



The American Driving Society, Inc.

## CDE Organizing Handbook

## **CDE Organizing Handbook**

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### **Introduction**

Planning a combined driving competition can be a daunting task for many, especially if it is the organizer's first time. There are complexities within the rules that need to be understood as the planning process unfolds. The important thing is to START EARLY! "Last-minute" organizers miss out on officials' availability and the opportunity to be published in the Omnibus. Most large-scale competitions are planned as early as 12 months or more ahead. Some organizers forge a plan for the following year with some of their officials and staff before the current competition ends.

### **Chapter 1 – Vision and Planning**

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#### **1. Choosing the right event**

Different formats allow organizers to choose the size of competition they can handle, with consideration given to available land, volunteers, other needed resources, budget expectations, and competitor participation appeal.

- a) Fun day – Usually an introduction to the sport offered in an informal way for a limited number of drivers. Licensed officials and event recognition are not required. Registered activities are eligible for insurance. See the [Requirements of ADS Educational Activities](#). Use the [ADS Educational Activity Organizer's Application/Registration](#) form.
- b) Clinic/Schooling event – May be any of the three competitions under the tutelage of an experienced competitor, coach or an official able to critique and encourage athletes new to the sport and/or those needing more experience. Licensed officials and event recognition are not required. Registered activities are eligible for insurance. See the [Requirements of ADS Educational Activities](#). Use the [ADS Educational Activity Organizer's Application/Registration](#) form.



- c) Driving Derby (DD) – An entertaining event to draw spectators, also good for driving demonstrations at horse expos. Typically consisting of two portable marathon-type obstacles and 8-10 sets of cones in an enclosed space. Very few volunteers needed and easy preparation for competitors. See *CDE Course Building Handbook*, Chapter 7 for sample courses, and the *CDE Operating Handbook*, Chapter 5.8 for sample competitor briefings and score sheet.
- d) Combined Test (CT) – Offers two of the three competitions, usually dressage and cones, usually held in one day. When a CT has no marathon, fewer volunteers are required. Similar to ATs. A CT offers a good format to help new drivers and horses learn the sport and may include drivers who typically do only Recreational or Pleasure driving.
- e) Arena Trial (AT) – Can be any arena, indoors or outdoors. There are reduced-size dressage tests available, and two or more portable marathon-type obstacles are used to create a marathon experience. A reduced number of cones is used to allow proper flow and speed in the available space. See the *CDE Course Building Handbook*, Chapter 6 for sample marathon and cones courses, and the *CDE Operating Handbook*, Chapter 5.7 for sample competitor briefings and score sheet.
- f) Driving Trial (DT) – Can be held all in one day or as many as three. The marathon consists of only one section --Section B -- that has the obstacles. The expectation of obstacle quality is somewhat lower, though safety may not be sacrificed, and can require fewer volunteers and licensed officials.
- g) CDE – 2- or 3-day formats – These require the most from an organizer’s available resources. The format is held over two or more days and requires more available land for the marathon competition. The marathon requires two or three sections, and the obstacle quality expectation is somewhat higher. Marathon options include:
  - i) 3-section: Section A, Transfer Section, Section B
  - ii) 2-section: Section A (with a slower KPH requirement) and Section B
  - iii) 2-section: Controlled Warm-up and Section BThe cones competition may be held following dressage on day one for a two-day event, or on the third day.

## 2. Planning and budget –

- a) Format – There are three marathon format options to run either a two- or three-day CDE and one format for a DT. Very early in your planning process you will need to decide what format to use. Guidance from your TD and course designer will be critical. For events that are new to ADS recognition, it is recommended, but not required, to hire a licensed, experience course designer to help ensure a safe and fun course for everyone. Smaller schooling events may forego a professional, but it is still strongly recommended that an experienced competitor be consulted to maintain a safe and drivable course.
- b) Creating a working budget – This is essential to a successful event. Attracting sponsors, raising funds, setting entry fees and monitoring expenses must be managed effectively. Determine how funds will be handled, and who has the authority to disperse funds.
  - i) How will you manage insurance for the event/organizing committee/host venue?
  - ii) Will you need additional insurance beyond what ADS offers?
  - iii) Do you want to consider incorporating your organizing committee?
  - iv) How much money do you expect to raise and spend?
  - v) Will any required expenditures be covered by donations or volunteers? Almost never do entry fees cover the total cost of an event.
  - vi) Handling entry fees – bank account: signers and alternates. Provisions for dissolving.
  - vii) Cost saving measures – equipment wholesalers, online or in-person price-reduction sales, classified ads for equipment, and of course grants, sponsors, donors. Try looking in the ADS website’s classified ads. Planning early for such major expenditures as airfares can allow you to keep your eyes open for special deals.



3. Event date and recognition – Selecting the date has many factors such as venue availability, appeal to the competitors, availability of community resources such as hotels and stores, climate considerations, availability of team members, and access to volunteers. Next step is to apply for recognition, confirming the date with ADS. Not all dates are acceptable – see note on application page. Meeting and brainstorming with fellow organizers is important, and coordinating dates regionally will be very beneficial. Submitting the date application to the ADS is typically performed by the Organizer following the directions below at least 60 days prior to the event start date.
  - a) Link to the Organizer’s Omnibus information and ADS Event Applications for 1-day, 2-day, 3-day and 4 or more day events: [Omnibus](#).
  - b) Fill out all the information on that page and click submit. This will then go to a payment page.
  - c) The ADS office will receive notification of payment, will mark the Date Application approved electronically, and place the event on the ADS Calendar.
4. Building an organizing committee – Putting a team together of like-minded individuals sharing the vision for the event is essential. Each person will have specific responsibilities and need to have the time and willingness to share ideas and be receptive to working toward the goals on a workable timeline. There are many ways to divide the responsibilities for running a competition. The following is one example that worked for a large competition for many years. For a smaller event, these functions can be combined if necessary. However, no matter what the size of the event, all these jobs must be done to assure the smooth, safe, and fair conduct of the competition. The ADS has Non-Licensed Competition Personnel (AC) duties listed online and prints an abridged version in the AC section of the Rulebook.
  - a) Organizer or Manager – Responsible for the operation of the event. They must always be available to act in an executive capacity. It is the organizer’s or manager’s duty to enforce all the rules and directives of the ADS from the time entrants arrive at the venue until departure. Neither can be an exhibitor at the event nor may they serve as a judge or technical delegate (TD) or learner official. (This does not exclude their family from participation.)

Additional duties include, but are not limited to, the following:

    - i) Ensure that all judges and TDs are on the current ADS Officials List or obtain a Guest Card (see 7c below).
    - ii) Prepare or supervise preparation and distribution of information packets for officials and competitors for their arrival at the venue.
    - iii) Require the measurement of any equine whose height is in question or does not already have a valid ADS pony measurement card and see that such measurement is correctly performed.
    - iv) Disqualify any entry who has entered a horse, athlete or vehicle that is ineligible.
    - v) Pay officials and employees fees and other agreed expenses at the close of the event or secure in writing an agreement by all parties concerned for the release of indebtedness by other manner or means.
    - vi) Any organizer/manager who violates or knowingly permits violation of the rules or directives of the ADS is subject to disciplinary action.
  - b) Secretary – The manager/organizer and secretary positions may be held by the same person. Duties include, but are not limited to, the following:
    - i) Submit a draft of the prize list at least 60 days prior to the competition or submit approved information for the Omnibus.
    - ii) File a copy of the final prize list with the ADS at least 30 days prior to the event. First year competitions must submit a draft of the prize list at least 60 days prior to the event.
    - iii) Forward copies of the Omnibus/prize list to the judges and TD immediately upon publication.
    - iv) Obtain from each entry all required health papers, signed liability forms and payments.
    - v) Provide appropriate identity badges for all officials.
    - vi) Assign and provide a bridle and carriage number for each turnout.
    - vii) Prepare an identifying placard or sign for vehicles assigned to officials and motorized vehicles for



para drivers.

