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## Non-Licensed Competition Personnel

### CP.1 Organizer or Manager

- CP.1.1 The organizer or manager is responsible for the operation of the event. He must be available at all times to act in an executive capacity. It is the organizer or manager's duty to enforce all the rules and directives of the ADS from the time entries are admitted to the grounds until departure. He must not be an exhibitor at the event nor may he serve as a judge or technical delegate or learner official. (This does not exclude his family from participation.)
- CP.1.2 The Organizer or Manager may provide a non-transferable wrist bracelet to each person upon signing the liability waiver; and, if so provided, no one be allowed to ride on a vehicle without a wrist bracelet during the event.
- CP.1.3 Additional duties include, but are not limited to, the following:
- To ensure that all judges and technical delegates are on the current ADS Officials Roster or to obtain a Guest Card.
  - To order the measurement of any horse whose height is in question and to see that such measurement is correctly performed.
  - To eliminate a competitor who has made an entry of horse, driver or vehicle that is ineligible.
  - To pay officials and employees fees and other agreed indebtedness at the close of the event or to secure in writing an agreement by all parties concerned for the release of indebtedness by other manner or means.
  - To provide adequate timing equipment, in good working order, for use by the appointed timekeepers.
  - To provide back-up timing equipment for immediate use in case of equipment failure.
  - Any organizer/manager that violates or knowingly permits violation of the rules or directives of the ADS is subject to disciplinary action.

*Please note: Judges and/or Technical Delegates holding Senior-Advanced (S-A) classification may judge ONLY Advanced-level Combined Driving Events.*

- CP.1.4 The Organizer must ensure the Technical Delegate is provided with a copy of the Omnibus to review and approve prior to its submission to ADS for each event or show. For Events not requiring a Technical Delegate, the Organizer must ensure that the Head Judge is provided with a copy of the Omnibus to review and approve prior to its submission to the ADS for each event or show.

### CP.2 Secretary

The manager/organizer and secretary positions may be held by the same person.

- CP.2.1 It is the responsibility of the event secretary to apply for dates for the event. At least 60 days must elapse between the application and the holding of an event to allow for arbitration and decision in the event of conflict.
- CP.2.2 Additional duties include, but are not limited to, the following:
- To submit a draft of the prize list at least 60 days prior to the competition or submit approved information for the Omnibus.
  - To 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.
  - To forward copies of the prize list to the judges and Technical Delegate immediately upon publication.
  - To obtain from each exhibitor all required health papers and a signed disclaimer of liability.
  - To provide appropriate badges for all officials.
  - To assign and provide a number card for each turnout.
  - To furnish the judge in each class a score card with exact specifications of the class.

- h. To furnish correct ribbons and trophies to ringmaster at the time of presentation.
- i. To post obstacle course designs at the proper time for their inspection.
- j. To notify, at the earliest convenience, interested competitors if a class is cancelled or does not fill.
- k. To forward to the ADS office, within 10 days of the closing of an event, a complete summary including winners, post entries, scratches, and corrections for all classes.
- l. To collect and submit to ADS office the required non member fee for each driver who is not a current ADS member.

### **CP.3 Veterinarian**

CP.3.1 General Veterinary requirements for a recognized Combined Driving Event are covered in the rules for Combined Driving Events and are governed thereby. (See Rules for Combined Driving Competitions).

CP.3.2 Regulations governing Veterinarians in other recognized events.

- a. The official Veterinarian should insure that he, or a qualified associate, is on duty or on call during the hours of the event and should be prepared to handle all duties in the arena or on the grounds.
- b. The Veterinarian assists management in all matters pertaining to the health and welfare of the animals in competition.
- c. The Judge may request an opinion from the Veterinarian as to the soundness of a horse for the purpose of awarding ribbons in a competition. A judge's decision as to the soundness of a horse is final.

### **CP.4 Ringmasters**

CP.4.1 The ringmaster is responsible for the conduct of each class during its performance.

CP.4.2 His duties include, but are not limited to, the following:

- a. To communicate with the paddock marshal and announcer, to insure that all eligible entries are assembled before judging begins.
- b. To assure that judges' directives for changes of gait or reversal of direction are conveyed to all participants clearly and quickly either through the announcer or personally by voice or electronic enhancement.
- c. During the performance of obstacle competitions to signal, by some clearly understood method, permission to start, expiration of time and any necessary eliminations.
- d. To remain, at all times, in communication with the announcer to advise of all scoring of times, penalties and point totals for announcement.
- e. To present or supervise the presentation of awards at their proper time to proper recipients.

### **CP.5 Paddock Marshals and Gate Attendants**

CP.5.1 The paddock marshal/gate attendant is responsible for assisting with the entrance and exit of exhibitors in their respective classes.

