

W P D A H A N D B O O K
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HANDBOOK FOR THE WESTERN PENNSYLVANIA DRESSAGE ASSOCIATION, INC.
REVISED JANUARY 2010
A GROUP MEMBER OF THE
UNITED STATES DRESSAGE FEDERATION
FOUNDED IN 1974

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I. INTRODUCTION

DRESSAGE - the word *dressage* is surrounded by mystique. To many it may seem more highly specialized and complex than what applies to the practicality of everyday riding. In fact, it is merely a derivative of the French verb "dresser"; meaning to train or to school and in its broadest sense can be applied to the basic training of a horse for any purpose. In its more specialized sense it means that the horse is being trained systematically following certain classical principles and although even these may differ some in their application, the finished products are always the same...the seemingly effortless union of the horse and rider.

In the words of the rule book of the Federation Equestre Internationale (FEI), the organization that governs the sport worldwide, the object of dressage is: *...the harmonious development of the physique and ability of the horse. As a result, it makes the horse calm, supple and keen, thus achieving perfect understanding with its rider...The horse thus gives the impression of doing on his own accord what is required of him. Confident and attentive, he submits generously to the control of his rider.*

ABOUT US

The Western Pennsylvania Dressage Association (WPDA) is a Group Member Organization (Region 1) of the United States Dressage Federation (USDF).^{*} All WPDA members are automatically USDF Group members (see details below).

1. MEMBERSHIP INCLUDES THE FOLLOWING:

- Participation in WPDA shows & clinics
- Educational membership meetings
- Access to the free Videotape/DVD Library
- Group Member Organization (GMO) Membership in the USDF
- Eligibility for year-end Awards
- Eligibility for WPDA scholarship awards
- Voting & office-holding privileges
- Newsletter
- Social events
- Annual banquet
- WPDA handbook on line
- WPDA team competitions
- Free Classified Ads for WPDA members
- Free listing for member barns and trainers on our web site

^{*} *For more information about WPDA membership, please contact our current Membership Chair, listed on the [WPDA dressage.org](http://WPDAdressage.org) web site.*

USDF GROUP MEMBERSHIP (GM) is obtained by joining a USDF Group Member Organization (GMO). Each GMO sends a roster of members along with appropriate dues to USDF. The USDF Group Membership year is defined by USDF and posted on their official web site at USDF.org

2. GROUP MEMBERSHIP BENEFITS:

- Subscription to *USDF Connection*, USDF's members-only magazine.
- Eligibility to participate in Rider Award programs.
- Eligibility to earn USDF University credits.

MEMBER-DISCOUNT RATES FOR USDF EVENTS

The current list of our officers, directors and committee chairpersons is also on the www.wpdaddressage.org web site.

WPDA VIDEO TAPE LIBRARY

Information about the WPDA video library is available on our web site, along with contact information for checking out the items for viewing. The videos are available for WPDA members to check out. If you would like to view any of the videos/DVD's below please contact the Video Librarian for details on shipping. There is a small fee (\$4, or less) per tape to cover the librarian's mailing costs. If you have any requests/suggestions for videos or DVD's to add to the library please email the librarian. Please return tapes promptly. Video tapes may be borrowed for two weeks or less.

WPDA GRANTS

WPDA will make available \$750.00 in grant money annually, which will be paid out to reimburse individuals, with a cap of \$250.00 per individual, per year, for registration fees related to:

- Instructor Certification
- "L" Judge Program
- Technical Delegate

Anyone interested should contact the Scholarship Chairperson for submitting your application for the grant. Involvement in the WPDA weighs heavily, and grants will be awarded pending availability of funds and Board approval.

REFUND POLICY

- All WPDA clinics, schooling shows, USEF-licensed/USDF-recognized shows and other WPDA activities must have a written refund policy. This policy must be stated in the official prize lists of the shows or the clinic/activity fliers.
- Participants whose checks are payable to WPDA, Inc. which are not honored by their bank whether for reasons of insufficient funds or an imposed stop payment will be suspended from WPDA activities until proper restitution of funds is made.
- This policy is one of the standard USEF rules to which WPDA adheres as closely as possible.

