

**THE AMERICAN DRIVING SOCIETY, INC.**  
(the “ADS”)

**Policies and Procedures Manual**

as of June 14, 2023

**Contents**

Structure of the ADS and Purpose of these Policies and Procedures .....	1
Board of Directors.....	1
Honorary Directors .....	2
Regional Directors .....	2
Removal or Suspension of Directors .....	4
Conflict of Interest of Directors, Officers and Key Employees.....	4
Committees .....	4
Committees of the Board .....	5
Development Committee .....	6
Executive Committee.....	7
Finance and Audit Committee .....	8
Governance & Bylaws Committee .....	9
Licensed Officials Committee .....	10
Committees of the Corporation.....	13
Affiliate Relations Committee .....	14
50 <sup>th</sup> Anniversary Committee.....	14
Combined Driving Committee.....	15
Course Design License Committee.....	16
Driven Dressage Committee .....	16
Education Committee.....	17
Event Standards Committee.....	18

Membership Committee.....	19
Nominating Committee.....	19
Pleasure Driving Committee.....	21
Recreational Driving Committee .....	22
Rulebook Committee .....	23
Safety Committee.....	26
Scoring Program Committee.....	26
Policies and Procedures adopted by the Board .....	27
Blue Ribbon Club .....	27
Calculated Championships.....	27
Centennial Club .....	28
Dispensation Certificates .....	29
Driven Dressage Awards .....	29
Driving Buddies .....	31
Hours to Drive.....	32
North American Championship .....	32
Para Driving/Dressage Guidelines.....	32
Pony/VSE Measurement Card .....	33
Sportsmanship Award .....	34
U.S. Center for SafeSport .....	34
Volunteer of the Year.....	35
Youth Championships.....	35
ADS Membership .....	37
ADS Membership Categories .....	37
ADS Membership Annual Dues .....	37
Non-Member Fee Voucher .....	38
Other ADS Fees .....	38
Insurance Available to Members .....	39
ADS Publications.....	39
<i>The Omnibus</i> .....	39
<i>The Whip and The Wheelhorse</i> .....	41
ADS Website .....	41
E-mail Blasts .....	41

Administrative Policies and Procedures .....	41
Distribution and Publishing of Meeting Minutes.....	41
Policy for Amending the Bylaws.....	42
Policy for COVID-19 Pandemic.....	42
Charitable Solicitation Filings .....	42
The Hoopes-Addis Education Trust.....	43

## **Structure of the ADS and Purpose of these Policies and Procedures**

The ADS is incorporated as a New York Not-For-Profit Corporation. Because the ADS is a membership organization, the Members have the authority to elect the Directors and to adopt and amend the Bylaws.

Federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code has been granted to the ADS and it is compliant with applicable state charitable solicitation requirements.

This Policies and Procedures Manual is intended to serve as a reference guide for the practical methods of operation of committees, directors and officers and members of the ADS. Whenever there is a discrepancy or a question about particular procedure, the New York Not-For-Profit Law, the Internal Revenue Code, State laws and the Bylaws, as applicable, will always prevail.

In general, “policies” will refer to Board-approved practices and procedures that may be considered the equivalent of “rules” such as the structure of dues and membership categories, and “procedures” will refer to outlines of how things are being done, have been done, or should be done such as the descriptions of duties of offices and committees. There shall be no attempt to draw a sharp line between the two.

This Policies and Procedures Manual will be maintained by the Governance & Bylaws Committee in consultation with the Executive Committee and the Executive Director.

## **Board of Directors**

Directors are elected by the members of the ADS at the annual meeting of members held in even numbered calendar years. Directors shall serve two- year terms without compensation. The number of Directors shall be no less than four (4) and no more than thirty-five (35) and shall consist of the officers (President, Vice President(s), Secretary and Treasurer), Regional Directors and Directors at Large. In the event it becomes necessary for the Board of Directors to form a new Standing Committee or it becomes necessary to form a new Region there should three or four unfilled board positions available for flexibility to elect an additional director. Directors must be members in good standing. Spouses shall not simultaneously serve as Directors.

Nomination of Directors from the Floor:

Nominations from the floor will be requested by the President or the current presiding officer at a meeting of Members held for election of directors. If there are nominations from the floor, a confidential written ballot will be provided to enable members to vote for the candidates of their choice for each individual directorship or Committee Chair that is contested. In the event no candidate receives a majority on the first ballot, the two candidates with the highest votes shall have a run-off ballot. In the event of

Directors-at-Large, the candidates shall be ranked according to the number of votes for each and the number of Director-at-Large positions recommended by the Nominating Committee shall be filled from the ranked list from top down, based on a single balloting for Directors-at-Large (unless a tie for the last Director-at-Large position forces a run-off.) This election will be conducted in accordance with the Policies and Procedures. All unopposed nominees may be elected by a motion to elect by acclamation.

One-third (1/3) of the entire Board of Directors (sometimes referred to herein as the “Board”) shall constitute a quorum for the transaction of business. Except as otherwise provided by law, the vote of a majority of the directors present at a meeting (when quorum is present at the time of the vote) shall be the act of the Board.

Any action required or permitted to be taken by the Board or the Executive Committee or the Audit and Finance Committee may be taken without a meeting if **all** members of the Board or Committee consent (either in writing or electronically) to the adoption of a resolution authorizing the action. Any such actions shall be recorded and ratified in the minutes of a subsequent meeting of the Board of Directors or the Committee.

### **Honorary Directors**

The Board of Directors may elect Honorary Directors in recognition of distinguished service rendered to the ADS. An Honorary Director shall hold office for life and shall be entitled to attend meetings of the Board of Directors and to participate in discussions at meetings but shall have no vote on matters before the Board of Directors. Honorary Directors shall have all rights and privileges of Individual Members and shall be exempt from annual dues. Honorary Directors shall receive the same communications from the ADS as Directors except where such communications pertain to matters restricted to Executive Session on the Board. Honorary Directors may be invited to participate in Executive Sessions of the Board of Directors meetings by invitation of the President or Chair of the Board. Honorary Directors are expected to annually sign the Conflicts Disclosure Statement.

The current Honorary Directors are: Natasha Grigg, Robert Heath, Elaine Kendig, Susan Koso, Jeffrey Morse, Lyle Petersen, Ann Pringle, Holly Pulsifer, Victor Shone, Kelly Valdes and Hardy Zantke.

### **Regional Directors**

Regional Directors serve as the primary liaison between ADS members, prospective members, ADS affiliate clubs, the ADS Board of Directors and Committees. Direct communication between the ADS and its members through personal contact with a Regional Director is crucial for promoting ADS programs and for meeting the needs of the membership.

The ADS membership is divided into the following geographic regions:

Central

Mid-Atlantic

Midwest  
Northeast  
Northwest  
Pacific  
Southeast  
Southwest

The Regional Directors have formed a working group and may meet in person in conjunction with the Annual Membership and Board of Directors Meetings. They may also meet at their convenience at any time by teleconference, webinar, ADS-owned private blog, by the Regional Directors' Face Book page or in person. Regional Directors are encouraged to work with other ADS Committees to provide support that may be beneficial in serving their respective Region.

**Specific Responsibilities:**

1. Represent the interests and concerns of the regional membership at Membership, Board of Directors and committee meetings,
2. Coordinate membership activities with local clubs and members within their respective regions,
3. Promote the ADS and ADS membership at equine affairs, competitions, clinics, club meetings and by individual contact,
4. Monitor dates of competitions and clinics to help avoid calendar conflicts,
5. Provide updates at quarterly intervals for publication in *The Whip*,
6. Answer or forward to the committee or person with expertise, questions from members and prospective members [Note: A copy of any written communication to individuals, clubs or businesses must be sent to cc to [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org)],
7. Assist in organizing clinics for youth, developing drivers and others,
8. Assist clinics, new competitions or other events, if eligible, with obtaining funding from the ADS Fund and through the ADS from The Hoopes-Addis Education Trust,
9. Provide articles for regional equine or club publications,
10. Provide staff with information to maintain a web page on the ADS site that provides contacts, calendars and other items of interest for public access,
11. Gather information on affiliated and non-affiliated driving and equine organizations that may benefit from ADS activities and information,
12. Work with all factions of the ADS,

13. Each Regional Director receives an annual budget of \$1,500 to be spent on activities that directly promote the ADS within their respective regions. Budgeted funds for clubs or events may be allocated only to ADS-Recognized events or to ADS member clubs. A proposal for an anticipated expense will be presented to the Executive Director for pre-approval and, if approved, reimbursed by submitting a request for reimbursement with attached receipts and required back-up to the Executive Director. A Regional Director may enter into contracts for activities in their regions so long as the contracts remain within the limits of budgeted funds, and
14. Encourage Members to organize fundraisers to replenish funds used to support regional activities.

### **Removal or Suspension of Directors**

Under the terms and procedures published in Section 3 of the “ADS Whistle Blower Protection Policy”, any Director, employee or volunteer of the ADS found to have engaged in misconduct or omission may be suspended or removed. A violation of the Disclosure Statement, N-PCL or the Bylaws may result in removal or suspension of a director.

### **Conflict of Interest of Directors, Officers and Key Employees**

The ADS is committed to maintaining the highest standard of conduct in carrying out our fiduciary obligations in pursuit of our tax-exempt mission and purposes. As such, each and every Director, Officer and Key Employee (to the extent applicable) shall adhere to the code of conduct adopted by the ADS.

### **Committees**

There are two types of committees of the ADS: Committees of the Board and Committees of the Corporation. Each committee has specific purposes, policies and procedures as detailed in these Policies and Procedures.

All Committees shall prepare and present a committee report to the ADS Board of Directors meeting held in connection with the ADS Annual Membership Meeting. All materials developed in any ADS Committee is property of the ADS and shall be submitted to the ADS office.