- viii) Make copies of dispensation certificates for judges and TD and attach a copy to the applicable dressage tests.
  - ix) Furnish the judge in each class dressage tests to record marks for each competitor.
  - x) Supply correct ribbons and trophies to the presenter at the time of presentation.
  - xi) Post course maps, obstacle diagrams and cones course maps at the proper time for their inspection.
  - xii) Notify, at the earliest convenience, changes to course or corrections to maps/diagrams.
  - xiii) Forward to the ADS office, within 5 days of the closing of an event, a complete summary including winners, post entries, scratches, and corrections for all classes.
- c) Volunteer Coordinator – It is ideal that this person be local to the show location and/or have strong social skills and connections to the local equine community. Shows cannot happen without volunteers and an organized, friendly person is a must for this position.
- i) Work with organizer, manager, secretary and/or clerks of each competition to determine number and duties of volunteers.
  - ii) Make initial contact with volunteers, follow up to confirm date, time, place, and job.
  - iii) Determine when and where to meet at the competition.
  - iv) Help ensure that all volunteers also sign a liability disclaimer.
  - v) Make arrangement for lunches, snacks and beverages.
  - vi) Meet volunteers, provide welcome hospitality, name tags, equipment.
  - vii) Write and send thank you notes after the competition.
- d) Treasurer – Duties may be handled by Secretary or Manager.
- i) Work with Organizer/Manager to establish budget and set entry fees.
  - ii) Work with secretary to receive entry fees, contributions, and advertising fees.
  - iii) Pay officials and sub-contractors.
  - iv) Prepare final accounting to Organizing committee.
  - v) Send appropriate paperwork and fees (non-member and competitor) to the ADS office within 5 days of closing.
- e) Venue chair
- i) Work with all staff, course builder and course designer to prepare grounds and facilities for the competition, make arrangements for spectators during the competition, and supervise the cleanup of the grounds after the event.
  - ii) Put up road signs for spectators, information signs on show grounds, and crowd control barriers for all three competitions.
  - iii) Set up seating, name signs, etc. for patrons and sponsors.
  - iv) Coordinate volunteers or staff to collect tickets and parking fees, arrange locations and signs for parking by spectators and competitors.
  - v) Arrange for trash barrels and removal, manure removal, and returning grounds to original condition.
  - vi) Supervise preparation and clean-up of stabling.
  - vii) Provide manpower, when possible, and equipment for set-up and take-down of dressage ring, under supervision of clerk of dressage.
  - viii) Provide manpower and equipment for set-up and take-down of cones course, under supervision of clerk of cones.
  - ix) Assist clerk of marathon with preparation of course and marathon obstacles before the competition.
- f) Hospitality Chair
- i) Plan all hospitality for competitors and officials. Note: at a larger event the competitor dinner and/or sponsor hospitality may be handled by a separate person from the rest of hospitality.
  - ii) Contract with caterers and equipment rental suppliers.
  - iii) Arrange time, place, cost etc. of competitors' dinner.



- iv) Arrange hospitality, and all meals and refreshments for officials during the competition.
- v) Arrange snacks, drinks and lunches for all volunteers every day needed.

g) Communications Chair – Often done by the organizer or secretary.

- i) Provide and supervise personnel and equipment for communication throughout the event.
- ii) Arrange for loudspeaker system and assist announcer set up for all sections. Coordinate radio systems (and check batteries) between judges, secretary, and announcer for all three competitions.

h) Publicity Chair

- i) Write and distribute event information to media before, during, and after the competition.
- ii) Create social media pages/events/accounts as appropriate to promote the event to competitors, spectators, sponsors, and volunteers.
- iii) Send press releases to local papers, radio and TV stations in the weeks before the event.
- iv) Send announcements of event to horse publications and calendars six months before event.
- v) Each ADS-recognized event is allowed one free e-mail blast to go out to the membership. Verbiage is given to the ADS to prepare e-mail blast and approval by Publicity Chair prior to distribution. There is an office fee for additional e-mail blasts.
- vi) Prepare and distribute posters or flyers.
- vii) Prepare ads for publication in print and local media.
- viii) Prepare press packets containing badges, biographies of competitors, schedules, and results for distribution to press during the competition.
- ix) Escort media to appropriate locations and explain proceedings. Send results, photographs, and articles to media following the competition. Most publications require at least 300 dpi resolution for photographs, accompanied by “permission to publish” from the photographer. E-mail submissions to [abbie@americandrivingsociety.org](mailto:abbie@americandrivingsociety.org) for consideration.

i) Program Editor

- i) Supervise design, content, and publication of program and work with printer to produce program.

j) Advertising Chair

- i) Prepare and maintain list of potential and past advertisers.
- ii) Mail ad solicitations.
- iii) Follow up by telephone on late contracts or delinquent payments, receive and tabulate ad contracts and payments.
- iv) Answer queries about layout, and send ad sample with thanks to advertisers.

k) Writers and Artists

- i) Prepare articles, biographies, drawings, etc. for program.
- ii) Assemble public interest information about competitors, event schedule and site maps for inclusion in publication. (Orders of go, course maps and obstacle diagrams obtained from the event staff are sometimes made available for spectators.)

l) Patrons and Ticket Chair

- i) Responsible for patrons' and general admission tickets and arrangements.
- ii) Work with secretary to prepare packets with maps, preferred parking stickers, and badges for patrons and other spectators.
- iii) Plan preferred parking, name signs, and viewing areas for patrons.
- iv) Work with publicity chair to sell general admission tickets.
- v) Act as host to patrons throughout the competition to provide information, preferred viewing, and hospitality.

5. Venue availability and requirements – What is required?

- a) Not only the competition arenas, tracks for marathon, obstacle layout, stabling and office space but vehicle access for competitors, trailer parking and spectator parking on competition days.



- b) Not only the dates for the event but additional days are required for preparing the grounds, erecting rings, marking courses and building obstacles are needed.
- c) If multiple landowners are involved, having a written agreement may be very helpful to avoid any misunderstandings on access.
- d) Are there other activities in the general area that might affect our venue choice? Road construction, other events going on nearby?
- e) Any health or welfare issues?

6. Accessibility and Accommodation

- a) Stabling: Make note of stalls that would be appropriate for a driver with a disability.
- b) Parking: Provide an area as roomy, level, and smooth as possible for handicapped parking.
- c) Porta potties: Locate roomy, handicap accessible potties near stabling/camping/event office, providing extra space for safe mobility, clearance, ramps if necessary.
- d) Announcement board: Position the board so it is accessible to all. For participants who cannot read the board, offer alternative media such as e-mail or text.
- e) Event office: Ensure that the event office is accessible to all. If office is not easily accessible physically, offer alternate means of communication such as e-mail or text.
- f) The OC is not responsible for providing direct support staff for a competitor.

7. Hiring the officials – Once you have determined the size, kind, and location of the event you want to offer, build your team of officials. Refer to the [ADS Rulebook](#), Appendix H to determine the number and kind of officials you'll need. Then turn to the [ADS Licensed Officials List](#) to choose exactly which individuals you wish to hire.

Below are some facts and resources to help guide you in your choices. Detailed job descriptions – see Chapter 2.