WPDA FORMS

All WPDA forms can be downloaded from the WPDA web site at www.wpdaddressage.org.

II. CANTER CASH

The WPDA sponsors the Junior and Adult Teams, Clinics, Recognized and Sanctioned Shows, and many other events throughout the year for our members. We also send out monthly newsletters and have a web site that needs to be continuously updated. All of these events and activities take a lot of time and volunteer hours to be successful. The WPDA has instituted Canter Cash that will be awarded to volunteers for their volunteer hours.

RULES FOR CANTER CASH

- One volunteer hour equals one Canter Cash Dollar
- Canter Cash Dollars do not expire
- Canter Cash is transferable.
- Canter Cash Dollars can be used for any event that is payable directly to the WPDA. For example: WPDA Schooling Show entry fees, Clinics, or entry fees for WPDA recognized shows.
- Canter Cash Dollars cannot be used toward the WPDA membership fees, WPDA banquet fees or any USEF/USDF fees
- All current Board members and Committee Chairs will receive 4 Canter Cash Dollars for their one-year term
- Every horse/rider combination must have 4 Canter Cash Dollars to receive Year-End Awards. The horse/rider combination can be applying for multiple awards and will need only 4 Canter Cash Dollars for all the awards for which they are applying.
- Volunteer forms must be signed by the Event Organizer, Committee Chair or Board Member and sent to the WPDA Treasurer to receive Canter Cash.

EARNING CANTER CASH

The following list includes but is not limited to ways in which Canter Cash Dollars can be earned:

- Volunteer physical hours at any WPDA sponsored event
- Write articles in the WPDA newsletter. (One article of 500 words or more equals one Canter Cash Dollar)
- Volunteer at any WPDA recognized show
- Volunteer at any WPDA Sanctioned Schooling Show
- Volunteer at a WPDA clinic,
- Serve on a Committee,
- Help at a fundraising event to help the Junior or Adult teams
- Serve on the WPDA board
- Become a Committee Chair
- Enlist your spouse, parents, children, friends, and relatives to complete volunteer projects for you.
- Utilize your computer skills to assist with the web site or newsletter production

CANTER CASH VOLUNTEER FORM

The volunteer form to receive Canter Cash Dollars can be downloaded from the WPDA web site at www.wpdaddressage.org.

III. WPDA AWARDS POLICY

AWARD DIVISIONS

1. JR/YR

A Junior/Young Rider (Jr/YR) is a member who has not reached the age of 21 years as of January 1st of the current year.

2. ADULT AMATEUR

Members are only eligible to compete as amateurs from the beginning of the calendar year in which they reach age 22.

3. OPEN

There is no qualification for the member in the open division.

GENERAL RULES FOR YEAR-END AWARDS

- You must be a WPDA member in good standing at the time the scores were earned.
- The scores must be same horse and rider combination.
- Minimum of 58% score per test. The average for the highest three scores submitted will be calculated.
- Complete and submit the Year End Individual Competitor's report with four (4) Canter Cash attached. (Form is on our web site).
- Submit either copy of the test showing the judge's signature and the score earned or a USDF computerized score sheet.
- Applications must be post-marked by October 15th of the awards year. Applications include your completed form, copy of the tests and/or USDF score sheets to the Awards Chairperson. Your entry will not be considered for an award without the completed Year End Individual Competitor's Report and test verification and Canter Cash. If Applicant is applying for multiple awards, at least one application must have their Canter Cash attached.
- You must submit a separate form for each division (WPDA Sanctioned or USEF/USDF Recognized) for which you are applying.
- Performance Certificates will be awarded to those competitors who have met the Year End Awards criteria. The same horse/rider combination will be eligible to receive a performance certificate in a given level for more than one year.
- Scores from USEF/USDF Recognized shows and WPDA Sanctioned Shows are NOT interchangeable
- Scores earned Freestyle rides are limited solely to the Freestyle Year End Award categories. (freestyle 1st – 4th and FEI Freestyle levels)
- Scores earned at Dressage phase of USEF/USEA are not admissible for the WPDA Year End Awards.