#### **Restrictions of Committees:**

*Regardless of any specific power granted to a committee by the board of directors or bylaws, no committee of any kind shall have the authority as to the following matters in accordance with New York Not-For Profit Corporation Law Section 712(a):*

1. *The submission to members of any action requiring members' approval under this chapter,*
2. *The filling of vacancies in the board of directors or in any committee,*
3. *The fixing of compensation of the directors for serving on the board or on any committee,*

4. *The amendment or repeal of the by-laws or the adoption of new by-laws,*
5. *The amendment or repeal of any resolution of the board which by its terms shall not be so amendable or repeal-able,*
6. *The election or removal of officers and directors,*
7. *The approval of a merger or plan of dissolution,*
8. *The adoption of a resolution recommending to the members action on the sale, lease, exchange or other disposition of all or substantially all the assets of a corporation or, if there are no members entitled to vote, the authorization of such transaction, and*
9. *The approval of amendments to the certificate of incorporation.*

The Board of Directors has imposed the following restrictions on all Committees of the Board (Development, Executive, Licensed Officials, Finance and Audit, and Governance & Bylaws) and all Committees of the Corporation:

1. *No Committee of the Board other than the Executive Committee may authorize any individual to sign a contract on behalf of the ADS without the express approval of the Executive Committee,*
2. *No Committee of the Board other than the Executive Committee may authorize the expenditure of funds that have not been explicitly budgeted for in the then current year's operating budget as approved by the Board of Directors. Any such expenditure must have the express approval of the Executive Committee or the Board of Directors,*
3. *No Committee of the Board may make changes in the ADS Rulebook,*
4. *Proposals made by committees or members of the ADS shall be reviewed for approval by either the board of directors or the Executive Committee,*
5. *Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority, and*
6. *There shall be no Committee Co-Chairs.*

## **Committees of the Board**

Committees of the Board are created and may be dissolved by a majority vote of the Board of Directors and may be given the authority of the Board within the limitations of New York Not- for- Profit Corporation Law (“N-PCL”) Section 712. Each Committee of the Board shall consist of three or more directors and may have all the authority of the Board of Directors to legally bind the ADS, *so long as that authority is specifically granted by Board resolution or in the Bylaws*. As of this date, two committees, the Executive Committee and the Audit and Finance Committee, have been granted that authority in the ADS Bylaws.



The Board may designate one or more directors as alternate members of any committee who may replace any absent member or members at any meeting of such committee. Each Committee of the Board shall serve at the pleasure of the Board. The designation of any such committee and the delegation thereto of authority shall not alone relieve any director of his duty to the corporation under N-PCL Section 717 that sets the duty of directors and officers.

**At a meeting held on April 12, 2020, the Board agreed to include the following language regarding the number of committee members required for certain committees:**

Two of the five committees of the board, the Executive Committee and the Audit Committee, have been granted the authority of the board in the Bylaws. Because of this exceptional authority of these committees, they are encouraged (but are not required by the Bylaws) to have at least five members.

Requiring five members to the other Committees of the Board is neither prohibited nor encouraged. It is acknowledged that having more than the minimum number of members on a committee can be conducive for positive discussions and promote more engagement and diversity. However, because the pool of candidates is restricted to members of the board, many would be expected to serve on several committees if the number of members was increased to five. Serving on multiple committees could be burdensome, requiring more individual volunteer time, creating more individual influence, and making it more difficult to have a quorum.

For all committees, a majority of committee members must be present at a meeting, either in person or electronically (including email and Zoom meetings) to establish quorum and for a majority vote to be valid. Committees may be called into Executive Session by the Chair of the committee.

## **Development Committee**

The Development Committee shall consist of three (3) or more Directors. The members of the Development Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors. The Development Committee is a Committee of the Board per N-PCL §712 but shall not have the authority to bind the Board. The Development Committee is responsible for developing and overseeing methods of attracting financial support for the ADS.

### **Procedures adopted by the Committee:**

1. Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority,
2. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
3. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and

4. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

**5. At a meeting held on May 13, 2023, the Board approved the following Guidelines:**

Development Committee Guidelines for Donations of Goods to Sell:

From time-to-time the ADS may be offered a donation of goods to sell instead of a monetary donation. In order to determine whether or not to accept this offer, we adopt the following guidelines:

1. The Development Committee will determine if the item is something we can easily sell and may decide not to accept the offer.
2. The item must be in good-to-excellent condition.
3. The Development Committee will determine how best to advertise the item.
4. The Development Committee will determine how best to sell it: set a minimum price, take the best offer, raffle, etc. The donor will NOT set the price.
5. If the ADS Board is going to store the item, shipping costs to ADS will be paid by the donor
6. Shipping costs after the sale will be paid by the buyer.
7. The Development Committee will determine how long we will keep an item for sale before the donor takes it back.

## **Executive Committee**

The Board of Directors shall select an Executive Committee of the Board of Directors of at least four (4) but no more than ten (10) Board members. The Executive Committee shall include the President as Chair, the Vice President(s), the Secretary, and the Treasurer. The Executive Committee is a Committee of the Board per N-PCL §712 and shall have the authority to bind the Board as provided in the Bylaws.

The Executive Committee acts on behalf of the Board by providing administrative management on a day-to-day basis and as a support source for all ADS personnel. This Committee shall meet at least twice a year, either by teleconference or in person. Additional meetings may be held as often as necessary to conduct business at hand. Meetings may be in person or by electronic means as long as it is agreed upon by all committee members. All meetings of the Executive Committee are open unless they have been called into executive session.

The Executive Committee shall have all of the authority of the Board of Directors *except that no committee of any kind shall have the authority for the following matters in accordance with N-PCL Section 712(a):*

1. The submission to members of any action requiring member approval under this chapter,

2. The filling of vacancies in the board of directors or in any committee,
3. The fixing of compensation of the directors for serving on the board or on any committee,
4. The amendment or repeal of the by-laws or the adoption of new by-laws,
5. The amendment or repeal of any resolution of the board which by its terms shall not be so amendable or repeal-able,
6. The election or removal of officers and directors,
7. The approval of a merger or plan of dissolution,
8. The adoption of a resolution recommending to the members action on the sale, lease, exchange or other disposition of all or substantially all the assets of a corporation or, if there are no members entitled to vote, the authorization of such transaction, or
9. The approval of amendments to the certificate of incorporation.

**Procedures adopted by the Committee:**

1. In the event of a vacancy, including an Officer, Director or Committee Member, the Executive Committee may fill the position with a director who will serve in the capacity on an interim or acting basis until the vacancy is permanently filled and approved by the board of directors,
2. Any action required or permitted to be taken by the Executive Committee may be taken without a meeting if **all** members of the Committee consent either in writing or electronically to the adoption of a resolution authorizing the action. Votes taken electronically must be unanimous to pass and votes taken during a meeting may be passed by a majority. Any such action shall be recorded and ratified in the minutes of a subsequent meeting of the Committee,
3. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
4. The Secretary shall provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
5. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

**Finance and Audit Committee**

The Finance and Audit Committee shall consist of three (3) or more Directors, one of whom shall be the Treasurer who shall serve as Chair of the Committee. The other members of the Finance and Audit Committee shall be appointed by the President of the Board, subject to the approval of the Board of Directors. The Finance and Audit Committee is a Committee of the Board per N-PCL Section 712 and shall have the authority to bind the Board as provided in the Bylaws.

This committee will propose and oversee the ADS Investment Policy and shall advise the Treasurer and the Board of Directors in regard to the investment policy and general fiscal policy of the ADS.

The Finance and Audit Committee shall also be responsible for oversight of the outside auditors and oversight of the internal fiscal controls and financial reporting of the ADS. The ADS shall comply with NPS Section 712(a) in the event the financial thresholds set forth in that Section are met.

**Procedures adopted by the Committee:**

1. Regularly review the financial records of the ADS,
2. Make financial recommendations to the Board of Directors,
3. Any action required or permitted to be taken by the Audit and Finance Committee may be taken without a meeting if **all** members of the Committee consent either in writing or electronically to the adoption of a resolution authorizing the action. Any such action shall be recorded and ratified in the minutes of a subsequent meeting of the Committee,
4. Consult and work with the Executive Director to ensure that financial records are being properly kept and stored,
5. Prepare an annual budget for the ADS in conjunction with the Executive Director for board approval,
6. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
7. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
8. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

**Governance & Bylaws Committee**

The Governance & Bylaws Committee shall consist of three (3) or more Directors. The members of the Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors.

The Committee is responsible for maintaining the Bylaws and Policies and Procedures of the ADS. The Governance & Bylaws Committee is a Committee of the Board per N-PCL Section 712 but shall *not* have the authority to bind the Board.

The Governance and Bylaws Committee oversees internal, external, legal and ethical issues regarding administrative and business practices of the ADS. The Committee evaluates conformance with State and Federal laws and makes recommendations and/or changes to the Bylaws and Policies and Procedures where necessary. They also recommend referral to legal counsel when prudent to do so.