- a) Technical Delegate (TD) – It is best to hire the TD first, and then that official can work with the organizer to make recommendations, based on the requirements stated in Rulebook Appendix H, to hire the judges required for a specific competition. Be aware that TDs are subject to a rule that only allows an official to serve a competition for a maximum of three consecutive years. This allows a TD to help develop a competition and its staff, but also create a healthy rotation of officials in the sport. The TD is responsible to review and approve the prize lists and Omnibus submission prior to publication.
- b) Course Designer – An experienced course designer will bring a level of skill, safety, welfare, and creativity to your event that can be transformative. A trained course designer will allow the organizer(s) to focus on other aspects of the event, instead of dealing with marathon course issues and problems.
  - i) Hiring a course designer needs to be done before or at the same time as other officials are hired. He/she will probably want to arrive earlier than the other officials, in order to get the course ready. Most course designers like to arrive the weekend before in order to get everything laid out and marked for an existing course that has been used before.
  - ii) For a first-time event, the course designer needs to make his/her visit much earlier to plan the courses. Six months in advance is not too early! Do not expect them to be able to plan a complete, new course by just arriving the weekend before the event.
- c) Judges – Depending on the event, one to three judges are required. It's recommended that the President of the Jury (POJ) be contracted first. If possible, the POJ should not be a brand-new judge as he or she is the person with the ultimate say on several issues throughout a competition. After the POJ, the additional judges (if applicable) are hired, keeping in mind a mix of backgrounds and experience levels. Link to [Licensed Officials List](#).
- d) Guest Cards – Should an organizer want to hire a licensed official from another country, a [Guest Card](#) may be requested from the ADS Licensed Officials Committee. However, this individual must meet the specifications in the *Licensed Officials Policies and Procedures Document*. This must be presented



along with the required fee. The LOC will answer the request promptly. It helps to make such a request as early as possible.

- e) Contracts – Once officials are secured, it is strongly suggested that a written agreement be sent immediately to all individuals to complete, sign and return. Many competitions do not formally contract their officials and non-official personnel, resulting in serious problems. In some cases, an individual is left unaware that the commitment has been confirmed, causing “double booking.” Remember to consider contracts for your non-official personnel, too, such as veterinarian, farrier, photographer, videographer, emergency services, catering, announcer, etc.

Contract should include:

- i) Person’s day rate for their service and travel day(s).
- ii) How travel will be handled:
  - Fly vs drive.
  - Who books flights/transfers/auto rentals?
  - If driving, rental car or personal vehicle.
- iii) Lodging:
  - Hotel or comfortable staying with someone local.
  - Cannot have officials staying with anyone associated with an entry.
  - Some officials prefer private time in a hotel at the end of the day.
- iv) Meals:
  - Per diem vs submitting expenses vs provided.
- v) Any additional expenses.
- vi) Specified duties – Divisions and classes to be judged.
- vii) Dressage tests being used.
- viii) Time, method of payment and tax reporting forms.

8. Omnibus submission – Once your date application has been approved (see item 3 above), your event secretary or organizer may submit the event omnibus to the ADS. Submitting the Omnibus to the ADS is typically performed by the Show Secretary following the directions below at least 60 days prior to the event start date.

It is necessary to have confirmed the officials before starting this process. Keep in mind that January through June shows are included in the November *Whip* and the July through December shows are included in the May *Whip*.

a) Printed Omnibus Submission Deadlines:

- i) July to December competitions, applications and Omnibus submissions: ADS-recognized competitions due March 15 USEF-licensed events due February 15.
- ii) January to June, Applications and Omnibus submissions: ADS-recognized competitions due September 15 USEF-licensed events due August 15.

b) Helpful information:

- i) Directions to the venue for competitors – any restrictions on vehicle/trailer size.
- ii) Restrictions on dogs (off-leash penalties, requirement to register, etc.).
- iii) Checklist for completing the entry.
- iv) Notes such as deadlines, waiting lists, and “first come, first served” as applicable.

9. Use of media – Many events use social media to promote their events or even have their own website to publicize the event, post a prize list or copy of *The Omnibus*, and look for sponsors and volunteers. The ADS publishes *The Omnibus* twice annually in conjunction with *The Whip*, however only the *Omnibus* posted on the ADS website is considered the official edition and supersedes any other publication for the event.



## Chapter 2 – Competition Personnel, Duties and Equipment

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1. Competition Personnel Job Descriptions – Certain personnel, though not officially licensed, are nevertheless required at an ADS-Recognized Event. The following table is a key indicating the type of event, with each event assigned a corresponding number. The Competition Personnel Job Descriptions are followed by the event number(s) to denote which personnel are required at each type of event.

Fun day	Clinic	DD	CT	AT	DT	CDE- 2 day	CDE- 3 day
1	2	3	4	5	6	7	8

- a) Course builder (1-8) – Works under the direction of the course designer and TD. This person is often a local volunteer with construction and carpentry skills, and able to lead a team of helpers who work on preparing signage, mowing lawns, painting obstacles, decorating arenas and making the venue safe, functional and attractive. See the *Course Building Handbook* for more detail.
- b) Course designer (3-8) – Responsible for the entire physical layout of a competition. Duties include the proper layout of the dressage arenas, marathon course and cones course. Each competition has several requirements that can be delegated to others but must conform to the specifications outlined in the rules. The ADS does not require the course designer to be licensed, however, it is strongly suggested that a very experienced individual be sought for this position.
- c) Scorer (3-8) – Responsible for tabulating all scores throughout the event. It is necessary that the scorer have no other responsibilities during the competition and should not be a competitor. There are a few scoring programs created by ADS members, and there are also a few individuals who use Phillippe Leinart's Driving program. Future more practical options are currently being discussed for ADS competitions. It is most important that this person have strong mathematical skills and understanding of the scoring rules and the specific scoresheet format being utilized by the event. For a schooling event, scores are often compiled on a simple spreadsheet after hand tabulation. Duties include:
  - i) Receive entries and allowed times from secretary.
  - ii) Prepare score sheets and results sheets for posting.
  - iii) Prepare the competition schedules for dressage, marathon and cones.
  - iv) Prepare the times allowed and passing times for the marathon for review and approval by the TD.
  - v) With the event manager, arrange appropriate quiet space for scoring.
  - vi) Provide calculators, file boxes, posting sheets, pencils, white-out, etc.
  - vii) Prepare and posts results, ideally within ½ hour of completion of competition.
  - viii) Prepare placings after each competition.
  - ix) Prepare order of go for cones driving.
  - x) Prepare standings for all awards.
  - xi) Prepare all results for submission to ADS.
- d) Veterinarian (6-8) – Requirements vary by event. If there is a “First Inspection”, a veterinarian is necessary at that “jog.” With a three-day format, a veterinarian is required for the marathon and during an in-harness inspection before cones (whenever cones follow a marathon competition). On a two-day format, the veterinarian is only required during the marathon. Having an additional on-call treatment



veterinarian should also be considered, should there be an injury or sickness at any time during the competition.