1. RECOGNIZED SHOWS AWARDS

- Must meet all the requirements aforementioned under General Rules for Year-End Awards
- For USEF/USDF Recognized shows one Champion trophy and one Reserve Champion trophy will be awarded for each division (above) for each of the

following levels: USDF Introductory, Training, First, Second, Third, Fourth, FEI Levels and Musical Freestyle.

- You must obtain a minimum of three scores from three different judges at any one level. At least one score must be from a WPDA USEF/USDF recognized show. This score does not necessarily need to be used as one of the three scores for the average.

2. SANCTIONED SHOW AWARDS

- Must meet all the requirements aforementioned under General Rules for Year-End Awards
- For WPDA Sanctioned Schooling shows, one Champion trophy and one Reserve Champion trophy will be awarded for each division (above) for each of the following levels: USDF Introductory, Training, First, Second.
- You must obtain a minimum of three scores from three different judges at any one level. ALL three (3) scores MUST be from WPDA Sanctioned Schooling Shows.

IV. WPDA TEAM QUALIFICATIONS

WPDA JUNIOR AND ADULT TEAM QUALIFICATIONS

- Applicant must be a current WPDA member in good standing at the time scores are earned
- Applicant must have completed 6 total hours of volunteer time for the WPDA within the competition year. Of those volunteer hours, 2 hours must have been spent on fundraising. **These hours must be completed prior to the close date of the event.**
- Applicant must meet the minimum requirements of the team event they are submitting to attend as a representative of the WPDA
- Applicant must write a check for the total entry fees to the WPDA which the WPDA Chairperson will hold until after the team event. If the applicant does not meet the requirements of the team event (i.e. stay for the awards ceremony when required) the WPDA will deposit the check into the Adult team account. If the applicant meets all the requirements of the team event, the check will be returned to the applicant within 10 business days of the event.
- Applicant must submit their score (s) post marked by the date designated by the Team Chairperson
- The Team Chairperson and the WPDA Coach (if applicable) will review and determine eligible team members. The names of the team members selected will be submitted to the current WPDA Board for review and approval before an official announcement of the team.

WPDA TEAM SPONSORSHIPS

The WPDA will help the Junior and Adult Team with some of the cost but the Teams will be required to sell sponsorship to defer the costs not covered by the WPDA. The following is a list of the sponsorship levels.

- **Well Wishing or Congratulatory Gift Donation** - \$10 donation includes a listing of the donor's name and message on the WPDA web site.
- **Bronzed Sponsor** - \$20 donation includes a listing on the WPDA web site for one year or the donor's name and business and contact information.
- **Silver Sponsor** - \$60 donation includes a listing on the WPDA web site for one year for the donor's information (business card size).
- **Gold Sponsor** - \$100 or more includes a half-page advertisement of the donor's business on the WPDA web site for one year.

Checks should be made payable to the WPDA and write sponsorship for the WPDA in the memo section of the check. Include a business card for the Silver and Gold sponsorships. Designate if the donation is for the WPDA Junior or Adult Team.

V. AWARDS AND TROPHIES

JOE LANE CHALLENGE TROPHY

Established in 1978, the **Joe Lane Challenge Trophy** will be offered as an award at the annual WPDA awards banquet. It will be awarded subject to the following conditions.

- To be offered as an award at the WPDA Annual Awards Banquet
- To any rider regardless of age, sex, or affiliation, for the highest score at Second Level and above in classes specified as "Open" USEF Second Level and above. Any classes restricted by age or qualifications, are ineligible.
- Must be won three times by the same rider for permanent possession. Does not have to be with the same horse or in successive years.

The **Joe Lane Challenge Trophy** will remain in the possession of the WPDA, Inc., until it is retired under the condition of above. However, the winner will be given a souvenir trophy for their permanent ownership.