**Procedures adopted by the Committee:**

1. Review Bylaws annually to verify compliance with New York requirements,
2. Advise the membership and the Board of Directors of any required or recommended changes to the Bylaws,
3. Review Policies and Procedures and make required changes and recommend optional changes,
4. Verify that all motions adopted by the Board of Directors that affect any Policy or Procedure are inserted into the Policies and Procedure Manual,
5. Review any proposed change to the Bylaws or the Policies and Procedures Manual to be sure the change is in compliance with current law or business practices and does not contradict any current Bylaw or Policy or Procedure,
6. Review any proposed change to the Bylaws or the Policies and Procedures to be sure the wording is accurate, and all affected sections are revised,
7. Make any and all non-substantive corrections to typographical, scrivener and grammatical errors that are found in the bylaws, as authorized without additional Board approval,
8. Assist Officers, Directors and members with drafting proposed Bylaws and Policies and Procedures as well as understanding specific provisions,
9. Work with the Executive Director to address issues raised by members as well as business issues. The Governance & Bylaws Committee, through the Chairman, works closely with the Executive Committee and the Executive Director on an ongoing basis as well as with members and Directors to address specific issues,
10. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
11. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
12. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

### **Licensed Officials Committee**

The Licensed Officials Committee shall consist of three (3) or more Directors. The members of the Committee shall be appointed by the Chair of the Committee, subject to the approval of the Board of Directors. The Licensed Officials Committee is a Committee of the Board per N-PCL Section 712 but shall not have the authority to bind the board.

The Committee is responsible for developing programs to teach officiating skills, training, testing, and licensing of carriage driving officials and has full authority regarding the training and licensing of ADS Judges and Technical Delegates. The Committee is also responsible for the development of comprehensive and continuing education of officials so they may have a thorough knowledge of carriage driving sport as described in the ADS Rulebook. Licensed Officials are a resource for event organizers to provide good, fair sport,

and for competitor's performances to be evaluated fairly. The specific duties of this committee are published in the ADS Rulebook.

This Committee is authorized to act on its own in regard to all matters concerning the licensing of officials or licensed officials without the need of prior approval from the ADS Board of Directors except where specifically noted to the contrary. Meetings of the LOC, or any portion thereof, may be designated Executive Sessions for the purpose of discussing confidential information. All Executive Sessions are closed. *(This committee handles confidential information regarding applicants and licensed officials that must be maintained in strict confidence and without exception).*

**Procedures adopted by the Committee:**

1. Create and maintain the criteria for acceptance, promotion and renewal for ADS Learner and Licensed officials, as published in the ADS Rulebook, and ADS Competition Guidelines as adopted by the Board of Directors,
2. Review and act upon all applications for acceptance, promotion or renewal of officials' licenses,
3. Review and act upon all complaints received in writing by the ADS about officials in accordance with the disciplinary procedures [*See Competition Guidelines*] of the ADS,
4. Create curricula for the training of learner officials and officials in the sports of Pleasure Driving, Combined Driving, Dressage and Coaching,
5. Schedule and conduct appropriate educational clinics for Learners, Judges and Technical Delegates that satisfy the requirements for acquiring licenses, promotions, and renewal of licenses,
6. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
7. All budgeted expenses that are authorized by this Committee shall be paid by the Executive Director as per the administrative policies in place at the time,
8. All unbudgeted expenses shall be submitted to the Executive Committee for approval,
9. Review and grant or deny requests for extensions of licenses, reinstatement of licenses and waivers for licensing requirements,
10. Appoint Emeritus Officials- procedure and listing of all named officials to be developed,
11. Publicize ADS Clinic dates and carriage driving education opportunities to current and future ADS and potential Officials,
12. The Committee shall have an appointed Staff liaison for the purpose of administrative support,

13. Communicate with committee members through ADS-owned private blog or other confidential means (all communications should be considered confidential within the Committee),
14. All Committee meetings are closed and confidential and meeting minutes will not be posted to the ADS website, and
15. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

### **ADS Emeritus Officials**

#### **Emeritus Status Guidelines:**

Officials that retire from active officiating can be considered for this high honor by the ADS Licensed Officials Committee based on their length of service and feedback on performance, as well as their other service and contributions to the ADS such as serving as ADS Officers or Board Members, chairing or serving on committees, mentoring learners, teaching ADS clinics, and assisting with educational material for ADS use.

Once chosen by the LOC, names are presented to the ADS Board of Directors for approval.

Emeritus status will not be given to all officials who retire although we do appreciate their service. A list of these so honored will be put on the ADS website along with the guidelines. These officials will be considered to be mentors and will lend guidance as they choose.

Those with Emeritus status have made the decision to retire and will no longer be eligible to officiate. A guest card is needed for a retired official to officiate, those officials limited to two guest cards in a particular classification according to ADS rules.

#### **ADS Emeritus Officials List as of June 6, 2023:**

Debbie Banfield  
Audrey Bostwick  
Mickie Bowen  
Natasha Grigg  
Tom Hilgenberg  
Lore Homer  
Jean Kinsella  
Leslie Kosely  
Anne Leck  
Jack Pemberton  
Judd Wright

## **Committees of the Corporation**

Committees of the Corporation are created and may be dissolved by a majority vote of the Board of Directors. The chair of each committee may, but is not required to, be a director and the members need not be directors. No Committee of the Corporation shall have the authority to bind the Board of Directors. Committees of the Corporation will include special committees.

Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment. Operations of Special Committees shall be detailed in these Policies and Procedures.

Committee members, regardless of position held, must be current ADS members in good standing. Committee Chairs shall have the responsibility of leading the Committee for which he/she is Chair.

The term of commitment of each committee member shall commence with appointment to the committee and end concurrently with the term of the current Directors and Officers. Members of Committees of the Corporation shall be appointed by the then Chair of each such Committee and their appointment shall be subject to review and approval by the Board of Directors in their meeting following their election or at subsequent meetings when changes to Committees are made. Director/Chairs who are appointed on an interim date, that is between the first date and last date of the then current term of office, shall serve only until the last day of the then current term of office. There are no term limits for members of any committee of the Corporation.

For all committees, a majority (at least half of the members plus one) of committee members must be present at a meeting, either in person or electronically (including email or Zoom meetings) to establish quorum and for a majority vote to be valid. Committees shall meet in conjunction with the annual membership meeting and at such other times as necessary in person or electronically. Members of any committee may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Actions may be taken by Committees by majority vote or ballot, with or without a meeting. Committees may be called into Executive Session by the Chair of the committee.

The work product of any committee of the ADS is the property of the ADS. It is imperative that originals of all material developed or official correspondence especially with outside organizations or businesses must be deposited with the Executive Office at [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org) promptly and at least within ten (10) days following the end of the term being served.

The Board of Directors has imposed the following restrictions on all Committees of the Board and all Committees of the Corporation:



1. Only the Executive Committee or the Board of Directors may authorize any individual to sign a contract on behalf of the ADS. None of the Committees of the Corporation have the authority to contractually obligate the ADS,
2. Only the Executive Committee or the Board of Directors may authorize the expenditure of funds that have not been explicitly budgeted for the then current year's operating budget; none of the Committees of the Corporation have the authority to for such expenditures,
3. None of the Committees of the Corporation have the authority to make changes in the ADS Rulebook,
4. Proposals made by committees or members of the ADS shall be reviewed for approval by either the Board or the Executive Committee, and
5. There shall be no Committee Co-Chairs.

### **Affiliate Relations Committee**

*This Committee was formed as a special committee by the Executive Committee in 2019 and is dormant at this time.*

The Affiliate Relations Committee Chair shall represent the ADS and be the contact person to communicate with the USEF on a day-to-day basis. This committee will be populated with ADS members who are also on USEF Committees and also serve as Licensed Officials.

#### **Procedures adopted by the Committee:**

1. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
2. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
3. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

### **50<sup>th</sup> Anniversary Committee**

*This Committee was formed as a special committee by the Board of Directors on April 2, 2022.*

The 50<sup>th</sup> Anniversary Committee shall organize and coordinate the events to celebrate and memorialize the Fiftieth Anniversary of the ADS. The Chair of the Committee is Dana Bright and will be populated with ADS members.

#### **Procedures adopted by the Committee:**

1. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,

2. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
3. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Combined Driving Committee**

The Combined Driving Committee is primarily responsible for maintaining and updating the format, rules and practices of the combined driving discipline including the derivatives of Driving Trials and Arena Trials.

### **Procedures adopted by the Committee:**

1. Propose new rules or modification of existing rules to improve the sport of combined driving,
2. Create and regularly review and update content for the ADS website that will be reviewed, edited and posted to the ADS website by ADS Staff,
3. Create and regularly review and update content for the ADS Educational Library that will be reviewed and edited by the Education Committee and posted to the website by ADS Staff,
4. Review submission of new rules or modification of existing rules submitted through the ADS rule change process,
5. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
6. Review, in conjunction with Event Standards, Technical Delegate Reports to identify any problems or issues at combined driving events and take appropriate actions to correct them,
7. Review combined driving event submissions in *The Omnibus*,
8. Assess, report and make recommendations on the health of the combined driving discipline to the Board of Directors,
9. Review and update all applicable forms in the ADS Forms Library on an annual basis,
10. Participate in the development of curricula for the training of learners and officials in combined driving at the request and in adherence to deadlines set by the Licensed Officials Committee,
11. Participate in the formulation of curricula for training of competitors, organizers and volunteers,
12. [Recommend to the President, members qualified for the USEF Driving Sport Committee. *Deleted as of June 2019*],

13. Oversee the North American Preliminary and Intermediate Championship criteria in conjunction with the Event Standards Committee and submit proposed championship hosts to the Executive Committee for consideration and approval,
14. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
15. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
16. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

### **Course Design License Committee**

*This Committee was formed as a special committee by the Executive Committee on February 21, 2021 and is dormant at this time.*

The Course Design License Committee functions as a Special Committee and was formed with the approval of the Executive Committee on February 21, 2021. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

This committee will develop resources and training to individuals to design courses at ADS recognized events.

### **Driven Dressage Committee**

The Driven Dressage Committee is primarily responsible for maintaining and updating the rules and tests for Driven Dressage for combined driving including the derivatives of Driving Trials and Arena Trials, stand-alone Driven Dressage competitions and dressage classes held in conjunction with Pleasure Driving. The Committee makes recommendations on the rules that apply to Driven Dressage for all divisions of ADS competition. The Driven Dressage Committee cooperates with ADS educational efforts, licensed officials training and certification and the rule change process, including applicable rule modifications from the FEI.