- e) Farrier (7-8) – Only required the day of marathon either on site or on call, however, it is recommended that one is on call throughout the duration of the event. Prepare the person that they may need to shoe anything from a VSE to a large horse. They also need to be comfortable drilling shoes for studs.
- f) Medical responders (6-8) – Critical for our competitions. An ambulance is not required, but a licensed EMT or paramedic must be on the grounds during the marathon. Depending on the size of the competition, having a responder available during dressage and cones is a very good idea. Some venues are lucky to have a fire house nearby. Others have emergency services many miles away.
- h) Announcer (7-8) – Optional but can be much more than a luxury. Effective communication adds to the smoothness of a competition. In the case of an incident or accident, the announcer may be directed by the event officials to announce directions for safety. The announcer also adds to the communication available between the event office and the competitors.
- i) Clerk of Dressage (7-8) – (Also known as “coordinator”, “Chief Steward” or “head Steward”). A knowledgeable and experienced individual who is familiar with all the dressage competition volunteer positions, able to assist the TD with briefings, sub for late arrivals, and stand in for any volunteer needing a comfort break. During the competition the Clerk will oversee the volunteer interaction with turnouts in the warmup area, holding area, arena and/or "A" gate opening/closing and score runners. These duties may also be done by a team of the course designer, grounds manager, and volunteer coordinator.
  - i) Oversee all the dressage competition.
  - ii) Assemble equipment and helpers and supervise preparation of the ground, set-up of the arena, and decorations.
  - iii) See that boards and letters are freshly painted or washed if required.
  - iv) Assure that day-of dressage volunteers are in place and prepared: scribes, stewards, score runners, etc.
  - v) Act as host to judges on dressage day, prepare and distribute clipboards with score forms, provide refreshments during breaks and lunch, see that the dressage booths have dry chairs and tables, and amenities according to the weather.
  - vi) Assist TD with volunteer briefings as required.
  - vii) Oversee Safety Check and wheel measurement procedures.
- j) Dressage Stewards (4-8) – individual volunteers assigned specific positions as may be required. Some duties may be combined depending on the overall layout, number of entries, experience of athletes.
  - i) Warmup arena - checks entries in, supervises area in general.
  - ii) Holding area - supervises “on deck” area.
  - iii) In/out gates and/or “A” gate - closes and opens arena access between tests.
- k) Clerk of Marathon (7-8) – A knowledgeable and experienced individual who is familiar with all the marathon volunteer positions. Should be physically able to walk the course and assist in building obstacles and know the terrain. This person is primarily an assistant to the course designer to help prepare the course however needed, as well as help with repairs during competitions. In addition, they may act as a point person along with the volunteer coordinator for volunteer requirements, concerns and hospitality and stand in for any volunteer needing a comfort break. During the competition the Clerk will assist the TD with overseeing the volunteers at Safety Check, section timers, obstacles and rest areas as well as the course flow for score runners and hospitality services providing circulation around the marathon course.
  - i) See that the marathon course markers (turning flags and courtesy arrows) are available in sufficient numbers and are freshly painted and repaired.
  - ii) Organize extra supplies at a central location on the show grounds and/or in a mobile vehicle.
  - iii) Assist TD with volunteer briefings as required.



- iv) Organize transport to/from section start, end and obstacles as required.
  - v) See weather/shade cover and chairs are placed for volunteers as required.
  - vi) Supervise the flow for score runners and hospitality services around course during competition.
  - vii) Assist TD with overseeing volunteers at Safety Check.
  - viii) Arrange or sub for volunteers requiring comfort relief during competition.
- l) Marathon Stewards (4-8) – more commonly known as “Section Timers”, “Obstacle Observers”, “Rest Area Timers/Scribes”.
- m) Head Timer (3-8) – Often performed by TD, organizer/secretary, or Clerk of Marathon.
- i) Arrange for clocks and score forms to be available.
  - ii) Sync clocks.
  - iii) Prepare clipboards with secretary (*see CDE Operating Handbook, Chapter 2*).
  - iv) Gather and instruct volunteer timers on the day of the event.
- n) Head obstacle observer (6-8) – Often performed by TD, organizer/secretary, or Clerk of Marathon.
- i) Arrange for stopwatches and score forms to be available.
  - ii) Prepare clipboards with secretary or scorer (*see CDE Operating Handbook, Chapter 2*).
  - iii) Gather and instruct volunteer obstacle observers on the day of marathon.
- o) Clerk of Cones (4-8) - A knowledgeable and experienced individual who is familiar with all the cones volunteer positions, is primarily an assistant to the course designer and TD to help prepare and maintain the course with any necessary repairs during competition. In addition, act as a point person along with the volunteer coordinator for volunteer concerns and hospitality.
- i) Assist the TD with volunteer briefings as necessary.
  - ii) Confirm measuring sticks are available and in working order.
  - iii) Oversee the various stewards interacting with turnouts in the warmup area, holding area, arena gate(s) opening and closing.
  - iv) Organize the cone setting volunteers into the specific elements each is responsible for and provide relief as necessary during the competition.
  - v) Coordinate the measurement of track widths of all competitors’ vehicles and preserve that data for TD who will share this data with scorer, cones setters, announcer, and judge as appropriate.
  - vi) Receive wheel measurements/cone settings and relay cone settings to the setters and observe all cones have been reset between competitors.
  - vii) Advise the judge when the course is set.
  - viii) Assist secretary with arrangements for in-harness presentation of awards when awards are bestowed in the arena.
- p) Cones Stewards (4-8) – These volunteers have specific positions:
- i) Warmup Steward - checks in athletes and advises any change to order.
  - ii) Holding area Steward - assists with orderly “on deck”.
  - iii) In/out gate Steward(s) - opens and closes gate as required.
2. Competition Personnel and Equipment – This listing is for inspection and competition areas and does not include tables, chairs, general office equipment and PA system, computer and printers.
- a) First inspection (jog) (7-8) – Required for ADS Championships and Advanced/FEI divisions. This is an in-hand inspection prior to dressage, often the day before the competition begins.
- i) Personnel – Clerk, steward with whip and rake, steward at holding area, steward at holding box.
  - ii) Equipment:
    - (1) 4-6 cones.
    - (2) Signage (Inspection, Halt. Walk, Trot, Turn, Holding Box).
    - (3) Clipboards (*see CDE Operating Handbook, Chapter 2*).



- b) Safety Check (6-8) – Some competitions have an official or a knowledgeable horseman with driving experience “look over” each competitor’s turnout, especially at lower-level events. This person collects the entry’s signed Safety Checklist Form.
  - i) Personnel – One or two volunteers.
  - ii) Equipment – Clipboards (*see CDE Operating Handbook, Chapter 2.4 M-1*).
- c) Wheel track measurement (4-8) – Can be done at Safety Check or by two people at a designated location. Typically, wheels are measured near the entrance to the dressage warm-up area or after the competitor has completed his/her dressage test.
  - i) Personnel – one or two volunteers.
  - ii) Equipment:
    - (1) Measuring Stick (with one suitable for VSE carriages or a metric tape measure).
    - (2) 2 Cones.
    - (3) Clipboards (*see CDE Operating Handbook, Chapter 2.2 W-1*).
- d) Dressage competition (4-8) –
  - i) Personnel:
    - (1) Dressage steward.
    - (2) Scribes (one for each judge).
    - (3) Warm-up ring steward.
    - (4) Gate steward.
    - (5) Score runners (one or two depending on layout and number of arenas being used).
  - ii) Equipment:
    - (1) Bell (clear sounding “teacher’s bell” is best, a whistle or other distinct sound for other arenas operating at the same time).
    - (2) Clipboards (*see CDE Operating Handbook, Chapter 2.3*).
    - (3) Plastic Ziploc bag for score runners to put scores into.
    - (4) Transportation for score runners (a quiet electric golf cart is preferred) and officials.
    - (5) Shavings to mark “X” and “G” as required.
    - (6) Radios for warm-up area, in gate, POJ, announcer, TD and other judges (if possible).
- e) Marathon competition (5-8) –
  - i) Personnel:
    - (1) Section timers – two for start and end of each section.
    - (2) Obstacle observers (minimum of three for each obstacle).
    - (3) Traffic control (for road or pedestrian crossings).
    - (4) Score runners (one or two depending on layout).
  - ii) Equipment:
    - (1) Clipboards (*see CDE Operating Handbook, Chapter 2.4*).
    - (2) Synchronized clocks for each section start, end and horse inspection.
    - (3) 3 stopwatches for each obstacle.
    - (4) Transportation for score runners (non-electric golf cart is preferred) and officials.
    - (5) Radios for each start, end section, horse inspection area and obstacle; each official, office, TD, CD, scoring office plus backup batteries or extra units. For large competitions a list of separate channels may be required for sections, obstacles, chat and a privacy channel for officials only.
    - (6) Horse ambulance that has a ramp (or way to create one), screens.
- f) Horse Inspections (8) – In controlled warm-up, at end of transfer, end of Section B or cool down area:
  - i) Personnel:
    - (1) Veterinarian – one for each area.
    - (2) Scribe – one for each Veterinarian.
    - (3) Timer – minimum of one for each inspection area.
  - ii) Equipment:



