

Zone Championship Proposal

Please ensure you notified each Regional Director within your zone you plan to submit a Zone Championship Proposal, the proposal meets the zone show requirements, includes a detailed budget and is submitted in a PDF format not to exceed 25mb, to the USAWE Competitions Committee by the proposal deadline.

Email: Competitions@usawe.org

- Proposal—see USAWE Policies and Procedures 2.3 Competitions > 2.3.3 *Zone Championship Show Requirements and License Approval*
- Financial Plan (Detailed Budget—see *Zone Championship Budget* template (pg 3))
- Proposal includes answers to items listed in the *Championship Evaluation Committee Review* (pg 4-5)

Show Requirements

Championship shows may be held in each of the following U.S. zones:

Western Zone	Regions 1 and 2
Central Zone	Regions 3, 4, and 5
Eastern Zone	Regions 6 and 7



Zone championships may be held no more frequently than once per year per zone but are not required to be held every year.

Only USAWE members are eligible to compete in a championship show. A horse-rider combination must earn a combined average of 58% or higher in Dressage and EOH and successfully complete the Speed trial (L2-L7) at a minimum of two licensed shows. At least one of the scores must be earned during the current competition year. The qualifying period is January 1 of the previous competition year through the show entry deadline for the zone championship show in the current year. Horse-rider combinations may compete in any or all zone championships, regardless of where the qualifying scores are achieved.

License Approval

Licenses for zone championship shows are awarded based on a proposal process.

A Championship Evaluation Committee is designated for each zone; each committee is comprised of the Regional Directors within the zone and a representative of the Competitions committee who does not reside in the zone.

License Approval

Licenses for zone championship shows are awarded based on a proposal process. Show organizers who want to hold a zone championship show must prepare a Championship Show proposal that outlines their show plan and capabilities. Show proposals must contain following information:

- a. Show name/dates
- b. Show location (accessibility to member base, availability of hotels and restaurants)
- c. Organizing committee
 - (1) Members
 - (2) Experience in managing large shows
 - (3) Experience in managing WE shows
- d. Facility and amenities (pictures are encouraged)
 - (1) Arena(s) - Indoor/outdoor, size, footing
 - (2) Warmup arena(s)
 - (3) Stabling (quantity available, structure)
- e. Show officials (Judges, TD)
- f. Show staffing plan
 - (1) Key positions and designees (Show Manager, Show Secretary, Gate Steward, Paddock Steward, Scorer, Scribes)
 - (2) All other positions to be filled. Include names if known.
- g. Financial plan:

Income estimates

- Number of entries
- Entry fees
- Stabling fees
- Other fees
- Sponsorships
- Other

Expense estimates

- Facility expenses (arenas, stalls, camping sites, vendor spaces, etc.)
- Awards budget
- Food budget
- Expenses for officials (including travel and per diem)
- Hotel expenses
- Other

- h. What will you do to make this show special?

Proposals must be submitted no later than May 31 of the year prior to the show. Late proposals will only be considered after the deadline if no other proposals were received before the deadline. * *Note*: Proposals for 2022 shows can be submitted until December 15, 2021.

A Championship Evaluation Committee is designated for each zone; each committee is comprised of the Regional Directors within the zone and a representative of the Competitions committee who does not reside in the zone. The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each zone to the Board for final selection. Submit all proposals to competitions@usawe.org; proposals will be forwarded to the respective Championship Evaluation Committee.

USAWE will provide a grant of \$2000 to each winning proposal to hold a Zone championship show. The grant will be sent upon successful completion of the Zone championship, with all required show reports and results submitted to USAWE.

Championship Shows. There must be a minimum of 2 weeks (one intervening weekend) and 150 miles distance between any championship show and a currently scheduled licensed show. Exceptions may be made if agreement is obtained in writing from the show manager(s) of all licensed shows impacted by the championship show location and schedule.