On September 29, 2020, the Executive Committee confirmed that the ADS Dressage Tests were created by the Driven Dressage Committee of the ADS. As such they are the copyrighted and proprietary work product of the ADS and are exclusively for the private use of ADS Members, by ADS-Recognized Events, ADS-Member Club Events and Equestrian Canada Sanctioned Events, or with advance express written approval of the ADS. Scoresheets may be requested by ADS Licensed Officials for private use, and by Organizers for ADS-Recognized Events, ADS-Member Club Events and Equine Canada-Sanctioned Events. ADS Members may request scoresheets for personal use only at a specific non-recognized educational event (such as clinics or fix-a-tests). 4-H, Pony Club, FFA, and other national youth organizations may request scoresheets for educational

purposes. Scoresheets are copyrighted by the ADS and licenses for their use are provided on an individual basis.

**Procedures adopted by the Committee:**

1. Prepare, propose, consider and make recommendations for new rules or rule change proposals (RCP) received from the Committee, ADS members or the FEI,
2. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
3. Assess, report and make recommendations on the health of the Dressage discipline,
4. Participate in the creation of curricula for the training of Dressage officials for Combined Driving and classes held in conjunction with Pleasure Driving,
5. The Committee creates new Dressage Tests for all ADS levels and updates as needed,
6. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
7. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
8. Submit projects developed by the committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

**Education Committee**

The Education Committee produces and publishes educational information for membership, officials, and the public. These efforts may at times include coordinating projects with the appropriate ADS committees by helping those committees find resources to produce material or suggesting content of educational material.

**Procedures adopted by the Committee:**

1. The Committee produces information for people involved in the sport of driving at all levels. This material may take many forms, including written documents, articles in ADS publications, materials on the ADS website, videos and webinars. Materials will be produced for members of the ADS who are interested in both recreational, Pleasure and Combined Driving,
2. While the primary task of the Committee is to educate ADS membership, material is produced to educate and inform the general public about driving methods, safety, and events,
3. Material will be produced to encourage new and current drivers. Safe practices and safety consciousness are paramount, especially when driving in group situations,

4. The Committee will also work in cooperation with the Licensed Officials Committee to support education of ADS Officials,
5. In conjunction with ADS Staff, the Education Committee is responsible for developing and maintaining the ADS Educational Library,
6. The Committee will develop educational literature appropriate for distribution to driving clubs, breed organizations, pony clubs, 4-H Clubs and any persons or groups interested in hitching equines to vehicles. The Committee is available to help ADS member clubs and other ADS committees with the development and distribution of educational material,
7. The Committee will provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
8. The Committee will provide Committee meeting minutes to the Executive Director for posting to the ADS website,
9. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics, and
10. Financial aid required for any educational project will be implemented by following the procedures for such requests as determined by the ADS office.

### **Event Standards Committee**

The Event Standards Committee strives to ensure that every ADS-Recognized competition is run fairly and in conjunction with the ADS Rules and Standards. The Event Standards Committee is committed to fair competition and the safety and welfare of the horse. The Committee supports and regulates competitions by promoting and encouraging interest, participation and excellence at every competitive level. The Committee is responsible for making sure that conditions and venues are appropriate to the level of competitors and recreational drivers and that proper safety measures are taken regarding footing, course terrain and venue infrastructure in order to maintain the quality of ADS events.

### **Procedures adopted by the Committee:**

1. Review negative event evaluations received by Staff and, in conjunction with the Executive Director, Licensed Official Chair and President, develop and implement solutions to resolve issues in the evaluations,
2. Review all incident reports received by Staff and, in conjunction with the Executive Committee and Executive Director, develop and implement appropriate policies,
3. Review and make recommendations on ADS event evaluations received from the Executive Director,

4. Make recommendations to the various ADS committees based on the Committee's conclusions regarding any problem,
5. Consult with other committees to ensure that standards are achieved,
6. The Chair (or representative appointed by the Chair) of the Committee shall be a member of the Rulebook Committee,
7. Work with other committees in organizing and creating educational material for organizers,
8. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
9. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
10. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Membership Committee**

The purpose of the Membership Committee is to retain and increase the ADS membership and to support the viability of the association. The Committee will communicate with existing members and people who are not yet ADS members. The Committee will develop, implement and coordinate the Breed Partner Program.

### **Procedures adopted by the Committee:**

1. Develop and administer the Breed and Discipline Partner program with the Executive Director,
2. Work directly with the ADS Executive Director to promote ADS membership with specific breed and discipline organizations across a variety of media platforms,
3. Review and track membership growth and report results to the Executive Committee or the Board of Directors,
4. Develop ADS promotional materials,
5. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
6. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
7. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Nominating Committee**

The Nominating Committee functions as a Special Committee. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution

of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

The Nominating Committee is formed in the Fall of the year preceding the Annual Membership meeting at which elections are held. The Committee is dissolved when its responsibilities are completed, which is when they present the slate of Director candidates to the members and the slate of Officer candidates to the new Directors.

Prior to the Fall Board Meeting held in the year preceding the election, Committee Director/Chairs should be asked to select one member of their committee to serve on the Nominating Committee. It is preferred, but not required, that members of the Committee be a current or a former director. If no such committee member is willing to serve, the Director/Chair of the respective committee may serve. The names of those who will be serving should be given to the Executive Director as soon as possible.

The President shall appoint the Chair of the Nominating Committee who shall be confirmed by a majority vote of the entire Board. Each Committee of the Corporation and each Committee of the Board will select from its membership, one (1) delegate, preferably a current or former board member, to sit on the Nominating Committee and the Board of Directors shall appoint two (2) Regional Directors to the Committee. Upon approval, the President will charge the committee with their responsibilities.

The Committee may meet in person, by phone, teleconference or other electronic means and may communicate by email or through an ADS-owned private blog. If a formal meeting is to take place where a vote is required, the meeting must be held in such a manner that allows all participants to hear what each other has to say.

After the Nominating Committee is appointed and charged with their responsibilities, the Chair should publish a notice to the ADS members letting them know the Nominating Committee is “open” to receive suggestions of potential nominees for the various positions that compose the Board of Directors and Officers. [Note: the members vote only for the Directors, but they are free to provide suggestions for any one of the four officers which are voted upon by the Board of Directors.] The first notice should be published in the next issue of *The Whip* and no later than the January issue following the meeting at which the Committee was charged with their responsibilities. The same notice should be published in subsequent issues of *The Wheelhorse* and on the ADS website.

No later than in April of the election year, the Chair should send a letter to all Directors reminding them that their term of office expires effective December 31 of that year. They should be thanked for their service and asked if they would be interested in volunteering for another term in the same or different position if they were selected as a candidate for the new slate of candidates being formed. It is recommended that in order to comply with time constraints their response would be appreciated no later than May 1 and a lack of response by that date would indicate to the Committee that they were no longer interested in serving.

The Slate should be formed by July 1st before the Annual Membership Meeting. The Chair of the Committee should notify those whose names will be placed in nomination and those who will not be asked to continue to serve or whose names have not been used

on the new slate. The slate, including a photograph and a brief biography for each candidate, will be compiled by the Nominating Committee and submitted to the Executive Director.

The Slate of Directors and of Officers and Chairs of the Committees of the Corporation (who need not be Directors) should be given to the Executive Director for publication in the August issue of *The Whip*, any interim issues of *The Wheelhorse* and on the ADS Website.

In order to comply with these procedures and still be able to select Directors who have the knowledge and technical expertise necessary to carry out the responsibilities of the position, the following directives were adopted by the Board of Directors:

1. There shall be no Co-Chairs of Committees,
2. Spouses shall not be seated simultaneously on the Board,
3. The number of active Directors shall be at least two fewer than the maximum number of Directors allowed by the Bylaws. This will allow flexibility in the event the Board determines that a new committee should be formed. The total number on the slate presented by the Nominating Committee is the total number of the complete Board of Directors. The spaces in reserve between the number on the slate and the maximum allowed number of 35 are not considered vacant or open slots,
4. Communicate with Committee members through ADS-owned private blog or other confidential means (all communications should be considered confidential within the Committee),
5. All Committee meetings are closed and confidential and meeting minutes will not be posted to the ADS website, and
6. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

### **Pleasure Driving Committee**

The Pleasure Driving Committee is responsible for maintaining and updating the format, rules and practices of the Pleasure Driving discipline which includes Coaching, while preserving the established traditions thereof.

#### **Procedures adopted by the Committee:**

1. Be familiar with competition rules for Pleasure Driving and Coaching,
2. Requests for new rules or changes to existing ones must be reviewed and written so they can be presented to the Rulebook Committee. [See Rulebook Committee for the process of adding rules],
3. The Chair of the Committee shall be a member of the Rulebook Committee,
4. Review Technical Delegate Reports to identify any problems or issues at Pleasure Driving shows and take appropriate actions to correct them,



5. Review any proposals for new classes and write criteria for running them for submission to the Rulebook Committee,
6. Review Pleasure Driving submissions in *The Omnibus*,
7. Be aware of current trends in Pleasure Driving encourage the growth of the sport,
8. Be accessible to shows, organizers and competitors to help meet their needs and make their competition experience a pleasure,
9. Help to develop new classes that will draw more interest,
10. Participate in the creation of curricula for training of Pleasure Driving learners, officials, show organizers and competitors,
11. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
12. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
13. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Recreational Driving Committee**

The Recreational Driving Committee shall raise awareness and recognition of ADS benefits to current member and non-member recreational drivers while providing support, educational opportunities and other benefits to the recreational driver.