- (1) Clipboards (*see CDE Operating Handbook, Chapter 2*).
- (2) Synchronized clocks in each box (*see CDE Operating Handbook, Chapter 2*).
- (3) Radio.
- (4) Stethoscopes, thermometers and sanitizing wipes if vet not bringing their own.

g) Cones competition (4-8) –

i) Personnel:

- (1) Cones stewards (warm-up area, gate control).
- (2) Scribe.
- (3) Backup timer (assuming judge is primary timer).
- (4) Cones setters – 6-10 working in pairs, depending on layout.
- (5) Score runner.

ii) Equipment:

- (1) Marking paint.
- (2) Cones for course and warm-up area.
- (3) Balls for course and extras.
- (4) Measurement sticks (4-5 with one suitable for VSE carriages).
- (5) Clipboards (*see CDE Operating Handbook, Chapter 2.5*).
- (6) Order of Go for Stewards.
- (7) 3 stopwatches.
- (8) Electronic timer and display (with instructions) – optional.
- (9) Transportation for score runner.
- (10) Radios for warm-up and gate stewards, clerk of cones, each official, office, TD, CD, scoring office plus backup batteries or extra units.

3. Volunteers – Regardless of the competition size, volunteers are essential to a successful event. Proper recruiting is just the first step. Competitions need to communicate well prior, during, and after the event as well as make the volunteers feel welcomed and valued.

Approximate competition requirements, not including organizing personnel. Each event is unique and may require more or fewer than listed. Details of how these people are distributed and their duties is outlined in Chapter 4.

a) AT – approximately 5 – 10:

- i) Dressage – 1 + 1/judge.
- ii) “Marathon” – 3.
- iii) Cones – 3 + min of 2 cones setters.

b) CT – approximately 10:

- i) Dressage – 1 + 1/judge.
- ii) Cones – 3 + min of 5 cones setters.

c) DD – approximately 5:

- i) 3 + min of 2 cones setters.

d) DT’s/CDE’s – approximately 40 – 50 total:

- i) General Help each day – 3.
- ii) Dressage – 3 + 1/judge.
- iii) Marathon – 2-4 timers per section; 2-4 vet box; 3/obstacle; + traffic control.
- iv) Cones – 3 + min of 5 cones setters.

4. Recruiting How To:

It is never too early to start recruiting. If the event is new, recruiting should start as soon as dates are confirmed for the event. For existing events, recruiting starts during the event for the following year.



Ideally, volunteer positions are filled and confirmed 4 – 8 weeks out from the event. Creative strategies could include:

- a) Quick, eye-catching information.
- b) Video clips.
- c) Online volunteer websites such as "SignUpGenius" <https://www.signupgenius.com> or "Volgistics" <https://www.volgistics.com>.
- d) Collect contact information, availability and preferred positions using an information sheet.
- e) Consider incentives for volunteering multiple days/years and/or recruiting additional volunteers.

5. Volunteer sourcing:

Here is the link to a sample [Volunteer Interest Form](#).

- a) Local equine clubs – driving and riding; 4-H; Pony Club; breed clubs/organizations, FFA.
- b) Local riding teams – college and high school equestrian teams.
- c) College fraternities and sororities – typically are encouraged to complete volunteer hours.
- d) Service organizations – churches, boy and girl scouts.
- e) Regional clubs – maybe set up a volunteer “exchange” with a club in another state.

6. Care of Volunteers – Important considerations:

- a) *DO ask early* – get your date on the calendar before something else does.
- b) Make sure there is a person with a contact number for questions/problems listed on volunteer requests.
- c) Get a commitment from volunteers and make sure to follow up closer to the activity.
- d) Arrange for getting official waivers signed by all the volunteers.
- e) *DO respond to any offer from a volunteer*. If by some odd chance they are not needed – DO acknowledge their offer and assure them you will have them on your list next time around. Then PUT them on the list and be sure you do contact them. If someone makes an offer and gets no response, they will find somewhere who does make them feel needed to help next time around.
- f) *DO let them know the time involved*. Clearly communicate arrival time/location and approximate time commitment. Always overestimate the time required in case there are delays throughout the event. Remember, the marathon day doesn't end with the last horse off course, but the last score finalized on the board.
- g) *DO use volunteers' time wisely*. It's valuable and they do not want wasted time.
- h) On preparation days, where possible, *DO end with a visible result* – ie something is cleaned, there is a new trail, part of an obstacle completed, grass mowed, letters ready to mail, etc.
- i) *DO try to fit people to the job where possible* and make sure they are trained and comfortable doing their task. Someone should check in from time to time to be sure all is OK.
- j) *DO keep them informed throughout the day*- Clearly explain where and when they should report before, during, and at the end of the day. Give everyone an order of go, they'll be more comfortable, AND they might even be able to answer spectators' questions – adding to the friendly sport image.
- k) *DO let them know what they need to bring* (chairs, food, bug spray, etc.) and whether they will walk, drive, or be driven to their volunteer station.
- l) *DO think about water, food and bathroom facilities*. If the schedule doesn't permit breaks, then provide a floater who will stand in as necessary. A hospitality vehicle should circulate with water and snacks. Also consider shade, natural or with tents, to give volunteers shelter.
- m) *DO make sure someone officially releases the volunteers*. This is a good time for one more thankyou.
- n) *DO thank people and mean it*. If you are genuinely glad to see them, they'll know. Consider a gift of some sort for volunteering – t-shirt, hat, sponsor swag, etc.
- o) DO remember that these are volunteers, not all will be highly skilled yet, but they all cared enough to come out and help.
- p) *DO remember the volunteer has no reason to want a competitor to do badly*. When the odd mistake does happen, please remember it is a mistake not a conspiracy. It is up to the TD and Jury to clarify the situation with the volunteer and competitor.



## Chapter 3 – Insurance and Liability

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1. Comprehensive General Liability Insurance for ADS-Recognized Events – The ADS provides or makes available insurance for your event. The details are itemized here on the members only website: ADS Insurance Offerings. All ADS recognized events are covered by the ADS Master Liability Policy. However, the insurance does not extend to ADS-Recognized Events that take place out of the U.S.

2. Guidelines for Risk Minimization –

*Prepared by the Safety Committee of the American Driving Society in 1990 and updated by the Combined Driving Committee of the American Driving Society, Inc. in 2010, 2018, and 2022.*

ADS rules are designed so that events may have a safe and efficient competition. There are, however, further proactive measures that can be taken to minimize the event organization's exposure and to protect itself against a liability claim. Event management should realize that, despite the best precautions instituted by these measures, they will not be 100% covered from all risk of claims. However, a well-prepared risk management program will help reduce the number of claims and enable event management to respond appropriately when they occur.