CP.5.2 His duties include, but are not limited to, the following:

- a. To arrange, in cooperation with the secretary, an "order of going" for each class in which entries are shown with individual performances and to post said "order" in sufficient time to allow competitors to prepare and to oversee the correct progression of entries in and out of the arena.
- b. To ascertain that all eligible entries in classes judged as a group are in the arena before the judging begins.
- c. To keep clear all access and gate areas and to expel all unauthorized vehicles, horses, and persons from said areas.

## **CP.6 Course Designer**

CP.6.1 The course designer is responsible for the design and construction of obstacle, cross country, and marathon courses.

CP.6.2 The duties include, but are not limited to, the following:

- a. To provide for management's approval, diagrams and materials lists necessary for the construction of all obstacle and cross country courses in sufficient time for their proper construction.
- b. To provide the Technical Delegate with diagrams of all obstacle courses and marathon maps including their lengths and respective timing requirements. Included should be diagrams of any alterations planned should ties occur which necessitate a "drive-off."
- c. To provide the secretary with maps and course designs for posting at proper times.
- d. To oversee the placement of temporary obstacles/road cones before each class and insure that each obstacle conforms to the course diagram before each individual round.
- e. To ensure that each obstacle conforms to the specifications for width adjustment.

## **CP.7 Timekeeper**

CP.7.1 The timekeeper is responsible for the taking and recording of all times necessary for the official placings in each obstacle class and/or marathon.

CP.7.2 His duties include, but are not limited to, the following:

- a. To be familiar with correct operational techniques for each piece of timing equipment that is provided by management.
- b. To ascertain that throughout the event, all timing equipment is in proper working order and to report immediately to management and the technical delegate any equipment failure, malfunction or operational error either real or suspect for corrective action or a technical ruling.

## **CP.8 Scorer**

The scorer at any ADS recognized event is responsible for completing the scoring for an event/show and determining the placings and/or points applicable to the organizing committee's published Omnibus listing or prize list. The scorer must not have any other duties at an event from the time an individual competition begins until the scoring for that competition is complete.

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# Approval of Competitions

## Chapter 1 – Standards for Approval

### AC.1 Date Application

Application for date approval must be submitted to the ADS Secretary at least 60 days prior to an event, including the required fee which is not refundable. New events must also submit two copies of a draft of their proposed Prize List at least 60 days prior to the event.

### AC.2 Responsibility of Management

The organizing committee must agree to the following:

AC.2.1 That the competition will be conducted in accordance with the rules, regulations and directives of the ADS and must be so stated in the Prize List and catalog.

AC.2.2 That an Organizer/Manager and Secretary be appointed and listed in the Prize List and catalog.

AC.2.3 That a copy of the final draft of the Prize List, approved by the hired Technical Delegate, be filed with the ADS at least 30 days prior to the event unless a listing approved by the hired Technical Delegate has been published in the ADS Omnibus.

AC.2.4 That all judges and technical delegates invited be listed on the roster of the ADS judges and technical delegates or have a valid guest card. For a Dressage event within a Pleasure Driving competition, a judge who is recognized by the USEF or FEI in dressage may be acceptable but application for a guest card must be made to the chairman of the Licensed Officials Committee. GR-B – Organizers of ADS-approved events must secure the services of at least one ADS-licensed official.

AC.2.5 That score cards and dressage tests provided by the ADS be used.

AC.2.6 Provide qualified medical personnel (as defined by state or local EMS district) either present or on call (except marathon); a means of communication for accident notification to the central command area; a means of patient retrieval (by stretcher, etc.) from inaccessible areas; and a means of transporting stretcher cases to a hospital. An accident preparedness plan should be in place to address injury of horse(s) or competitors and severe weather. 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.2.7 That a veterinarian be present if a Marathon is offered and either present or on call for other events.

AC.2.8 Provide evidence of a negative Coggins test for each horse entered or be in compliance with the requirements of the state in which the event is held.

AC.2.9 That liability insurance coverage, either permanent or temporary, is in effect for the entire event.

AC.2.10 That all required reports, lists, fees, forms and results must be submitted to the ADS within the time required (See Organizer's Kit.) Organizers who do not comply within the time stipulated may be subject to a \$100 fine.

AC.2.11 To furnish entry blanks, Judges' Cards, class sheets or any other documentation within the time required by the ADS. These records must be retained for three years.

AC.2.12 Document retention. A copy of all original documents such as Entry Forms, waivers, declarations, records of results, accident/incident report, and significant correspondence must be retained for at least 12 months following the event and made available to the ADS upon request.