The Recreational Driving Committee reports to the ADS Board of Directors any activities and issues of concern to the broader organization. It will be aware of and connected with other equine activities, events and organizations to promote safe and enjoyable Recreational Driving and work with other committees to coordinate activities with their events and purposes. The Committee will report any major issues of concern to the officers and/or the Board.

### **Procedures adopted by the Committee:**

1. Reaches out to the non-competitive drivers,
2. Organizes drives,
3. Creates written material on the topic of Recreational Driving to be published in ADS publications,
4. Assists the Education Committee with ideas for, and in creating, educational material that will be helpful to recreational drivers,
5. Works in conjunction with other committees, ADS Clubs, and the Regional Directors to encourage recreational drivers to participate in ADS activities, and to join the ADS,

6. Maintains an awareness of other committee activities to avoid overlapping activities or duplicate efforts,
7. Communication with other committee chairs via internet and meetings to enhance this flow of information,
8. Promote involvement of Regional Directors with the Committee, which is crucial for success,
9. Update, verify and enhance the ADS Trail Guide,
10. Work with ADS Staff to review Recreational Drives listed in *The Omnibus*,
11. Draft and update the ADS Recreational Drive Handbook (currently listed in Rulebook under Recreational and on ADS website under Recreational Driving link),
12. Draft and update the Organizer's Guide for Planning an ADS Recreational Drive,
13. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
14. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
15. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Rulebook Committee**

To facilitate rule changes by operational area, the Rulebook Committee will consist of one representative from each technical committee who will be responsible for coordinating with their respective committees to implement changes.

The Rulebook Committee shall maintain and update the master file of ADS Competition Rules. Additionally, guidelines for Licensed Officials and Competition Organizers are included in the Rulebook as a convenience for officials and the membership. The Rulebook shall be produced as a downloadable PDF file with live links and as a printed book. [deletion as per EC 1/13/2022] The electronic version will also be available with all changes marked (red-line) to assist tracking the yearly updates. The Committee will also archive past documents.

The Committee will strive to implement additional ways to educate and provide members with an understanding of the rule change process and how they can participate. The Committee works to ensure consistency of updates to rules common to all levels.

### **Procedures adopted by the Committee:**

1. Track Rule Change Suggestions as they come in,
2. Ensure that the Rule Change Process adheres to the published calendar,
3. Work with the technical committee members to coordinate changes,

4. Oversee the Rulebook updates in InDesign.
5. Maintain the forthcoming Rule Change Suggestion and Rule Change Proposal (RCS/RCP) blog that allows members to submit and comment on changes and to track suggestions and proposals through the identified RCS/RCP process. User support is provided as needed,
6. Assist and coordinate with technical committees, who are responsible for reviewing rule change suggestions (RCS) and comments before submitting rule change proposals (RCP) to the Rulebook Committee for inclusion in the annual member comment period,
7. Present the final slate of RCPs to the BOD for approval,
8. Oversee the schedule and responsibilities of the process calendar,
9. Thoroughly proof changes made to the Rulebook document prior to submission for printing,
10. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
11. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
12. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

For clarification and ease of reference, the Rulebook Committee published the following to be included in these Policies and Procedures as of April 2020:

### Rulebook Committee Policies and Procedures

#### **Rule Change Categories**

Items 1-3 must be proposed as a Rule Change Suggestion (RS)

1. NEW – An entirely new rule or subject,
2. MODIFICATION – Changes to meaning or specifics of an existing rule,
3. CLARIFICATION – Clarifies the meaning by adding, changing or deleting words of existing rules but does not change the intent of the existing rule,
4. HOUSEKEEPING changes are subject to:
  - Approval and documentation by the Rulebook Committee,
  - Approval by relevant Technical Committees, but
  - Are not subject to Member Comment or Approval by BOD.

Allowed Housekeeping changes are made:

- To correct a reference
- To correct an obvious typo

- To correct a misspelling or grammar usage
- To correct numbering or rule location
- To correct updates to already approved rule changes
- To follow Rulebook conventions (e.g., capitalizations, dashes)
- To reformat to present in clearer manner, no rewording (e.g., lists, tables, illustrations)
- To remove an obvious redundancy

## 5. EXTRAORDINARY RULE CHANGES (ERC)

- Extraordinary Rule Changes e.g. those changes to be made at variance to the established schedule, will be permitted only for safety, monetary, clarification, ethical and equine welfare reasons
- FEI Rule Changes will only be adopted as Extraordinary Rule Changes in cases of safety, and will otherwise be filed as Rule Change Suggestions for the following year [approved by EC 1/13/2022]
- ER changes will be effective when published by ADS on its official website
- [Deleted by EC 1/13/2022]
- All ER changes will be made at the discretion of the ADS Executive Committee using the following protocol:

### Extraordinary Rule Change Process

1. Proposal – An ERC is proposed by the ADS technical committee or ADS Executive Committee with supporting rationale.
2. Authorization – The applicable technical committee must authorize each ERC and forward it to the ADS Executive Committee and ADS Rulebook Committee.
3. Approval – The ADS Executive Committee is responsible for confirming the ERC criteria (FEI rule change, safety, monetary, clarification, ethical or equine welfare) have been satisfied.
4. FEI Rule Changes will only be adopted as Extraordinary Rule Changes in cases of safety, and will otherwise be filed as Rule Change Suggestions for the following year [approved by EC 1/13/2022]
5. Posting – ADS Rulebook Committee will post the changes and show changes in a clean copy online Rulebook.
  - 5.1. The changes will display the date of the ADS Executive Committee's approval.

6. Effective Date– An ERC is effective when published on the ADS website.
  - 5.1. The file reference shall retain the original approval date for the remainder of the year.

## **Safety Committee**

The Safety Committee was formed with the approval of the Board of Directors on April 2, 2022.

The members of the Safety Committee shall be a Combined Driving Organizer, a Combined Driving Committee member and a Technical Delegate, a Pleasure Driving Organizer, a Pleasure Driving committee member, a Technical Delegate and a Recreational Drive organizer.

### **Procedures adopted by the Committee:**

1. Review all incident reports from the ADS and any other driving organizations/Organizers from whom they can get reports,
2. Review and analyze safety trends in driving organizations/insurance carriers.
3. Publish a report on accidents and trends for the previous twelve months in advance of the review of new rules by the technical committees and for the information/education of the Board,
4. Review and comment on all Rule Change Proposals,
5. Clearly define the scope of their work, especially in the first year, and provide a report to the Board
6. Provide advance notice of Committee meetings to the Executive Director for posting to the ADS website,
7. Provide Committee meeting minutes to the Executive Director for posting to the ADS website, and
8. Submit projects developed by the Committee to be presented to the membership to Staff in a timely manner to accommodate necessary administrative logistics.

## **Scoring Program Committee**

The Scoring Program Committee functions as a Special Committee and was formed with the approval of the Executive Committee on February 21, 2021. Special Committees are those Committees of the Corporation that are appointed for the study and/or resolution of a specified topic. In addition to the Board of Directors, the President may appoint Special Committees to perform these same functions. The term of a Special Committee shall be for only the duration of the designated assignment.

This committee will develop technology to facilitate scoring at ADS recognized events.

## **Policies and Procedures adopted by the Board**

### **Blue Ribbon Club**

[approved by BOD Spring 2021]

The Blue Ribbon Club is a program to honor ADS Member Driving Clubs and to promote membership in the ADS. Clubs must have a minimum of 75% of members who are also ADS members OR a minimum of 75 ADS members in their club to apply for designation as a Blue Ribbon Club. The purpose of this designation is to encourage ADS membership and present Blue Ribbon Clubs to the membership and driving community. Clubs must apply for Blue Ribbon Club designation on an annual basis and are eligible for renewed benefits each year. The benefits of Blue Ribbon Club designation include:

- Free ADS Club Membership for the following year
- Use of the Blue Ribbon Club logo for your club publications and activities
- Special coverage featuring your club and activities in *The Whip*
- Blue Ribbon designation in the Regions section of the ADS Website
- One copy of the current year ADS Rulebook
- A package of digital educational seminars on driving, horsemanship, sportsmanship and animal care for Blue Ribbon Clubs to show at club events

### **Calculated Championships**

This program is intended to recognize, encourage and inspire drivers in ADS Combined Driving Events in the Preliminary and Intermediate Divisions. The program is designed to enable these drivers to measure themselves against others at the same level of proficiency, acknowledging that it is not practical for them to meet to compete head-to-head because of the size of our country.

Scores from any ADS-recognized CDE occurring after this year's annual meeting can be used (see explanation below); the cut-off date for scores that count for the first Championship is the last Friday in August.

Awards:

There will be a Champion and Reserve Champion for Preliminary & Intermediate classes as set forth herein: Single Horse, Single Pony, Single VSE

Pair Horse, Pair Pony, Pair VSE

Four-in-Hand Horse, Four-in-Hand Pony, Four-in-Hand VSE

Tandem Horse, Tandem Pony, Tandem VSE

Should a tie in scores occur, placings will be decided by:

Dressage scores

Marathon

Obstacle / Cones

If all those are equal, a coin toss will determine placings.

Driver and class determine a competitor's placing. Awards are to be given at the ADS Annual Meeting.

#### Qualifications:

Competitor must be an ADS member in good standing all during the time between the competitions and the awards. Competitor must be qualified to compete at this level, as set forth in the ADS rulebook, Article 916.16.

#### Criteria:

The lowest two total-penalty scores will be used for each competitor. Marathon scores will be adjusted for qualifying events with fewer than six (for Preliminary) or seven (for Intermediate) obstacles; that is, the competitor's time in the obstacles will be normalized to equate to six/seven obstacles (respectively) using that competitor's average obstacle time.

