



# It is Omnibus Time!

## Why publish your prize list in the ODS Regional Omnibus?

- Convenient
- Economical
- Mailed automatically to ODS Primary Members in Database as of 1/1 of current year
- ODS Omnibus **SOLD OUT** in 2007 – 1100 copies were distributed to dressage enthusiasts throughout the Pacific Northwest
- Standard format makes it simple for competitors to locate information
- Color coding matches ODS website calendar
- General sections reviewed annually by a volunteer Technical Delegate
- Omnibus Prize Lists are also published to the ODS website (via PDF file) and can be updated if classes are added or other changes occur

## Submission:

### Renewing Omnibus Show Listings:

- Photocopy last year's Omnibus listing or print from PDF file posted at [www.oregondressage.com/omnibus.html](http://www.oregondressage.com/omnibus.html). Make corrections using legible handwriting and fax or mail to ODS Office or e-mail instructions for updates

### New Omnibus Show Listings:

- Please contact the ODS Office for detailed instructions
- Please submit your logo via e-mail or mail the ODS Office a CD (.TIF or .JPG 300 DPI at 2" x 2")

## Deadlines:

### Omnibus Show Listings:

- **October 15<sup>th</sup>** - Omnibus show listings, ads and fees due.
- **October 16<sup>th</sup> – November 10<sup>th</sup>** - add \$30 rush fee
- **November 11<sup>th</sup> - Publication date** - *CALL THE ODS OFFICE FIRST* - add \$60 rush fee (if space is available)
- **November 20<sup>th</sup>** - All "TBA" information is due.

**Do you want to place an advertisement in the ODS Omnibus? Please contact the ODS Office for an Advertising Packet as prices and procedures are different than placing a Show Listing.**

Or, for more information, please contact:  
Corinne Stonier, ODS Office Administrator & Omnibus Coordinator  
503-681-2337 Fax : 503-681-3873  
[office@oregondressage.com](mailto:office@oregondressage.com)



## Requirements for ODS Show Approval:

- Submit paperwork to ODS Office – due 6 weeks before show (however shows submitted prior to Omnibus Deadline will be added to printed calendar):
  - Completed Show Approval Application
  - Proof of Insurance (or ODS Chapter/ODS Committee Application)
  - Fees – see below
  - Proper address of facility (distance between location and approval requirements follow current published USEF rules or by special approval of the current ODS board)
  - Insurance:
    - ✓ ODS Chapters/ODS Committees must fill out separate insurance application and include proper fees – if insurance application has already been submitted, please include a photocopy of application with letter notating the date application was filed with the ODS Office and check number.
    - ✓ Non-ODS Chapter/ODS Committee Shows must provide a copy of your certificate of liability insurance naming ODS as additional insured. *Further insurance information may be obtained at [www.oregondressage.com/showmanagement-insurance.html](http://www.oregondressage.com/showmanagement-insurance.html).*
- The prize list / entry form must include:
  - A current ODS membership application form (download from [www.oregondressage.com/showmanagement.html](http://www.oregondressage.com/showmanagement.html)). We also request that the ODS membership application form is included in your printed show program.
  - Entry form must include a space for the Required ODS Awards Fee
  - Entry form must include a space for the Rider ODS membership number
  - Entry form must include a space for the Owner ODS membership number
- A copy of the prize list / entry form must be either e-mailed or mailed to the ODS Office at least four (4) weeks prior to the show for final approval by the ODS Office. Prize lists submitted in PDF format will be added to the ODS website calendar if time allows.
- USEF rules regarding dressage competitions must be followed. A Rule Book can be obtained from USEF at [www.usef.org](http://www.usef.org). ODS League shows follow USEF rules with few exceptions which will be published in the green general rules section of the *ODS Regional Omnibus*.

## After show – show results, rider award fees & any collected membership forms/fees due two weeks after show:

- Information about proper submission of results is available at [www.oregondressage.com/showmanagement.html](http://www.oregondressage.com/showmanagement.html). After reviewing the website, management with questions should contact the ODS Awards Chair as published in *Flying Changes* magazine or the ODS Office.
- Fill out a show report of fees form and submit with proper payment.
- Results must be submitted to ODS office electronically using the excel format following example posted on the ODS Website. Results submitted in other formats are subject to processing fees based on \$30 per hour.
- **Late Fee** - \$35.00 and notification through *Flying Changes Magazine*.
- Disqualification of show will occur if show results and fees have not been submitted by the first of the month after *Flying Changes* is issued.
- Any show disqualified will not be able to receive recognition for the next show year.

# Oregon Dressage Society Show Approval Application

**Due: 6 weeks before competition**

*If Competition is within 4 weeks, please call the ODS Office at 503-681-2337 before you submit application. We are often able to accommodate your rush request.*

Type of Show:

- ODS League Show – Current Year Approval Number: \_\_\_\_\_  
 ODS/USEF/USDF Show – Current Year Approval Number: \_\_\_\_\_

(if your recognition numbers are not available, you must attach copies of your USEF and USDF recognition applications.)