The list of recipients that been awarded the Joe Lane Challenge Trophy can be found on the WPDA web site at www.wpdadressage.org.

JENNIFER S. WESSON MEMORIAL TROPHY

Established in 1994, the **Jennifer S. Wesson Memorial Trophy** is to be awarded subject to the following conditions:

- To be offered as an annual award at the annual WPDA awards banquet.
- To any rider regardless of age, sex, of affiliation, for the highest score at Prix St. Georges and above in classes specified as "Open.". Any classes restricted by age or qualifications are ineligible.
- Must be won three times by the same rider for permanent possession and does not have to be with the same horse or in successive years.

The **Jennifer S. Wesson Memorial Trophy** will remain in the possession of the WPDA, Inc., until retired under the conditions above. However, the winner will be given a souvenir trophy for their permanent ownership.

The list of recipients that have been awarded the Jennifer S. Wesson Memorial Trophy can be found on the WPDA web site at www.wpdadressage.org.

VINTAGE RIDER AWARD

The Vintage Rider Award was established in 2003, by Aksel A. Bothnerby, Professor Emeritus, Carnegie Mellon University and an avid rider into his mid-80s on his beloved Thoroughbred Tchumley, The WPDA Vintage Rider Award recognizes riders 50 years and older. Eligibility for WPDA Vintage Rider Award is the following:

- Be age 50 or older when scores are earned.
- Be a WPDA member in good standing when scores are earned and received.
- Horse and rider are considered a pair for each level.
- A minimum of 6 scores will be averaged.

- Scores must be 58% or higher to qualify at USDF Intro, Training, 1st, 2nd, 3rd, or 4th Levels.
- Scores must be 55% or higher to qualify at Prix St. Georges or higher FEI classes.
- Freestyle scores are not eligible.

The list of recipients that been awarded the Vintage Rider Award can be found on the WPDA web site at www.wpdaddressage.org.

WYNNWOOD FARM PERPETUAL TROPHY

The Grand Champion of WPDA's breeding division will receive the Wynnwood Farm Perpetual trophy donated by Dr. Samuel and Mrs. Mary Garfield. The trophy will be awarded at the WPDA annual awards banquet. Perpetual trophies remain the property of and in the possession of a competition, club or awarding division. However, a souvenir trophy will be presented to the winner at the WPDA annual awards banquet.

The list of recipients that been awarded the Wynnwood Farm Perpetual Trophy can be found on the WPDA web site at www.wpdaddressage.org.

FREESTYLE CHALLENGE AWARD

Established in 2007, the Freestyle Challenge Award is open to riders at all ages and abilities We will offer one year end award for the high scoring Freestyle ride at the combined USDF levels (levels 1 through 4), and one for the high scoring Freestyle ride at the combined FEI levels (PSG through GP) with the following criteria:

- Only scores earned at USEF/USDF Recognized shows are eligible.

The list of recipients that been awarded the Freestyle Challenge Award can be found on the WPDA web site at www.wpdaddressage.org.

VIVIANO AWARD

The Viviano Award was established in 2009 by the WPDA Board to recognize the Junior / Young Rider who is voted by her/his peers to have contributed the most to the Junior / Young Rider Team (i.e. through scores, volunteer hours, general support, fundraising activities or any combination thereof). The Junior chosen must have met the Junior Team Qualifications:

- Be a current WPDA member in good standing at the time scores are earned
- Must have completed 6 total hours of volunteer time 2 hours of which must be from fundraising activities within the competition year.
- Must meet the minimum requirement of the team event they are submitting at attend as a representative of the WPDA
- Must submit their score (s) post marked by the date designated by the Team Chairperson
- The Team Chairperson and the WPDA coach (if applicable) will review and determine eligible team members.