Scores used are from the competition year from Annual Meeting to Annual Meeting. The cut-off date for scores will be the last day of August.

Eligible scores are from any ADS-recognized Preliminary/Intermediate (respectively) CDE (but not DTs or ATs). Competitor must complete (as noted in Article 916) the full CDE.

It is not required that each qualifying driver use the same turnout throughout the season.

#### Other:

All ADS-recognized CDEs are eligible and should therefore give recognition to the awards.

It is intended that space be devoted in the Omnibus to promote this program.

Scores shall be deemed unofficial until the end of the competition year, at which time scores will be separately verified.

The ADS Calculated Championships are generously sponsored by Dave and Esther R. "Boots" Wright.

## **Centennial Club**

The ADS Centennial Club recognizes carriage drivers and their one equine partner (horse, pony, miniature horse, donkey or mule) whose combined ages total 100 years or more. You may drive a multiple turnout but the age of only one animal may be combined with your age to meet or exceed 100. Horse(s) and driver perform a driven Dressage test of any level at a show (schooling or recognized) or event and are to be scored by an ADS Judge.

The application should be completed and sent at least 30 days prior to the drive. The ADS will send a beautiful commemorative ribbon to be presented to the team at the show. The Centennial Club was based on The Dressage Foundation Century Club which

started in 1996, as a way to honor, encourage and reward our older senior drivers. The driver need not attain a specific Dressage test score, it is important to show that whip and equine work well together. While we stress the serious nature of driving a test, we want all Centennial Club members to have fun!

While this club has no dues, no meetings and no agenda, except to enjoy the occasion, please keep in contact with the ADS and with each other by email and phone. Teams will be honored on the ADS website and in *The Whip*. Open to North American ADS Members only. There are no fees associated with this application.

## **Dispensation Certificates**

### ***Policy:***

The ADS believes that the sport of carriage driving and all activities of the ADS related to carriage driving events or carriage driving educational activities should be open to all members of the ADS and that dispensations and allowances should be made for drivers with medical necessity.

Further, the ADS believes the burden of documenting, describing and recording such dispensations and allowances should be minimized as much as practical. Existing documentation requirements may be modified under certain circumstances with approval by the ADS.

Accordingly, any ADS member requesting a dispensation or allowances (either temporary or permanent) and upon confidentially providing documentation of the cause and nature of such dispensation or allowances will be provided with a certificate listing all requested and approved dispensations and allowances. Such certificates will be honored at all ADS events. Certificates issued by the USEF or the FEI under their programs will also be honored at ADS Recognized Events.

### ***Procedures:***

The driver will submit the Dispensation Certificate Application to the ADS. Drivers requesting Certificates must be ADS members in good standing.

The application and supporting documentation will state if the circumstances leading to the application are permanent or temporary in nature. In the event that they are temporary, the anticipated expiration date of the dispensation will be noted on the Certificate issued by the ADS.

The driver will accompany the application with medical certification in the form of a doctor's letter on his/her letterhead describing the driver's disability as well as the compensating dispensations and allowances requested. The application will list the compensating aids, dispensations, and allowances requested on the application.

In the alternative, the driver may submit their USEF or FEI dispensation certificate as supporting documentation. State issued disability permit or placard may be used as supporting documentation only for motorized vehicle allowance (course walking) dispensations. It should be noted that despite the nature of the cause for the requested



dispensations and allowances, if the materials submitted show an expiration date, this date shall be used on the Certificate issued. Accordingly, anyone applying for a permanent Certificate must provide documentation in support of their request.

The application and supporting documentation will be sent to the ADS Executive Director who will issue a certificate listing the compensating dispensations and allowances including aids, adaptive equipment, variances in dress or other allowances requested.

The driver will include a copy of their ADS certificate with their entries to ADS events.

The ADS will keep a confidential copy of the documentation on file and, where appropriate, issue an identifier/placard for those using motor vehicles while inspecting the course(s) (in order to allow the ready identification of permitted vehicles.)

The driver will include a copy of their certificate with their entries to ADS Recognized Events. The Organizer will include a copy of the certificate(s) for each driver in each Official's packet.

The ADS reserves the right to revoke Dispensation Certificates for reasons including but not limited to the following:

- Expiration of temporary certificates,
- Lapse of ADS membership exceeding 60 days,
- False information supplied on the original application, or Resolution of the applicant's disability status.

Junior Drivers must renew their Certificate under their own signature after their 18th birthday.

## **Driven Dressage Awards**

Blue Level: ADS Training Level Tests

Bronze Medal: ADS Preliminary Tests

Silver Medal: ADS Intermediate Level Tests and / or FEI 1\* Tests

Gold Medal: ADS Advanced Level and/or FEI 2\* or 3\* Tests (or equivalent = tests driven at FEI World Championships)

### **Requirements:**

For each level four tests of the required level - or higher (see Note 1 below) - with a score of 48 penalty points or below, or 70% or above, are required. For all tests that do not have Presentation included (i.e., all OLD ADT Tests and other Training and Preliminary level tests that do not have POM - Presentation on the Move), the score must be 45 penalty points or below, or 70% or above. Each medal may be earned only once by an individual.

Tests must have been driven at an ADS or USEF or FEI recognized event (see Note 2 below). Driver must be a current ADS member.

Each test must have been judged by an ADS, USEF or FEI licensed Combined Driving Judge, or an ADS licensed Driven Dressage Judge.

Each of the four tests must be from a separate drive (e.g. one cannot turn in three tests from three different judges all from the same drive when there were three judges judging). The tests do not need to be from four separate events in case an event offers more than one test - like a Driven Dressage Festival.

Tests must be from at least three different judges. There is no time limit. The tests can be accumulated by the driver over any number of years. They can be driven with any number of different turnouts. Individual dressage test results or, where no individual dressage tests are available, verifiable show results (either with individual judges scores or averaged scores) will be acceptable.

It is up to the driver to identify the four test results and send them in to the ADS Dressage Committee as specified on the application form upon completion of all four. Each test should have sufficient information to verify the date, the name, and the location of the event, and the name of the judge. This can either be done by stating sufficient information on the dressage tests score sheet and/or by providing a result sheet of the events showing the required information as listed above.

Note 1: "Or higher" to mean: Applicants may turn in one, or more tests from higher level than the one they are aiming for the reward, e.g. for a blue level award, where four training level tests are required, if the applicant has only three - or fewer, but has another one - or more - from the Preliminary level - or even from Intermediate or Advanced (all within the qualifying score) they may use those Preliminary or Intermediate or Advanced Level tests. Similarly for all the other levels. Further: Turning in qualifying tests for a higher level will not automatically qualify for a lower level award as well, e.g. if one turns in tests qualifying for a silver medal, one will not also be awarded a blue and bronze medal. In no case may a single drive be submitted as more than one result for a given level nor may a single drive be submitted as a result for more than one level.

Note 2: ADS recognized event that offered driven dressage, so ADTs, HDTs, Combined Tests, CDEs, and Pleasure Driving Shows all are acceptable.

## **Driving Buddies**

New in 2022: Driving Buddies

The Driving Buddies program is for ADS members who spend time on the carriage with a recreational driver. Driving Buddies fill out their own log sheet of time spent riding on the carriage (NOT driving) and are eligible to earn an awards pin (the same pins as Hours To Drive) for 100 hours, 250 hours, 500 hours, 750 hours, 1,000 hours, 1,500 hours,

2,000 hours, 2,500 hours, and 5,000 hours of cumulative riding, by completing a log form. Logs must be returned before October 15, so we can report on members who have reached a milestone in the February Whip.

Deadline for submissions is October 15. Submissions not received by deadline will count toward the following year.

## **Hours to Drive**

ADS members who enjoy recreational driving will be able to earn recognition for time spent in its pursuit, with the start of the ADS Hours to Drive Program which began April 1, 2008. The program, which operates on the honor system, is designed to be a simplified version of the old ADS “miles program” for recreational drivers. You drive your horse or pony recreationally and write down the number of hours, on the log sheet spent on the box seat that day.

Drivers can earn an awards pin for 100 hours, 250 hours, 500 hours, 750 hours, 1,000 hours, 1,500 hours, 2,000 hours, 2,500 hours, and 5,000 hours of cumulative driving, by completing a log form. Logs must be returned before October 15, so we can report on members who have reached a milestone in the February Whip.

Youth can earn credit towards an end of the year Youth Recreational Championship award.

## **Regional Hours to Drive Challenge**

ADS continues the Regional Challenge for the ADS Regions across the US and Canada to compete for the most logged hours driving. The winning region, that with the most Hours to Drive hours logged by ADS members, will be announced at the ADS Annual Meeting. Simply log your hours and submit them to the office ([info@americandrivingsociety.org](mailto:info@americandrivingsociety.org)) by October 15.

## **North American Championship**

The ADS North American Championships are part of the Awards Programs promoting Drivers/Athletes in the Preliminary and Intermediate Divisions. These championships are for current ADS members competing in Preliminary and Intermediate ADS level competitions. The USEF Preliminary and Intermediate competitions will not count as qualifiers for the NACs, unless they have dual recognition.

Organizing committees interested in hosting one of the North American Championships are encouraged to submit a bid before the November deadline. The current deadlines and forms are posted on the ADS Website. The hosts to the championships will be announced shortly thereafter.

Submissions should be sent to the ADS office: [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org)

## **Para Driving/Dressage Guidelines**

[approved by EC June 23, 2021]

Organizers of ADS Dressage Events may offer a separate para division. The recommended dressage tests for this division are: ADS Training Test C, Preliminary Test A and Intermediate FEI Para Test.