Date of Competition: \_\_\_\_\_  
Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Name of Competition: \_\_\_\_\_

Name of Sponsor of Show (ie. Cascade Chapter): \_\_\_\_\_

Official Website of Competition: \_\_\_\_\_

Is this a ODS Members Only Event? Yes \_\_\_ No \_\_\_

Primary Contact for this show  Show Manager  Show Secretary  Other: \_\_\_\_\_

Person completing application: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Show Manager: \_\_\_\_\_ ODS Member Number: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Show Secretary: \_\_\_\_\_ ODS Member Number: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Show Grounds or Facility: \_\_\_\_\_

Address of Show Grounds or Facility: \_\_\_\_\_

City, State, Zip of Show Grounds or Facility: \_\_\_\_\_

Name & Rating of Judge and/or TD: \_\_\_\_\_

Fees: \_\_\_\_\_

ODS Show Approval:		\$ 60.00
Application Office Processing Fee: (required on all applications)		\$ 10.00
Rush Fee (if application is accepted, and event is within 4 weeks )	\$20.00	\$ _____
Rush Fee (if application is accepted, and event is within 2 weeks )	\$40.00	\$ _____
<b>(Make checks payable to ODS)</b>	Total Enclosed	\$ _____

**Send to: Oregon Dressage Society 880 NE 25th Ave, Suite 2-173 - Hillsboro, OR 97124**

Office Use Only : Amount Pd \_\_\_\_\_ Dates: Received \_\_\_\_\_ Added to website \_\_\_\_\_ Insurance information received \_\_\_\_\_  
Approval mailed to Organizer \_\_\_\_\_ Results Received \_\_\_\_\_ Sent to Awards Chair \_\_\_\_\_ Awards Fees Received \_\_\_\_\_ Database



## IMPORTANT NOTICE:

The ODS Awards Fee structure is changing as of November 1, 2007.

The ODS Awards Fee will be \$1.00 per ride/sport horse class per show. This fee pertains to all exhibitors at ODS Approved Dressage and Dressage Sport Horse Breeding Shows.

If your show does not use the generic ODS Entry form, you may want to consider adding this fee to your entry form.

If you have any questions, please contact Marsha Williams at [gotothebarn@bendbroadband.net](mailto:gotothebarn@bendbroadband.net) or 541-350-3534 or the ODS Office at [office@oregondressage.com](mailto:office@oregondressage.com) or 503-681-2337.

**Due: 6 weeks before activity**

# **Oregon Dressage Society Chapter Insurance Application**

*If Chapter Activity is within 4 weeks, please call the ODS Office at 503-681-2337 before you submit application. We are often able to accommodate your rush request.*

Type of Chapter Activity:

Practice Show    ODS League Show    USDF/USEF    Clinic    Other: \_\_\_\_\_

Date of Chapter Competition or Activity: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Name of Competition or Activity: \_\_\_\_\_

Name of ODS Chapter Sponsoring Activity: \_\_\_\_\_

Is this a ODS Members Only Event? Yes \_\_\_ No \_\_\_

Name of Organizer: \_\_\_\_\_ ODS Member Number: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Show Grounds or Facility: \_\_\_\_\_

Does the facility require a certificate of insurance?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Address of Show Grounds or Facility: \_\_\_\_\_

Legal Name of Property Owner: \_\_\_\_\_

City, State, Zip of Show Grounds or Facility: \_\_\_\_\_

*Facility Insurance is \$25.00 per calendar year per facility. Call the ODS Office at 503-681-2337 if you are unsure if your Chapter has already paid this fee for the year.*

Name & Rating of Judge or Clinician: \_\_\_\_\_

Do any other entities require proof of insurance\*?

Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Note: there is no additional cost to order a certificate for USDF or USEF however you must give the USEF and USDF license number:*

Name & Address of Other Certificates Required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fees:

General Show Insurance (for ODS or chapter for up to 100 participants) \$51 x \_\_\_ days \$ \_\_\_\_\_

General Clinic Insurance (for ODS or chapter for up to 100 participants) \$43 x \_\_\_ days \$ \_\_\_\_\_

ODS Member Only Clinic Insurance (for ODS or chapter for up to 100 participants) No Charge

Additional Insured (\*No fee for USDF/USEF) \$25.00 per year X \_\_\_ certificates \$ \_\_\_\_\_

Application Office Processing Fee: (required on all applications) \$ 10.00

Rush Fee (if application is accepted, and event is within 4 weeks ) \$20.00 \$ \_\_\_\_\_

Rush Fee (if application is accepted, and event is within 2 weeks ) \$40.00 \$ \_\_\_\_\_

**(Make checks payable to ODS)** Total Enclosed \$ \_\_\_\_\_

**Send to: Oregon Dressage Society 880 NE 25th Ave, Suite 2-173 - Hillsboro, OR 97124**

Office Use Only : Amount Pd \_\_\_\_\_ Dates: Received \_\_\_\_\_ Faxed to BB \_\_\_\_\_ Date Pd to BB \_\_\_\_\_  
Dates Ins. Certificate sent to: Organizer \_\_\_\_\_ Facility \_\_\_\_\_ Add'l Insured \_\_\_\_\_ USDF \_\_\_\_\_ USEF \_\_\_\_\_ Database