the Board of Directors. He/she will file state and federal tax forms, renew licenses for vehicles or trailers, and apply for insurance annually as needed. He or she shall report to the Board of Directors, when so requested, the financial state of the Association. He or she can make an annual report to the Association of its financial position.

#### Article VI Board of Directors

Section 1: The Board of Directors shall consist of a minimum of six members of the Association, at least two of whom shall be elected by a plurality of the membership each year. Each elected board member shall serve for a three-year term. Officers shall begin their term after election. In the event

of a vacancy on the Board, the Board shall fill the vacancy by majority vote to complete the balance of the year.

Section 2:

A. Directors shall make and enforce the rules of the Association. They shall use their discretion in adopting rules recommended by the respective committees.

B. The Directors may, after a hearing, remove from office any officer or member of any committee of the Association for failure to perform the duties of his or her office in an acceptable manner.

Section 3: At all meetings of the Board of Directors, a majority of the current Directors shall constitute a quorum.

Section 4: Elected directors are expected to attend the regularly scheduled meetings of the Board of Directors. If a Director misses three consecutive meetings, or misses more than four during the year, he/she may be removed from the board by a majority vote of the board and a replacement made by majority vote of the board to complete the balance of the year.

Section 5: In the event of any vacancy on the Board of Directors, the Board shall name a member to fill such vacancy until a successor can be duly elected.

Section 6: The Board of Directors shall keep a record of its proceedings and shall report at the annual meeting of the Association, or at any general meeting, and matters which, in its judgment, require the action of the members.

Section 7: The officers of the Association shall hold the same offices on the Board of Directors.

Section 8: The Board of Directors shall meet semi-annually as well as such time and place as a majority of the Board members deem necessary. Meetings shall be held only after five days' notice. All meetings shall be open to the general membership.

Section 9: The Board of Directors shall delegate to the various teams such duties and powers as it shall deem necessary and desirable.

Section 10: The directors shall receive no compensation for services as Directors, nor shall they be compensated for expenses incurred with attendance at meetings of the Board of Directors.

Section 11: The Board of Directors shall establish the fiscal year of the Association, approve of all major expenditures and the annual budget, and determine dues and assessments.

## Article VII Teams

Section 1: The teams of the Association shall consist of those standing committees and the Board of Directors may deem any special committees as necessary.

Section 2: All teams shall be appointed by the president and approved by the Board of Directors.

Section 3: A Nominating Team shall be appointed by the president and approved by the Board of Directors.

Section 4: The standing teams may include the following and such other teams as are approved by the Board of Directors.

- A. The Membership Team shall be responsible for maintaining the membership records.
- B. The Competitions Team shall be responsible for the organization and recording of all results for all competitions and shows sponsored by the Association.
- C. The Education Team shall be responsible for clinics and special programs.
- D. The Publicity Team shall be responsible for appropriately publishing all of the activities of the Association and for editing and publishing of any newsletter, which may be issued by the Association.
- E. The Nominating Team shall present a slate of directors to the Board of Directors each year after soliciting suggestions from the membership. Write-ins shall be permitted on the ballots.

Section 5: All competitions, clinics, or special programs must be approved by the Board of Directors.

### Article VIII Meetings

Section 1: There shall be an Annual Meeting of the Association and such other meetings as called by the Board of Directors.

Section 2: The membership shall be given reasonable written notice of the time and place of meetings.

Section 3: Annual meetings of the Association shall be held in any given month and will be determined by a majority vote of the Board of Directors. Members shall be notified at least 30 days in advance of the meeting. Installation of the new Board members shall take place at this meeting.

Section 4: The order of business of the Board of Directors and of meetings of the Association shall be:

- A. Approval of the minutes
- B. Reports of officers
- C. Reports of committees
- D. Unfinished business
- E. New Business
- F. Adjournment

Section 5: At a meeting of the members, a quorum shall consist of members present, provided written notice has been given to the membership at least 30 days in advance of the meeting date.

Section 6: Special meetings may be called by the President with the approval of the Board of Directors, or shall be called on written request of ten members.

Section 7: Robert's Rules of Order shall govern Meetings of the membership.

## Article IX General Management

Section 1: Proxy Voting - Members of the Board of Directors may vote by Proxy if executed in writing and filed with the Secretary. Proxy must be in writing to the Secretary and must be made available for the Board perusal if requested.

Section 2: Contracts - All contracts entered into by the President or his/her authorized agent must contain a cancellation clause. No contracts may be entered into without the approval and knowledge of the Board of Directors. If any member of the Association, without the president's approval and consent, signs any contract, the said contract may become the liability of the individual signing such contract.

### Section 3: USDF Representation

A. The Board of Directors may appoint an individual member as the Association's delegate to the USDF or USEA annual meetings. This member should be knowledgeable of the Association's bylaws, management, etc., and should be an integral part of the meeting.

B. Expenses of each delegate will be voted on and approved at least sixty days prior to the Annual Meeting, if required.

Section 4: A director of the Corporation shall not be liable to the Corporation or its members for money damages for any action taken, or any failure to take any action, as a director, except liability for any of the following:

- (1) the amount of a financial benefit received by a director to which the director is not entitled;
- (2) an intentional infliction of harm on the Corporation or the members;
- (3) a violation of the unlawful distribution provision of the Revised Iowa Nonprofit Corporation Act; or
- (4) an intentional violation of criminal law.

If the Revised Iowa Nonprofit Corporation Act is hereafter amended to authorize the further elimination or limitation of the liability of directors, then the liability of a director of the Corporation, in addition to the limitation on personal liability provided herein, shall be eliminated or limited to the extent of such amendment, automatically and without any further action, to the fullest extent permitted by law. Any repeal or modification of this Article shall be prospective only and shall not adversely affect any limitation on the personal liability or any other right or protection of a director of the Corporation with respect to any state of facts existing at or prior to the time of such repeal or modification.

Section 5: The Corporation shall indemnify a director for liability (as such term is defined in section 504.851(5) of the Revised Iowa Nonprofit Corporation Act) to any person for any action taken, or failure to take any action, as a director, except liability for any of the following:

- (1) receipt of a financial benefit by a director to which the director is not entitled;
- (2) an intentional infliction of harm on the Corporation or the members;
- (3) a violation of the unlawful distribution provision of the Revised Iowa Nonprofit Corporation Act; or
- (4) an intentional violation of criminal law.

Without limiting the foregoing, the Corporation, shall exercise all of its permissive powers as often as necessary to indemnify and advance expenses to its directors and officers to the

fullest extent permitted by law. If the Revised Iowa Nonprofit Corporation Act is hereafter amended to authorize broader indemnification, then the indemnification obligations of the Corporation shall be deemed amended automatically and without any further action to require indemnification and advancement of funds to pay for or reimburse expenses of its directors and officers to the fullest extent permitted by law. Any repeal or modification of this Article shall be prospective only and shall not adversely affect any indemnification obligations of the Corporation with respect to any state of facts existing at or prior to the time of such repeal or modification.

#### Article X Amendments

These bylaws may be amended at a meeting or by electronic and/or written communication of the Association by a two-thirds vote of the total voting membership, provided the proposed amendment has been submitted to the membership in writing a week before the meeting/electronic or written communication. An amendment may be proposed by the Board of Directors or by five other members if prior notice has been given to the Board of Directors.