VI. GUIDELINES FOR WPDA SCHOLARSHIP AWARDS

These scholarships are approved solely by the Board of Directors of the WPDA. The Board's decision is final in all cases. There are 3 categories of scholarships:

- Junior/Young Rider Competitor Scholarship
- Adult Competitor Scholarship
- WPDA Member Service Scholarship - Open to ALL (rider/non-rider)

The main criterion for the awarding of scholarships is the total number of volunteer hours submitted with an application. A minimum of 6 hours of volunteer service of which 2 hours must be from fund raising is needed by an applicant. Volunteer service hours must be recorded on the WPDA Volunteer Form and signed by the event organizer with four (4) Canter Cash Dollars attached.

- Applicant must be a member in good standing of WPDA.
- Volunteer services are to be performed by the applicant. No substitutes are permitted.
- The volunteer service year runs from October 1 – September 31.
- Applications for WPDA Scholarships should be postmarked by October 15 of the scholarship year and mailed to the Scholarship Chairman. Each scholarship is in the amount of \$200.00 and will be awarded by check at the WPDA Annual Awards Banquet.
- The scholarships are to be used for educational purposes.
- Competitor Scholarships have these additional requirements:
 - The Junior and Adult Competitor applicant must submit a copy of at least one test score from a WPDA Sanctioned Show or USEF/USDF recognized show earned during the service year. NO minimum score is required and ANY level may be ridden.
 - The applicant must be a member in good standing of WPDA at the time the score is earned.
 - The definitions of "Junior/Young Rider" and "Adult" will be as defined by the USEF/USDF.

JOE LANE MOST VALUABLE MEMBER AWARD

The WPDA Joe Lane Most Valuable Member Award is given each year to a member who has contributed in time and effort to the sport of dressage and to WPDA. The recipient is chosen by vote of the Board of Directors.

The list of recipients that have received the Joe Lane Most Valuable Member Award can be found on the WPDA web site at www.wpdadressage.org.

KEYSTONE MERIT AWARD

This is a meritorious award recognizing "Outstanding Contributions and Service to the WPDA." This award is available on an as-merited basis. A prospective winner of this award must be nominated to the WPDA Board and approved through Board voting on the award.

The recipient of this award will receive:

- An engraved trophy

- A \$200 Scholarship

The list of recipients that have received the Keystone Merit Award can be found on the WPDA web site at www.wpdaddressage.org.

VII. WPDA SANCTIONED SCHOOLING SHOWS

WPDA Sanctioned Schooling shows (hereafter termed *schooling shows*) require current (within one year, or 6 months from the competition date if out of State) negative Coggins tests on horses participating in shows or clinics.

Schooling shows are to be run in accordance with USEF rules as closely as possible. No horses are permitted in the arenas before the show and between classes. Large arenas (20m x 60m) are to be used when possible. Spectators must be kept back from the ring. No test is to be returned to a competitor before a class is pinned. Each competitor must receive a score sheet (whether in breeding or performance classes).

Schooling Shows:

- Run in accordance with USEF rules and with the policies of WPDA
- May be supervised by a WPDA representative
- Host insurance in effect
- Host provides Show Secretary and workers
- Host provides equipment
- Host's profit or loss
- Open to the public at host's discretion
- WPDA Board of Directors must approve host's facility, judge(s), and classes offered
- Sanctioning fee payable to "WPDA"

CORRECT ATTIRE FOR DRESSAGE COMPETITIONS

All WPDA Schooling and Recognized Shows will adhere to the USEF helmet rule as stated:

USEF Extraordinary rule Change for Dressage Effective March 1, 2011: Everyone mounted on a horse must wear protective headgear except those riders 18 and over while on horses that are competing only in FEI Levels and test at the Prix St. Georges level and above (including FEI Young Rider Tests, the USEF Developing Prix St. Georges Test and the USEF Brentina Cup Test).

The WPDA require that all riders including FEI riders must wear approved helmets while schooling horses.

1. SCHOOLING SHOWS

1. Riding breeches, boots, shirt, appropriate neckwear, a hunt coat and protective head gear as outlined above. Young riders may wear jodhpurs and paddock boots. Half-chaps, gaiters, and/or leggings may be worn and must be of conservative solid color, without fringe. A whip no longer than 47.2" (120 cm), including lash, may be carried and spurs may be worn.
2. The horse should be ridden in an English type saddle with stirrups and a USEF approved bit. Martingales are not permitted, nor are boots, bandages and leg wraps. Drop, flash and figure 8 nosebands may be used.