- a) Provide an action plan to minimize risk.
- b) Develop a program to reveal potentially adverse conditions. Realizing that not all conditions can be ideal, minimize the risk potential by considering, from the point of view of the athlete and/or horse, all areas of the competition for potentially adverse conditions. Examples: harnessing area – will cows in adjacent field suddenly appear out of the shadows? Does entry into the water have steep banks that might create hazardous conditions for athletes or horses?
- c) Devise alternate plans for adverse weather conditions.
- d) Recommend sufficient personnel to manage all phases of the event.
- e) Allow for supervision to ascertain that personnel are performing jobs correctly.
- f) Develop guidelines so that inspection areas are sufficiently staffed and large enough to accommodate horses that might misbehave.
- g) Develop and post an Emergency Preparedness plan to cover the eventuality of an incident, where all positions deemed necessary are assigned to licensed officials and management.
- h) Plan event area to maximize safety.
- i) Consider traffic flow for foot traffic, carriages and motorized vehicles.
- j) Plan adequately sized warm-up areas, or supervise and limit numbers if a warm-up area is small.
- k) Ensure that arena stewards and gate keepers are capable.
- l) Design, and make available, courses and obstacles appropriate for the level of competitors expected.
- m) Ensure spectator safety by keeping them out of competition areas.
- n) Ensure that the compulsory rest area is adequate for the number of animals expected at any given time.
- o) There should be clear access for emergency vehicles / equipment to reach all parts of the venue and Marathon course.
- p) Review the emergency preparedness plan with all key personnel prior to the start of competition.
- q) Understand the motivations behind the threat of liability claims.
  - i) Outrage of perceived mistreatment.



- ii) Lure of easy financial gain.
- iii) Lack of knowledge as to whether the individual has legal grounds for a suit.
- r) Have ready a plan to help reduce the number and intensity of claims.
- s) Keep strong FACTUAL record of occurrences by using the [Incident Report form](#).
- t) Notify the ADS Executive Director ([abbie@americandrivingsociety.org](mailto:abbie@americandrivingsociety.org) or 530-902-8065) and forward the Incident Report immediately.
- u) Assign a management spokesperson to make official statements.
- v) Rely on officials' awareness and training of strategies in managing human relations and dealing with anger.
- w) Document efforts to provide a safe environment.
- x) Identify potential safety problems and document efforts to both identify and remedy. Imagine all possible scenarios from horse and athlete viewpoint.
- y) Specific environmental conditions should be reviewed and recorded. The more limits are defined, the less able a claimant will be able to expand those limits to include a specific injury.
- z) Envision what help may be necessary. Arrange for help to be on hand and in all areas of the competition venue.
- aa) Keep safety-consciousness in the limelight.
- bb) Event management should share safety concerns with officials.
- cc) Officials should share safety concerns with management.
- dd) Remind athletes that event management is concerned with safety – post signs and reminders.
- ee) Ask competitors to immediately report potential hazards they may identify.
- ff) Maintain a written record of reported hazards with the following information:
  - i) Time reported.
  - ii) Nature of potential hazard.
  - iii) Description of steps taken to correct it.
  - iv) Time correction was completed. (Corrections must be done promptly. Delays can cause exposure to liability.)

Summary:

Driving is a high-risk activity. It must be made positively clear, not only to event management and officials, but to the competitors as well, that with each suit, or threat of a suit, not only does the cost of the sport increase, but the likelihood of the number of events decreases proportionately. We all have a stake in the sport's continuing safety and affordability.

3. Dealing with Angry People –

The sport of combined driving is perhaps as much about people as it is about horses, and sometimes emotions run high. The following tips may be useful when handling an upset person during competition. The following is from an AHSA Stewards Clinic, by Ronald J. Rhodes:

When confronted by an angry, loud, upset hostile person:

We usually feel threatened, frightened, embarrassed, helpless...making us angry in return.

- a) Remember:
  - i) You didn't cause the problem.
  - ii) You are not doing anything to cause you to be embarrassed.
  - iii) You are not helpless.
  - iv) He / she probably won't hit you.
- b) What to do – Try to get the person to a quiet, private place. Say something like “I want to help you with your problem. Could we step into the office so that I can get the whole story?”
- c) Employ a Four-Step Method for Dealing with Angry People:
 

Step 1: UNLOAD the person's anger. Listen, don't argue. Encourage them to talk. Say things like: “I can see that you're furious. Please tell me all about the situation.” “I can see how that would make me angry too.” “Tell me more...okay...anything else?”





Step 2: Define the REAL problem. Say things like:” Let’s look at the Rulebook together to make sure that we have an actual violation.” “I know you were very angry, now please tell me what you want to have happen.” “Please tell me exactly what you see as the problem.”

Step 3: Seek SOLUTIONS. Say things like: “From your point of view, what would be the proper solution to the problem?” “Your horse didn’t win the two-year-old class for the first time in seven shows, can you see a good solution?” “You missed the gate and the class was half over. Do you see any good solution?” “You feel the other rider had improper equipment. Let me investigate and I will get back to you at 2:00 p.m.”

Step 4: WUKO (wrap it up and kiss it off!) Say things like: “Thank you for raising the issue. I will be working on the problem.” “I fully understand your point. I’ll page you if I need any other information. It was nice meeting you.”

If after all the above, a protest is in order, review “Protest” (Appeal) rules (see ADS Rulebook, Article 991.7) and assist him/her in filing.

4. Emergency Medical Personnel Requirements – Before the competition:

- a) Contact the local emergency services with a date, time and location of your event.
  - i) Provide EMS with the exact street address.
  - ii) Determine if there is a safe landing zone for a helicopter and provide GPS coordinates.
  - iii) Advise EMS of the type of event being held.
  - iv) Determine (based on your competition) when an EMT, paramedic or ambulance should be on site or on call. Distance from local emergency services should be considered. NOTE: Any event, trial or show that includes a marathon must provide qualified medical personnel on site from the start of the marathon until the last horse completes the course. (AC Article 2.6)
  - v) Once the services needed are determined, discuss how the injured person(s) will be transported and where any nearest med-flight service is based.
  - vi) Ask if any of the EMS personnel have equine training.
- b) Contact the veterinarian who will be at your event. Discuss with your veterinarian if there is an Equine Rescue Unit available. If not, discuss the best way to outfit a trailer for horse ambulance needs, such as screens.

5. Developing an Emergency Preparedness Plan – Although the ADS does not require that competitions prepare an Emergency Preparedness Plan, nor appoint a Safety Coordinator, IT IS STRONGLY RECOMMENDED to do so (see sample [Emergency Preparedness Plan](#)). It is a structured plan that satisfies implementation of suggestions made earlier in the insurance section.

- a) Every plan will vary minimally to fit the event and venue specifically. A plan should always include:
  - i) Site map including all entrances, road names, and buildings.
  - ii) List of emergency phone numbers – show personnel, officials, venue contacts and EMS.
  - iii) Steps taken if there is a hold on course for an incident.
  - iv) How to handle patients with potential injuries until EMS arrives.
  - v) How to address animal injuries.
  - vi) Who is in charge of calling 911 if EMS is not on site and who is incident commander.
  - vii) How to communicate on the radios during an incident.
  - viii) Where a helicopter can land if needed for medical transport.
- b) Have a severe weather plan in place and in writing.
  - i) Where should people shelter.
  - ii) Should horses stay in the stables or be moved elsewhere.
  - iii) How will inclement weather be communicated.
  - iv) What severity of weather triggers action and who makes that decision.



c) Before the Start of Competition – Safety Meeting:

- i) Print the Emergency Preparedness Plan; copies should be given to all officials, secretary, property manager, EMS, veterinarian, and anyone else likely to help respond to an incident.
- ii) Review plan and site map with officials, on-site medical personnel, veterinarian, office personnel, stable management and site management.
- iii) Review the exact procedure in your Preparedness Plan that your team will use to respond to an incident.
- iv) Be aware of which officials are comfortable helping with what level of injuries and accidents.
- v) Review procedure for transporting an injured or deceased animal.
- vi) Discuss placement of screens at arenas, warm-up areas and obstacles.
- vii) Be sure that ONE team member is responsible to call 911, should EMS be off site and on-call.  
\*\*Have them remind EMS to not use sirens when close to property nor on site\*\*
- viii) Discuss with on-site medical personnel their procedure for contacting their dispatcher if an incident occurs.

