

MSEDA Sanctioning- It's as easy as walk, trot, canter!



MSEDA

Competition Sanctioning Intro 1

Purpose: To insure safe, fair and consistent competitions for competitors while providing resources to organizers.

Type: Dressage, CT or Event **Time:** Nov. 1, 2016- Oct.31, 2017

	Task	How	Contact		Method	Reasons
1 A	Obtain Sanctioning Application and Packet	Contact Sanctioning Chair or Download from website	Amy Miller		859-358-3601 or amy.mrfarm@gmail.com or MSEDA Website	Early sanctioning gives you a better chance of obtaining your requested date, gives you more advertising opportunities and has lower sanctioning fees.
2 X	Obtain list of MSEDA approved judges	As Above	As Above		859-358-3601 or amy.mrfarm@gmail.com or MSEDA Website	MSEDA approved judges are required to maintain their license through continuing education, insuring quality judges for your competitions.
3 C	Contact insurance company to confirm required liability coverage and add MSEDA as additionally insured.	Contact your Private Liability Insurance Company			Request that certificate of insurance be sent to contact as above asap.	Provides protection for organizer, competitors, and officials.
4 B	Determine Appropriate Sanctioning Fee	Fees are based on date of application			\$25.00- at least 3 months prior to show \$35.00- less than 3 months but more than 3 weeks prior to show \$55.00- less than 3 weeks prior to show. If you are sanctioning 3 or more competitions, a discount of \$5.00 per event will be offered if all applications are submitted at the same time. \$100.00- Post Sanctioning for USEF shows with approval	Fees go toward organizer resources and competitor awards.
5 E	Submit application, certificate of Insurance and fee for approval	Snail Mail, or combination with email or fax.	Amy Miller- MSEDA Sanctioning Chair		339 Lynwood Road Kenova, WV 25530	Invaluable resources including increased visibility, guidance and increased credibility.
6 X	Send Prize List Communications Chair	Email	Mandy Alexander		trinitymja@msn.com	Prize list will reach hundreds of people through website and electronic newsletter

Leave competition with happy competitors and a smile on your face for a job well done.

What Next?

Results	Send to Mary Margaret Sterling		sprgcrk@bellsouth.net	Necessary for year end award points.
TD Report	TD will send to Shelley Ryan		shelleywryan@gmail.com	Necessary to monitor compliance and make recommendations for next year.
Renew Membership for Next Year	Form available on website or in newsletter		www.mseda.org	MSEDA membership required for organizers of any MSEDA sanctioned event (non-usef).