2. RECOGNIZED SHOWS:

Please refer to the USEF Rule Book for Dressage Competitions for current dress codes.

VIII. WPDA SANCTIONED SCHOOLING SHOW HOST INFORMATION

In order to host a Western Pennsylvania Dressage Association ("WPDA") sanctioned schooling show, the following requirements must be met:

- The show must be run in accordance with the rules of the United States Equestrian Federation (USEF) as closely as possible and the policies set forth by the Board of WPDA.
- It is the responsibility of the host to provide WPDA with a certificate of insurance demonstrating that liability insurance is in effect for the day(s) of the show. WPDA's INSURANCE WILL NOT COVER SANCTIONED SCHOOLING SHOWS.
- It is the responsibility of the host to provide management, workers and all necessary equipment for the show.
- Any profit or loss resulting from the show will belong to the host.
- The show must be open to all WPDA members.
- WPDA's Board must approve the host's facilities, judges and classes offered.
- Judges not licensed by USEF or USDF must provide copies of their USDF 2nd Level Performance Certificate or proof of USDF Bronze, Silver, or Gold Medal. These should be submitted along with the show application unless already on file with the sanctioned show chairperson. All Judges must be approved by the WPDA Board.
- It is the responsibility of the host to obtain a negative Coggins test dated within one year of the date of the show for all horses participating in the show. As part of this application the host must certify to WPDA that such negative Coggins tests have in fact been obtained.
- No horses are permitted in a competition arena between classes. The USEF recommends that spectators not be permitted within 15 meters of a competition arena.
- Each competitor must receive a test score sheet for each class in which such competitor competes (including in-hand classes). Official USEF test score sheets should be used for each class. No test score sheet is to be returned to a competitor before the class is pinned.
- It is the responsibility of the host to complete and return the score report form to the Awards Chairperson, computer generated or type-written within 10 days of the show.
- It is the responsibility of the host to complete the attached application and submit it with the applicable sanctioning fee to the Sanctioned Show Chairperson.
- The application for a Sanctioned Schooling Show and contact information can be found on our web site.

IX. JOE LANE - WPDA FOUNDER

It is not what Joe Lane accomplished that makes each of us who knew him treasure his memory. It is the dedication with which he lived that represents a challenge to us. Joe was a man to dream, an idealist in the truest sense. He saw the clumsiness of equestrian training in this country, as we moved from the quick expedience of cowboy methods to the contrived artifices of the show world. He despised the cruelty inflicted on the horse as a result of man's insufficient knowledge. He recognized early that dressage could prevent these cruelties and open possibilities for achieving a unity between horse and rider beyond what most thought possible.

Joe made a living as an engineer, but his true love was the horse. He rode in spite of his own lack of time. He experimented and tested without help in the beginning, always listening for what the horse's behavior would tell him. As he struggled through the basics, many watched his struggle and thought, "It might be easier if...", but no one lacked respect for Joe's determination.

As Joe gained experience, he became acutely aware of the need for knowledge in Western Pennsylvania. He was convinced that the quickest way to disperse knowledge to the greatest number was through an educational organization which would provide the opportunities for interested people to ride, show, learn and share. And so, funded for the first year from Joe's own money, the Western Pennsylvania Dressage Association ("WPDA") was born. Joe worked hard as the WPDA President to develop guidelines which would ensure a continuation of the learning process. He continued to challenge himself and others by setting ever higher goals for WPDA. He successfully completed the Learner's Judge Program shortly before his death.

His life represents the challenges each of us who rides must accept: the challenge to discipline oneself for the day-to-day work which is the foundation of each successful accomplishment; the challenge to keep trying when the odds are against you; the challenge to be unafraid to experiment and learn from your horse; and the last, the challenge to find joy inherent in working with your horse toward the goals you have chosen.

By Elva Lee Corr