Competitors should be reminded that there are provisions in place to provide dispensations for para drivers driving regular dressage tests. A para driver entering a regular class should be expected to drive the test the organizer has selected for that class, not the tests selected for a para division.

There is no requirement that para classes must be offered at an ADS event and no requirement that para drivers must compete in a para class if offered at an ADS event.

### **Pony/VSE Measurement Card**

The Pony & VSE Measurement Program was adopted on December 8, 2019 and is effective as of July 1, 2020 as a rule change and policy changes that require all ponies and VSEs competing in an ADS recognized event must have a valid ADS Measurement Card or USEF Measurement Card as defined in Art 930.4. For clarity, the current rule is included here:

Appendix GR-B and Article 930.4 (to be added to the 2020 ADS Rulebook as follows):

1. ADS Ponies are 120cm to 148cm with or without shoes, 149 with shoes.
2. ADS Small Ponies are 99cm to less than 120cm; with or without shoes.
3. VSEs are under 99cm with or without shoes.
4. Animals will be measured prior to their first competition of each year until reaching the competition age of 8 years, after which they will receive a Permanent Card.
5. Measurement Cards are for the exclusive use of ADS Competitions.

#### ***Measurement Procedures:***

- o An ADS Measurement may be taken by only a trained ADS Licensed Official, a measurement-trained FEI or USEF Licensed Official, or veterinarian.
- o USEF Measurement Cards will be accepted as proof of height.
- o Measurement MUST be taken from the highest point of the withers. This spot must be identified by palpation before measurement is taken.
- o Animals are to be measured on a flat, hard, level surface. Concrete or Tarmac is ideal. If no such surface is available, the floor of a horse trailer which has been levelled is acceptable.

- o The animal must be positioned with front legs parallel and perpendicular. Front toes SHOULD BE inline. All four feet must be taking weight. The head must be in its natural upright position.
- o Officials may not measure their own or their family's animals.
- o A veterinarian is not required to measure unless an animal is borderline in height and there might be a question as to what height it might be.
- o Photographic identification, such as a Coggins with photographs is acceptable for animal identification.
- o If a Coggins has a space for notes, a veterinarian may measure the animal and add the height in this space.
- o All ponies and VSEs may be measured beginning January 1, 2020.

The current supporting documents, including “frequently asked questions” can be found on the ADS Website by clicking on this direct link:

<https://americandrivingsociety.org/Events-Resources/VSE-Pony-Measurement-Program>

## **Sportsmanship Award**

Nominees for the Sportsmanship Award are accepted from the Technical Delegates or Organizers of ADS Recognized Events. Nominees can come from any type of ADS Recognized Event, including Pleasure Shows, Combined Driving Events, Dressage Shows, and Recreational Drives.

Nominees should not only demonstrate honesty, respect for rules, respect for others, fair play, and cooperation, but be willing to sacrifice for the benefit of another participant, the event, or their horse, as evidenced by a specific action(s).

Nominees must be current ADS members, and can be drivers, grooms, essential personnel, coaches or trainers. Award year will run from November 1 to October 31.

The nominees and winner will be recognized in *The Whip* and at the ADS Annual Meeting.

The ADS Sportsmanship Award Nomination Form is on the ADS Website.

## **U.S. Center for SafeSport**

The ADS has adopted the following policy in order to support the mission of the amateur sports organizations of the U.S. Center for SafeSport (Center):

## **THE ADS SAFESPORT POLICY AS OF JANARY 12, 2020**

The ADS will provide a link to SafeSport Training on the ADS website. The SafeSport Training will be available at the cost to ADS.

All ADS Staff, ADS Board of Directors and Licensed Officials are encouraged to take SafeSport Training and to re-certify each year. Those who complete the training are asked to supply the ADS office with their certificate of completion.

### **Volunteer of the Year**

ADS Volunteer of the Year - Recognizing Those Who Give So Much to Driving

The ADS depends on the hard work and incredible dedication of volunteers. Our volunteers do everything from parking cars in blazing heat to obstacle judging in pouring rain, office work to course construction, airport runs for officials and opening their homes to out of state competitors. We could not run our organization, clubs, and our competitions without this cadre of capable and generous people.

All of our volunteers deserve to be recognized, but there are some that stand out for the extra miles they go and the efforts they make. Please take a moment to think of a standout volunteer, and submit a nomination with the following information:

The name and contact information of the volunteer.

How was their contribution outstanding?

A few words of praise – how has this particular volunteer made your life easier?  
An event/show/clinic made better?

What did they do that was above and beyond? Please submit a high resolution photo if available.

Please include your name and contact information on the nomination.

The recipient will be gratefully acknowledged at the ADS Annual Members Meeting in December at the ADS Annual Meeting.

Nominations should be submitted to [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org) by September 1. \*Nominees must be ADS members.

### **Youth Championships**

Youth Championships re open to any ADS member under 21 years of age - at the time of the event of the submitted scores - on his best verifiable scores sent in by applicant and achieved during the 12 months preceding the closing date of November 30th of each year.\* Only correct and complete filled ADS Youth Championship Applicant Forms to

qualify. Drivers can apply in any or all of the disciplines, but can win only one discipline per year. ADS Youth Championship's Award decisions to be final and not protestable.

#### CDE Drivers:

To be awarded to the lowest total score in penalty points from any ADS recognized CDE or HDT on Preliminary level or above (no Training Level, no ADT's). HDT Scores to be adjusted by adding 15%. Marathon scores will be adjusted for qualifying events with fewer than six obstacles, for Preliminary, and seven obstacles, for Intermediate and Advanced; that is, the competitor's time in the obstacles will be normalized to equate to six or seven obstacles using that competitor's average obstacle time. Thereafter Preliminary scores to be taken as posted, Intermediate Level scores to be credited 15% of total score and Advanced Level scores to be credited 30% of total score. Ties to be broken by best dressage scores.

Example: Competitor A sends in his best score reached at an ADS CDE on Prelim level with 96.73 penalty points. Competitor B sends in his best score on Intern. level with 115.63, Competitor C has his best score on Adv. level with 132.16, and Competitor D has his best score as Preliminary Level HDT 86.22.

A gets 96.73, B gets  $115.63 \div 15\% = 98.29$ , C gets  $132.16 \div 30\% = 92.51$ , and D gets  $86.22 + 15\% = 99.15$ . So C wins, followed by A, B and D.

#### Pleasure Drivers:

To be awarded to the highest points from any two ADS or USEF recognized Carriage Pleasure Driving Classes judged by an ADS judge. One of the two class results to be either from a Working / Reinsmanship or Turnout class, and the other result to be from any other Pleasure Driving class. Points to be calculated with one point awarded for each competitor behind the applicant plus 3 points extra credit for a first place, 2 points extra credit for a second place and 1 point extra credit for a third place. Ties to be broken by second best scores.

Example: Competitor A sent in his best score having finished 3rd in a Reinsmanship class with 12 competitors and a 4th in a Gambler's Choice Class with 8 competitors. Competitor B sent in his best score having won a Working class with 8 competitors and a 3rd in a Timed Obstacle class of 4 competitors, and Competitor C sends in his best score having placed second in a Turnout class with 9 competitors and a first in a Double Jeopardy class of 6 competitors.

A has 8 competitors behind him in the Reinsmanship class, so gets 8 points plus 1 for third place = 9 points plus 4 points for the Gambler's Choice = 13 points.

B has 7 competitors behind him in the Working Class, so gets 7 points plus 3 for first place = 10 points, plus 2 points for the Timed Obstacle class = 12 points.

C has 7 competitors behind him in the Turnout class, so gets 7 points plus 2 for second place = 9 points, plus 8 points for the Double Jeopardy = 17 points.

So C wins followed by A followed by B.

#### Recreational Drivers:

To be awarded to the driver who drove the most hours during the time from last December 1st up to November 1st (or his 21th birthday, which ever came first) on a diary of every hour driven with date and driving time with each entry signed to be true and correct by an adult ADS member. Only hours driven himself to be entered - not hours as groom or passenger.

## **ADS Membership**

### **ADS Membership Categories**

The Membership of the ADS shall consist of individuals, families, businesses and Clubs as determined by the Board of Directors.

Each individual member of the ADS who is eighteen (18) years or over shall have one (1) vote on any matter for which members have votes and up to two (2) adult members of the family holding a Family Membership shall be authorized to cast one (1) vote each. No other members shall have voting rights. Members entitled to cast one hundred (100) votes or one tenth (1/10) of the total number of votes entitled to be cast thereat, whichever is the lesser, shall constitute a quorum at a meeting of members for the transaction of any business.

Membership shall be terminated as follows:

1. **Resignation:** Any member may resign by filing a written resignation with the Secretary.
2. **Non-Payment of Dues:** The membership of any member shall be terminated without prejudice if dues, assessments, or other charges are in default.
3. **Expulsion or Suspension:** The Board of Directors may suspend or expel any member for conduct deemed to be prejudicial to the ADS in accordance with Policies and Procedures of the ADS.

### **ADS Membership Annual Dues**

Lifetime:	\$1,920 includes all benefits of an Individual membership and does not incur the annual international shipping fee of \$30.
Individual:	\$85 (voting)
Junior:	\$40 A Junior Member is an individual under the age of 18 (nonvoting and is not eligible for insurance benefits).
Commercial:	\$120 (nonvoting and is not eligible for insurance benefits)
Family:	\$110 A family membership is defined as not more than two adult members (who will have one vote each) and their dependents under the age of 19.
Club:	(not for individual membership)-\$60 (nonvoting and is not eligible for insurance benefits)



Club Lifetime: \$1,750 includes all benefits of a Club membership [approved 10/9/2020 by the ExCom]

Honorary Directors: This is an honorary membership designation. Honorary Directors have one vote as an individual member and pay no dues.