6. Incident Reporting – The insurer requires a confidential report be filed immediately following the event. This is the TD's responsibility with a coordinated effort between the organizer, show management and any officials and/or volunteers directly involved.

a) In case of accident:

- i) Do not move the patient or equine.
- ii) Call for EMS, implementing your plan and advise of the patient's status.
- iii) Stabilize equines if down or catch them if loose.
- iv) Clear area of bystanders and have screens ready to use.
- v) Safety Coordinator or Incident Commander will take control of the incident.
- vi) EMS will determine if the situation requires med-flight assistance.
- vii) Determine with Safety Coordinator and EMS if another ambulance is needed on-site for transport or to resume the competition.
- viii) Take photographs of the incident and gather information for incident reports.

b) Document refusal of assistance:

- i) Note all interactions.
- ii) Include with Incident Report.

c) After the Emergency:

- i) Designate one person to communicate with family, hospital and media. That person may be the Safety Coordinator, TD or Organizer.
- ii) It is IMPERATIVE that all event personnel and officials are briefed that ONLY the designated individual speak with family, hospital and media.
- iii) Compile all information and materials regarding the incident needed to file a report. The TD will be required to file an incident report with ADS immediately.
- iv) Contact local law enforcement, if needed.

d) Minimizing Risk of a Lawsuit:

- i) Make sure management and officials are aware that most individuals need to consult an attorney to know if they have a case. The better a situation is handled from the onset, the less likely an individual is to sue.
- ii) Have management and officials understand that a calm, kind, reasonable, professional attitude will reduce the likelihood of a suit.
- iii) Management and officials should understand that injuries to pride, more than physical injury, will be more likely to provoke a suit.

e) Follow up:

- i) Stay in touch.



- ii) Express concern without admitting error.
  - iii) Without allowing bullying, do whatever possible to resolve bad feelings.
  - iv) If all the above fails and contact is made by claimant's attorney:
    - (1) Correct all misinformation with records you have kept.
    - (2) Establish that your organization is well prepared.
  - v) Understand that these steps might not forestall a lawsuit, but that good documentation and good defensive measures give the legal and insurance professionals the tools with which to minimize settlements and liability.
7. Liability Forms – (See Chapter 4.2). The ADS requires its own [\*Disclaimer and Hold Harmless waiver\*](#) to be signed by every participant. Your own organizing committee may have its own as well, both for competitors and volunteers. These are to be kept on file for 12 months after the competition and may be stored as hard copies or digital.
- a) Entry Form – It is imperative that all signature lines are properly signed. A competition may use its own entry form and/or disclaimer, but the ADS disclaimer itself must still be used.
  - b) Pre-Competition Safety Checklist – Completion of a [\*Pre-Competition Safety Checklist\*](#) is mandatory, prior to ADS Combined Driving competition. This checklist should be distributed to all competitors and be collected before their start. These forms are collected by the safety check official prior to dressage and/or marathon.
  - c) COVID Waiver – An additional waiver may be required by local health authorities. See [\*ADS Covid-19 Statement\*](#).

The event office may provide a non-transferable wrist bracelet to each person upon signing the liability waiver. If such bracelet has been provided, no one be allowed to ride equines or be aboard a vehicle without it. This makes it easy for management and officials to verify waivers have been signed.

## Chapter 4 – Paperwork

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1. Entries, non-members and credit vouchers – Each competitor must be an ADS member to participate at an ADS-recognized event or pay the non-member fee. Most of the entries received will be from ADS members. A non-member fee must be charged to any entry unable to verify a current ADS membership. Upon payment, the entry will be given a non-member credit voucher which can be used toward purchase of an annual membership. These will be verified by your TD when examining the entries. The event must forward the payment (less a \$5 collection fee) to the ADS office at the close of the event.

Link to [ADS CD Entry and Disclaimer](#).

Link to [ADS Membership Affidavit](#).

Link to [ADS Non-Member Credit Voucher](#).

2. Liability waivers (see Chapter 3 for more detail) – The standard ADS waiver must be completed and signed by all participants at the event before riding/driving at the venue. Some venues will require an additional release to be signed as well. These forms should be included with the event information in a prize list or Omnibus listing and returned with the entry form. This eliminates surprises and saves time during check in.
3. Dispensations – All para drivers need an officially issued ADS [dispensation certificate](#). Communicate with the driver if they need any special accommodations for stabling/parking/camping.
4. Pony Cards – All small equines must be officially measured for height and must produce a valid [ADS VSE & Pony Measurement card](#) or USEF Measurement Card in order to compete in ADS Combined Driving Events. See ADS's "VSE and Pony Measurement Program." If a pony or VSE is not yet officially measured, contact your event officials to see if they have been trained to do this. If so, you may schedule measuring at your venue before the start of your competitions. If there are any surprises as to height divisions, be prepared to amend your lists, schedules, and orders of go.
5. Equine health requirements – Sample [vaccination chart](#). Events have a responsibility to try and keep all equines safe and preserve biosecurity. The ADS requires two pieces of equine health information from competitors:
  - a) Proof of vaccination for EHV-1 within the last 6 months
  - b) Negative Coggins within the last year (when specified by the division entered or regional regulations).Equines not in compliance with this rule are required to leave the driving event location upon request by Competition Management.

In the case of an equine that is unable to receive a vaccine due to a history of adverse reactions, the Person Responsible, upon request by Competition Management, must provide a letter from a veterinarian on official letterhead stating the equine cannot be vaccinated due to medical concerns and a log of the equine's temperature taken at least twice daily for the seven days prior to arrival at the competition grounds. These equines must also have their temperatures taken and recorded twice daily while on the



competition grounds. The log of temperatures taken must be provided to the Competition Management, Steward or TD when requested. (GR Article 6.3).

6. Warning Cards (see ADS Rulebook Articles 3.4 and 911.2) – May be issued by a Steward, TD or other official officiating at the competition to any competitor, participant or official for improper conduct or for non-compliance with the rules of the ADS. An official Warning Card stays in effect for 12 months from the date it was issued, after which it will be removed from the file, thus clearing the offender's record. See Rulebook Article 4 (revised July 2022).
7. Post-Competition Reporting requirements
  - a) Competitor's Event Evaluation – Should be made available to all competitors. It is easiest to put them directly into all competitor's pre-competition packets.
  - b) Judge's report – Judges must file this report electronically by saving the completed form and attaching it to an e-mail, sending it to: [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org) within five days of the event. Upon receipt of the form, the judge will receive a confirmation e-mail.
  - c) TD's report – TDs must file this report electronically by saving the completed form and attaching it to an e-mail, sending it to: [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org) within five days of the event. Upon receipt of the form, the TD will receive a confirmation e-mail.
  - d) Organizer's Evaluation – The organizer is also required to complete confidential evaluations for the competition officials and forward to the ADS office within 5 days.
  - e) Results Reporting – Results should be reported within five days of the end of the event via e-mail to [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org). Submit scores in a PDF file for immediate posting. A pdf can also be sent to [info@carriagedrivingtoday.com](mailto:info@carriagedrivingtoday.com) for posting on its public site.



