



CNYD&CTA POLICIES AND GUIDELINES

MISSION STATEMENT

The Central New York Dressage and Combined Training Association is a non-profit tax-exempt 501(c)(3) organization whose purpose is to foster an interest in dressage and combined training/eventing among enthusiastic, like-minded equestrians. Our goals are to promote dressage and combined training as art and sport through competitions, clinics and other educational activities.

2003 Board of Directors

President	AJ Torelli
Vice President / Combined Training	Janine Ramsden
Treasurer	Cindy Torelli
Corresponding Secretary	Darleen Callahan
Past President	Amy Goodrum
Member at Large	Kristin Kotwas
Member at Large	Knikki Loock
Member at Large	Julie Miller
Member at Large	Kathryn Mosier
Member at Large	Nancy Novak
Member at Large	Theresa Osborne

Direct Business Correspondence to:

Central New York Dressage & Combined Training Association
c/o AJ Torelli, 6967 Henderson Road, Jamesville, NY 13078 (315) 469-3787

POLICY REGARDING ALLOCATIONS OF FUNDS:

Officers of the Board of Directors are authorized to approve expenditures under \$100. Expenditures over \$100 will be brought to the Board of Directors for a vote.

POLICY REGARDING VOLUNTEER COMPENSATION:

The Board of Directors recognizes the value of the volunteer efforts of all members. Fortunately, this year we are able to offer a free lunch to volunteers working four or more hours at shows, clinics and activities. Volunteers contributing 12 or more hours will be eligible for the end of year volunteer scholarship drawing. Details will be published in the *Omnibus* and *Lengthening Strides* newsletter. Manager(s) and Secretary for the CNY Dressage Classic receive a one year membership in the Association, a one year USA Equestrian membership, and a CNYD&CTA T-shirt.

POLICY ON AWARDS:

CNYD&CTA is proud to be able to recognize the competitive accomplishments of its members. Year end awards for 2003 will be based on the criteria approved by the Board of Directors and will be published in the 2003 *Omnibus*. Any changes must be voted on by the Board of Directors and notification of such made to the membership.

POLICY ON TEAM SPONSORSHIP:

CNYD&CTA appreciates the value of team competition. CNYD&CTA will sponsor the sending of member teams to selected competitions. The definition and extent of the sponsorship will be determined by a vote of the Board of Directors and will be publicized in the 2003 *Omnibus*, with enough advance notice in *Lengthening Strides* to give all members an opportunity to participate.

POLICY ON AFFILIATIONS:

In keeping with the bylaws, CNYD&CTA will enter into an affiliated relationship with such organizations or individuals as the Board of Directors determines would help fulfill the purpose of the association. All affiliate relationships will be voted on by the Board of Directors and will be in the minutes for public record. CNYD&CTA is currently affiliated with USDF as a Group Member Organization.

POLICY ON CNYD&CTA SPONSORED PROGRAMS:

Board of Directors approval is required for all CNYD&CTA sponsored clinics, shows, workshops, activities. Contact person, fees, location, date/time, and other particulars must be publicized with enough advance notice to give all members an equal opportunity to participate. Contracts with professionals and facilities and services must be signed by a CNYD&CTA officer for all CNYD&CTA sponsored programs.

Auditing fees will be waived for members of the Board of Directors attending CNYD&CTA sponsored activities. In their role as board members these individuals are charged with evaluating programs on behalf of the membership. This policy will facilitate first hand experience and informed decision making.

POLICY REGARDING RENTAL of CNYD&CTA PROPERTY:

CNYD&CTA will rent the property listed below to individuals and organizations. CNYD&CTA will collect fees in advance and the renter will sign an agreement with CNYD&CTA. The owner of the facility where the property is stored will be notified by the Treasurer. The renter is responsible for working out arrangements with the facility owner for pick up and return of items rented. Renters are responsible for returning items in good clean condition including replacing missing parts and repairing any damage. CNYD&CTA, with board approval may enter into special written reciprocal agreements with selected organizations for the purpose of sharing certain property; these agreement will remain in effect as long as it is viewed as mutually beneficial to each organization.

FEES for the RENTAL of CNYD&CTA PROPERTY:

This policy and fee structure is subject or review each year.

Rental of 20' x20' tent:	\$100.00 per rental, with \$50.00 security deposit*
Rental of pylon & chain dressage ring:	\$100.00 per ring per rental, with \$50.00 security deposit*
Rental of two dressage rings to the same party:	\$150.00 per rental, with \$50.00 security deposit*
Rental of just the chain or just the letters:	\$50.00 per ring per rental, with \$50.00 security deposit*

Security deposits are refundable if items are returned intact and in good clean condition.

Rentals are for a period of not more than one week, unless other arrangements are made in advance.

LENGTHENING STRIDES NEWSLETTER STATEMENT OF PURPOSE & GUIDELINES:

CNYD&CTA will publish a newsletter. The purpose of the CNYD&CTA newsletter is to keep members informed about association events and business, to publish material which will advance the mission of the association and to share information between members. Articles from members should be limited to one page or less. The calendar of events will cover at least the current 2-3 month period. Material should be submitted by the 10th of the month for publication in the following issue. In the interest of reducing costs not all items can be published in the newsletter, an attempt will be made to include as much as possible as close as possible to the submission date. All materials submitted for publication are subject to review by the newsletter editor(s). Newsletters will be mailed to all current members and selected organizations during the last week of the month prior to the issue month. CNYD&CTA will publish 11 issues. Newsletter Classified advertisements are free for members and will run for two consecutive issues.

OMNIBUS STATEMENT OF PURPOSE & GUIDELINES:

CNYD&CTA will publish the *Omnibus* as a joint publication with Western New York Dressage Association, Ltd. (WNYDA). The purpose of the CNYD&CTA *Omnibus* is to publish prize lists and general information for area shows, information on team competitions, information on year end awards, and information on clinics, workshops and activities sponsored by CNYD&CTA. The *Omnibus* will include entry forms for CNYD&CTA offerings. The *Omnibus* also includes membership information and applications for CNYD&CTA, USDF, USEA, and USAE. Other local organizations are encouraged to publish (as advertising) their show listings and prize lists.

The *Omnibus* will accept advertising subject to the policy and fees listed below. The *Omnibus* will be mailed to all CNYD&CTA members, all WNYDA members, advertisers and selected competitors and organizations. The *Omnibus* can be purchased for \$5.

POLICY & FEES for ADVERTISING in the OMNIBUS:

CNYD&CTA will offer advertising space in the *Omnibus*. Printing of the advertisements is subject to review by the editors of this publication. This policy and fee structure is subject to review each year.

<i>Omnibus</i> business card advertisement:	\$25.00
<i>Omnibus</i> ¼ page advertisement:	\$50.00
<i>Omnibus</i> ½ page advertisement:	\$75.00
<i>Omnibus</i> full page advertisement:	\$100.00

Advertisements not in camera ready format and requiring set up work will incur a minimum additional charge of \$50. Advertisement specifications will be published and mailed to prospective advertisers.

CNYD&CTA WEBSITE STATEMENT OF PURPOSE & GUIDELINES:

As an extension of CNYD&CTA's other printed publications, the CNYD&CTA website will contain a subset of information pre-approved by the board of directors. This endeavor is aimed at reaching a wider audience and delivering the most current information to members. CNYD&CTA will enter into an agreement with the host location for the CNYD&CTA website.