AC.2.13 At combined driving events, judges may not judge more than eight hours in one day, not including a short morning and afternoon break and a minimum 45-minute break for lunch. A pleasure driving competition may not hold classes more than 16 hours out of any 24-hour period.

AC.2.14 Motorized Vehicle Notice: At any ADS-recognized event, minors who do not have a valid driver's license which allows them to operate a motorized vehicle in the jurisdiction in which they reside will not be permitted to operate a motorized vehicle of any kind (including, but not limited to: golf carts, motorcycles, scooters, or farm utility vehicles) at the event location. Minors who have a valid temporary license or learner permit may operate motorized vehicles only when accompanied by an adult with a valid driver's license. The parent(s), or legal guardian(s) of a minor operating a motorized vehicle in violation of this rule are solely responsible for any damages, claims, losses or actions resulting from that operation. Violations of this rule will be cause for penalties and/or sanctions against the parent(s), guardian(s) and/or trainer(s) who are responsible for the child committing the offense. Penalties may include exclusion of the child, parent(s), guardian(s) and/or trainer(s) from the event location for the remainder of the event. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt.

Note: This notice must be prominently posted prior to the start of any ADS-recognized event.

### **AC.3 Responsibility of the ADS**

The American Driving Society will, upon approval, provide the following:

- All judges' score cards for Pleasure Driving, Combined Driving and Dressage.
- An electronic copy of the current ADS Rulebook.
- The names and addresses of the requested ADS membership (by states) on self-adhesive labels ready for mailing.
- Free insertion of date in "The Whip" Calendar of Events with designation as an "ADS-recognized competition."
- Subject to space availability, publication of report of competition with photographs if furnished.
- An ADS membership advertisement for inclusion in the Prize List and catalog.
- An "Organizers Kit" for either Pleasure Driving or Combined Driving competitions.

## **Chapter 2 – Prize Lists and Catalogs**

### **AC.4 General**

AC.4.1 All divisions and sections for which rules are provided herein must be conducted accordingly and must not be held under rules that are not in agreement.

AC.4.2 A recognized event is not limited to classes listed in the ADS Rulebook. Special classes which are not in the Rulebook may be offered provided the spirit of the classes conforms to the ADS philosophy. The Prize List must contain detailed specifications for the information of exhibitors and officials.

AC.4.3 Information published in the Omnibus will take priority over information in the Prize List in the case of conflicting information. Errors in the Omnibus should be noted in the Prize List as errors.

### **AC.5 Prize Lists, Catalogs and Omnibus**

AC.5.1 In order for an event to be recognized by the ADS, the Prize List, catalog or Omnibus entry must be submitted to the ADS by the required date, and must contain the following information:

- a. Date and place of the event
- b. A list of all officials presiding at the event

- c. Names of the Organizer, Manager and Event Secretary along with the appropriate addresses, phone number and e-mails, as applicable
- d. A list of divisions offered
- e. Complete class specifications for each class offered
- f. Minimum number of entries per class if applicable
- g. Entry deadlines and acceptance of post entries and fees if applicable
- h. A tentative time schedule
- i. Driven dressage tests to be used, if applicable
- j. Marathon information, if applicable
- k. Obstacle-Cones information, if applicable
- l. Posting of Marathon and Obstacle-Cones maps (method/time), if applicable
- m. All applicable fees: entry fee, stabling, grounds fee, etc.
- n. Refund policy
- o. Awards
- p. Availability of camping sites (including amenities)
- q. Exact street address, city, state and zip code with directions to event location

AC.5.2 If a separate Prize List is offered, it must also include the following:

- a. The ADS membership statement.
- b. The following statement must appear in the general rules or information heading in the prize list: "The [insert name of Event] is recognized by the American Driving Society and every class offered herein which is covered by the current rules and specifications of the Society will be conducted and judged in accordance therewith."
- c. An entry blank which must contain the current disclaimer of liability to be signed by every competition participant, including each person who rides with a driver on a carriage not only during the actual competition, but including any time from arrival at the competition to departure. NOTE: Parent or Guardian must sign if competitor is under 21 (or age of majority in state in which competition takes place).

AC.5.3 Whenever an Omnibus submission is received missing the required information above, the event must be listed as "Recognition Pending."

## **AC.6 Class Specifications**

When publishing class specifications in Prize Lists, use specifications (found in their respective sections of this Rulebook) in their entirety.

## **Appendix AC-A. Conflict of Interest**

A judge must not adjudicate at any event in which a member of his immediate family, a person living under the same roof, a person with whom the judge has a financial relationship, clients or trainers are competing.

A Technical Delegate must not officiate at any competition in which a member of his family, a person living under the same roof, a person with whom the judge has a financial relationship, clients or trainers are competing.