## Chapter 5 – Competitions

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### 1. Dressage

- a) Object – The object of the Driven Dressage Test is to judge the freedom, regularity of paces, harmony, impulsion, suppleness, lightness, ease of movement and correct bending of the horses on the move. A correctly constructed Driven Dressage arena is necessary for the demonstration of the above and for the Jury to judge the movements and harmony between the driver and his horse / horses.
- b) Scheduling – Time for breaks, meals and ring size changes all need to be included. When all is added up, there may be concern for the length of time your officials are judging. You should only have eight hours of tests in one day. Should the schedule exceed that, the President of the Jury could approve a slightly longer day. Have your TD review draft schedules as soon as possible, so updates are avoided. See *CDE Operating Handbook*, Chapter 4.
- c) Order of Go – Approximate driving and interval times for ADS Dressage Tests are listed in the Rulebook, Dressage rules, Appendix DR-B and DR-B.1. This time will vary by turnout, so be advised that you might need to add more time between tests for your schedule to work. Always allow time for the jury to write comments and be ready for the next competitor to enter the arena. Most schedules add two minutes for this. See *CDE Operating Handbook*, Chapter 4.
- d) Preparing the dressage arena – See *CDE Course Building Handbook*, Chapter 3.
- e) People and paperwork – See *CDE Operating Handbook*, Chapter 5.
- f) Role of the organizer – Supervise and facilitate that the volunteers are in place, the clipboards, safety vests, radios and lunches (if not delivered) are distributed and be available to answer questions from participants, spectators and officials to assist in an on-time competition.

### 2. Marathon

- a) Object – The object of the Marathon is to test the fitness, stamina and training of the horses and the driving skill, judgment of pace and general horsemanship of the Athlete. The course design must take all these into consideration when laying out the course.
- b) Scheduling – Considerable thought is needed, considering several factors. A coordinated effort is required with the TD and scorer to develop an Order of Go and good communication relaying special requests, scratches and other pertinent information to make required changes and posting or notifying the officials, section timers, veterinarians, obstacle observers and announcer. For further information see *CDE Operating Handbook*, Chapter 4.
- c) Marathon day – Is an all-hands-on-deck day from a volunteer perspective. It is best to have the necessary clipboards, paperwork, and equipment organized as much as possible the prior evening. Do not wait until marathon morning.

See *CDE Operating Handbook*, Chapter 2 for details. The TD will confirm all required clipboards are complete and make sure all items are available for distribution.



- d) Preparing the marathon course – See *CDE Course Building Handbook*, Chapter 3.
- e) People and Paperwork – See *CDE Operating Handbook*, Chapter 5
- f) Role of the organizer – The organizer can end up in a wide variety of roles on marathon day depending on their strengths and what the competition needs. It is highly possible that they may end up filling-in for a missing volunteer, but this should be a last resort as the organizer needs to be accessible to the ground jury to answer any question that might come up about the facility. If the organizer does become a volunteer, it may be best that they are a score runner so that they are still able to be mobile. Other potential roles include being in the office to answer questions from competitors and the public, assisting with scoring, roving the course to be another set of eyes for potential issues, etc.

### 3. Cones

- a) Object – The object of cones is to test the fitness, obedience and suppleness of the horses after the Marathon, and the skill and competence of the athletes. Alternately Cones may follow Dressage in a 2-day format. A mandatory in-harness horse inspection is required whenever Cones follows a Marathon competition.
- b) Order of Go – See *CDE Operating Handbook*, Chapter 4.
- c) Preparing the cones course – See *CDE Course Building Handbook*, Chapter 5.
- d) People and Paperwork – See *CDE Operating Handbook*, Chapter 5.
- e) Role of the organizer – The organizer coordinates with the volunteer organizer to ensure all positions are covered, equipment is available, and briefings are timely. Having the organizer or his/her designee needs to be available at the event office to answer questions from competitors and the public, to handle competitor final accounts, to manage the return of stall deposits and to bid farewell to the competitors. Awards presentations may be in harness at the cones ring, during a post event soiree or presented at the event office. Ensuring that ribbons and awards are organized, and a personable presenter is available is a key impression the competitors will remember.



## Chapter 6 – Rulebook

1. General .....	23
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The basis for the sport of carriage driving, beyond each person’s love and regard for horses, is the rules of the sport. Rules are in place not only for the thrills of competition, but for welfare of the horses and fairness for all. Combined Driving at the ADS level is based on international rules and regulations from the Federation Equestre Internationale (FEI), with each nation adapting those international rules for its own nation and driving community. As the sport grows and evolves, it is incumbent upon each organizer, official, and competitor to stay informed and observant with the rules and any rule changes.

Every organizer should have a copy of the [ADS Rulebook](#) easily at hand. The ADS Rulebook is available from the ADS in hard copy for a nominal fee or electronic format without charge. The Rulebook is a living document that is updated at least annually, so organizers will need to give close attention to the rule change process for any refinements in the rules that affect their competitions.

New and seasoned organizers will benefit from reading the Rulebook. Start by reading the ADS’s Code of Sportsmanship in the very beginning of the book. Every event organizer will be tasked with making many decisions, and not all situations can be covered in the Rulebook, so keep this code foremost in mind.

Next read General Rules and Regulations for All ADS-Recognized Events – (sometimes referred to as “The Gen Regs”). These rules are generally applicable to all driving disciplines but take note that if a more specialized application of a rule appears in the Combined Driving section, it is the specialized section that applies. The Combined Driving section of the Rulebook contains very specific rules for that discipline, and organizers should expect to refer to it often. For convenience, the Combined Driving section contains appendices, including specialized rules and guidance for Arena Trials, Driving Trials, and Driving Derbies. Organizers should consult with their officials if unsure in any situation.

Appendix CD-E, the Quick Reference Guide for CDEs, and all the other appendices and Driving Derbies that list rules and guidance are there in convenient digest form. Of course, rules are in place for safety, welfare, sportsmanship. There may be times that a particular circumstance does not fit existing rules. In the rare situation in which it is necessary to vary from an established rule in order for an event to proceed, the event TD may authorize a variance on site if approved by the jury. If an organizer and/or event officials are uncomfortable with a situation that faces a particular competition, they may be advised to submit a [Request for a rule modification](#).

The ADS embraces driving throughout all of the USA and Canada, and ADS regions include both countries from the southern US border to the north pole. Events held in Canada must use Equine Canada rules that also are based on the FEI rules and are much the same as the US’s, but not entirely. Look for Section C: Driving and Para-Driving [www.equestrian.ca/sport/driving](http://www.equestrian.ca/sport/driving) All Combined Driving rules use the same 900 series rule numbering.

To assist Canadians at US events and Americans at Canadian events, a listing of the [ADS/EC rule differences](#) is posted on the ADS website.





## **Chapter 7 – Championships**

### **1. General ..... 24**

The ADS offers the Preliminary and Intermediate Championships annually to its membership. Organizers holding Combined Driving Events between June 1st and December 31st are encouraged to submit bids, according to the criteria posted on the ADS website. These criteria may be found under [Award Programs](#).

Since the creation of the North American Championships in 2010, they have been held in different regions, sometimes both at the same venue, as well as sometimes separately. There is a different bid form for both the Preliminary championships and the Intermediate Championships, due to slight differences between in the two. There are differences pertaining to the jury requirement as well as some technical venue requirements.

The Combined Driving Committee in cooperation with the Event Standards Committee reviews the bids after the due date and evaluates the strengths and abilities of the organizer and the venue. Strong consideration will be given to the organizers that submit a thorough overview of their venue and have secured the necessary officials. Often, various photographs of the venue have assisted the committees in their decisions. Once a recommendation is determined, it is presented to the ADS Executive Committee for approval and the location of the anticipated championships will be announced.

The ADS will provide a customized trophy and rosette for the champion and a rosette for the reserve champion. Because of the needed order time, organizers are asked to have an entry closing date three weeks prior to the competition.

Link to: [North American Championships](#).