All classes of members who reside outside of the United States (except for Lifetime members) will incur an annual shipping charge of \$30 to defray mailing costs.

## **Non-Member Fee Voucher**

Non-ADS members who enter ADS-Recognized Events are charged a non-member fee and issued a Non-Member Fee Voucher. The voucher, which acts as a receipt of payment, can be used as a credit towards that person's subsequent new or renewal ADS membership and is valid within one year from the issue date. Individuals must redeem their vouchers over the phone by calling the ADS office.

Non-Member Fees: Drivers at ADS-Recognized events must be current ADS members or pay the required non-member fee. Canadian drivers who compete in Canada at ADS recognized competitions are not required to pay the non-member fee provided they hold a valid PEF Membership and the competition is sanctioned by Equine Canada.

Non-member fees are as follows:

- \$30 for all Combined Driving Events, Driving Trials, Pleasure Driving Shows, and Combined Tests offered at those events.
- \$15 for Arena Trials, Driving Derbies, Recreational Drives and Combined Tests offered at those events.

## **Other ADS Fees**

The ADS competitor fee:

1. ADS member competitors will be subject to a \$5.00 fee at each competition in which they participate in an ADS class(es). This is a per competitor fee, not a per turnout fee.
2. Competitors that are not ADS Members must only pay the \$30.00 non-member fee for the following event types CDE, DT, and Pleasure Driving Shows. \$15.00 at AT, Driving Derbies, Recreational Drives and CT.
3. Organizers have the option to collect this fee as they see fit. They may include it as a class or entry fee, as a separate fee, or otherwise from general proceeds.
4. Competitor fees must be remitted to the office with the list of competitors no later than ten days after the show has completed.
5. This fee is normally paid by the competitor via the entry form for the show and collected by the show secretary for payment by the Organizer to the ADS. Most shows find it more convenient to simply build this fee into their show fee structure and not collect it as a separate and individual fee from each competitor.

## **Insurance Available to Members**

The ADS offers members the opportunity to purchase personal excess liability insurance through Equisure to cover their personal (non-business) equine activities.

Events recognized by the ADS and listed in *The Omnibus*, as well as the participants in those events when acting as members of the ADS (non-professional), have liability insurance coverage through the ADS.

ADS Organizers, Officials, Competitors and Volunteers have accident and excess medical insurance coverage through an ADS policy while attending or travelling to and from an ADS-Recognized event.

Educational Activities may qualify for ADS registration and coverage under the ADS Insurance Program. The Organizer of a proposed educational activity must agree to and comply with ADS Requirements and follow the procedures outlined on the ADS Website under the Member/Education tabs.

Questions about this insurance coverage through Equisure should be directed to the Treasurer.

## **ADS Publications**

### *The Omnibus*

*The Omnibus* is published twice a year in the May and November issues of *The Whip*.

As of February 2, 2019, only ADS-Recognized Recreational Drives will be listed in *The Omnibus*. ADS-Recognized events receive a listing in *The Omnibus*, insurance coverage, one email blast and 10% off subsequent email blasts. ADS will charge a \$50 fee for the event to offset administrative and insurance costs. The event Safety Officer must approve the Omnibus listing.

All ADS Regional Recreational Drives (one annually per region, under the purview of the respective ADS Regional Director) may be listed at no charge.

If a USEF-sanctioned pleasure show or CDE would like to purchase a listing only in *The Omnibus*, a \$200 fee and proof of liability insurance (minimum of 1 million) would be required in advance of listing. Those listings will be marked prominently as USEF Sanctioned (USEF Sanctioned shows will be subject to the current USEF review process).

Non-Recognized/sanctioned shows or events will NOT be listed in the ADS Omnibus.

If an event requires a Technical Delegate (“TD”), the TD must review and approve *The Omnibus* listing before being published. If an event does not require a TD, the appropriate ADS technical chair will review and approve *The Omnibus* listing.

### *The Omnibus* listing Procedure:

The first step for an organizer is to complete the date application online at: The Organizer’s Omnibus Portal. The process starts with the competition name and date section, followed by different options for competition fee payment. Once payment has been

verified, the rest of the online form can be filled out and saved. The ADS office will then post the event to our online calendar.

Complete instructions for completing a date application/ Omnibus form:

1. <https://americandrivingsociety.org/Events-Resources/Organizers/Organizer-Omnibus> - click on the date application link.
  2. You will then need to log in or register, depending on whether you have ever used the online Omnibus system before.
  3. On the next page, click the blue bar that says: “Start a Date Application”.
- Note: Is your show dual-recognized by ADS and USEF? Email us at [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org) well in advance of your event so we can help address our mutual insurance needs.
4. Fill out all the information on that page and click next. This will take you to a payment page where you pay for the Date Application.
  5. The ADS office will receive notification of payment, electronically mark the Date Application as approved and place the event on the ADS Calendar.

The next step is to start the Omnibus submission. It is wise to have chosen your officials before you start this process. The Technical Delegate can be an important and useful asset during this process and is required to review and approve your submission before it goes live.

Keep in mind that January to June shows are included in the November issue of *The Whip* and the July to December shows are included in the May issue of *The Whip*. Deadlines are as follows:

Printed Omnibus Submission Deadlines:

Events held July to December, applications and Omnibus submissions: ADS-Recognized competitions due March 15<sup>th</sup>.

Events held January to June, Applications and Omnibus submissions: ADS-Recognized competitions due September 15<sup>th</sup>.

\*If an Omnibus entry is not submitted by the organizer and approved by the TD, it will NOT be printed.

## ***The Whip and The Wheelhorse***

*The Whip* is published quarterly (February, May, August and November). Staff proofs *The Whip* and the Executive Committee is asked to also proof the content to ensure compliance with ADS rules and regulations.

*The Wheelhorse* is a digital newsletter that is published eight times a year (in the months when *The Whip* is not published). Committee Chairs are encouraged to provide content for *The Wheelhorse* and *The Whip*.

## **ADS Website**

The webmaster and ADS Staff have access to modify, update and maintain the website. All suggested content should be sent to [info@amercandrivingsociety.org](mailto:info@amercandrivingsociety.org) to be reviewed, edited and posted by ADS Staff.

## **E-mail Blasts**

Staff creates E-mail blasts that can be purchased for \$150 and will be marked as paid advertisements.

## **Administrative Policies and Procedures**

### **Distribution and Publishing of Meeting Minutes**

Board of Director and Executive Committee meeting minutes are prepared by the Secretary and presented in draft for review by the Executive Director. The Secretary then distributes the draft minutes to the appropriate committee for further review and comment. The Secretary will update and edit the draft minutes with comments received and submit the updated draft to Staff. Draft minutes will then be posted to the ADS website. When the minutes are approved by the Board of Directors or Executive Committee, they will be resubmitted as “final” and posted to the ADS website.

Minutes from meetings held in “executive session” may contain confidential information and will be recorded as separate documents to be distributed for review and approval solely by members present at those meetings. Minutes of meetings held in executive session will not be posted anywhere for public review.

The agenda for Board and Executive Committee meeting shall be formatted as follows:

Date, time, meeting coordinates

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Motion to Approve Agenda
5. Conflict of Interest Disclosure

## **Policy for Amending the Bylaws**

The Bylaws may be amended by a majority of the members of the ADS at any meeting of the membership. The Board of Directors shall have the power to make Bylaws not inconsistent with law or the Certificate of Incorporation of the ADS and shall have the power to alter, amend or repeal the same. Members shall be notified of any amendment or repeal made by the Board of Directors.

The timeline for proposing amendments to the Bylaws is:

- a. All proposed amendments to the Bylaws shall be submitted to the Governance & Bylaws Committee for formatting and comment at least ninety (90) days in advance of the date set for voting upon the measure.
- b. The proposed change shall be published on the ADS's website at least sixty (60) days prior to the date set for voting.
- c. Modifications to the proposed amendments shall be made at least 30 days prior to the date set for voting.
- d. The final version of the proposed change must be published on the ADS's website at least 10 days prior to the date set for voting.

## **Policy for COVID-19 Pandemic**

The ADS Covid Task Force, formed in Spring of 2020 by the Board of Directors as a Special Committee of Board members, is inactive as of February 17, 2022. The following Covid 19 Statement, as of December 1, 2022, replaces prior Covid protocols.

ADS COVID-19 Statement (revised December 1, 2022)

### **Attention ADS Recognized Event Participants & Attendees:**

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and those with underlying medical conditions are especially vulnerable. By attending this ADS Recognized Event, you voluntarily assume all risks related to exposure to COVID-19. By entering this event, you are confirming that you and all persons in your party:

- Are not experiencing any of the symptoms of COVID-19 identified by the Centers for Disease Control and Prevention at CDC.gov
- Are not under any self-quarantine orders

## **Charitable Solicitation Filings**

Charitable solicitation filings are made on behalf of the ADS in all required jurisdictions. This process is managed by the Executive Director who works with a

designated law firm. The ADS President and Treasurer are authorized signatories when required. All correspondence is sent to [info@americandrivingsociety.org](mailto:info@americandrivingsociety.org).

### **The Hoopes-Addis Education Trust**

The Hoopes-Addis Education Trust (“H-A”) is an independent non-profit organization that supports certain driving educational programs organized by 501(c)(3) organizations.

As a benefit to ADS Members and ADS member clubs, applications may be made for H-A educational grants through the ADS which is as a 501(c)(3) organization. The Grant application is subject to the approval of the ADS Executive Committee.

The ADS may apply to H-A for an educational grant subject to the approval of the ADS Executive Committee. The ADS Treasurer is responsible for guiding the grant application through the Executive Committee pre-approval process and to the H-A.