Zone Championship Budget

Description	Income	Expenses	Notes
Participant Fees Level (1-7); Division (Y, A, O)			
Rated show entries # ___ x \$ ___			
Championship show entries # ___ x \$ ___			
Cattle trial entries # ___ x \$ ___			
Horse stall ___ ft x ___ ft; ___ #stalls ___ x \$ ___			
Tack stall ___ ft x ___ ft; ___ #stalls ___ x \$ ___			
Haul-in # ___ x \$ ___			
Shavings # ___ x \$ ___			
Office # ___ x \$ ___			
RV site # ___ 110, # ___ 30amp # ___ 50amp ___ x \$ ___			
Income			
Vendors ___ ft x ___ ft space ___ x \$ ___			
Sponsorships			
USAWE contribution			
Expenses			
Warmup Arena ___ ft x ___ ft			
Arena(s) - Dressage, EOH, Speed ___ ft x ___ ft			
Cattle Arena ___ ft x ___ ft			
Cattle # ___ x \$ ___			
Cattle hauling & panel setup			
Arena drag # ___ x \$ ___			
PA system			
Photographer			
Videographer			
Show Crew			
Judge A ___ days + airfare + hotel + meals			
Judge B ___ days + airfare + hotel + meals			
Technical Delegate ___ days + airfare + hotel + meals			
Show Manager – Show Secretary – Tabulator – Gate Steward – Paddock Steward – Scribes – Ring Crew - Runner - Announcers – Office Supplies – Radios			
Veterinarian			
Farrier			
EMT			
Insurance			
Food for volunteers/officials			
Dressage court rental/setup			
Obstacles and decorations			
Show Program			
Ribbons - Placings 1st - ___ th per trial/level/division			
Ribbons - Placings 1 st - ___ th overall level/division			
Ribbons Champion/Reserve # ___ level/division			
Special Awards # ___			
TOTAL			



Championship Evaluation Committee – Proposal Review



Championship Evaluation Committee is designated for each zone and is comprised of the Regional Directors within the zone with a representative of the Competitions committee who does not reside in the zone. **Western Zone** (Regions 1 and 2), **Central Zone** (Regions 3, 4, and 5) and **Eastern Zone** (Regions 6 and 7).

The Championship Evaluation Committee will assess all proposals received and submit the top two candidates in each zone to the Board for final selection. Show proposals should contain pertinent information related to the following:

Zone: __ Eastern __ Central __ Western | Submitted by: _____ CEC Review Decision: _____

Reviewer: _____

Position: __ Competitions Committee (CC); __ Championship Evaluation Committee (CEC) Review Date: _____

	Criteria	Met	Need	Notes
a.	Show name/dates, Trials offered, Qualified score timeframe, Arrival/Departure dates, Entry/Late deadline/fee (Zone, Rated, Cattle), Horse/Tack Stall fee, Cancellation/Refund (pandemic, horse outbreak, rider/horse - illness, death), Vet check, Trial days, Show premium (# placings/per trial, level, division, overall)			
b.	Show location (accessibility to member base, facility early arrival/late departure, availability of hotels and restaurants, PA system) • Equine health requirement(s): Coggins, Health Certificate, Vaccination(s) • Insurance • Obstacles			
c.	Organizing committee • Members • Experience in managing large shows • Experience in managing WE shows			
d.	Facility and amenities (pictures encouraged) • Arena(s) Indoor/outdoor, size, footing • Warmup arena(s) • Stabling (size, quantity available, structure) • Food B-L-D (onsite, nearby) • Lodging (onsite, nearby), # rooms blocked, # RV sites onsite (electric amp, water, sewer) • Other			
e.	Show officials - #Judges/License level; TD(s)			
f.	Show staffing plan • Key positions and designees (Show Manager, Show Secretary, Gate Steward, Paddock Steward, Scorer, Scribes, Vet, Farrier, EMT) • All other positions to be filled			
g.	Financial plan – Detailed budget (income/expense) Income estimates • # of entries • Entry fees (Zone, Rated, Cattle) • Stabling fees • Other fees • Sponsorship • Vendors Expense estimates • Facility expenses (arenas, stalls, RV sites, vendor spaces, etc.) • Awards budget • Show premium (#placings per trial, level, division, overall) • Food budget • Expenses for officials (including travel and per diem) • Hotel expenses (Room block) • Airfare			
h.	What will you do to make this show special? (Before/During/After event, Show program, Livestreaming, Awards ceremony, Greet/Meet, Swag, etc.)			



Championship Evaluation Committee – Proposal Review



i. Questions for Submitter:

- How did you estimate # of entries for Zone Show, Rated Show and Cattle Trial?
- What URL address will be used to promote the Zone Championship and used to post Zone Championship Show information – e.g. Premium, Entry Forms, Liability Releases, Stabling Requests, etc.?
- Is there a Show Program? How will Show Premium be communicated?
- How will you welcome and engage competitors before, during and after show?
- What is show's plan in the event of a COVID-19 pandemic shutdown? Equine disease outbreak?
- What's planned for Awards Ceremony (by Trial, By Level? By Division)? L1, L2-L7, Cattle
- How will you assess the competitor's show experience and feedback?
- What's the show's contingency plan if expenses exceed income? If income exceeds expenses?
- How are you accepting donations if donor requests a 501c3 contribution for taxes?

Questions for Regional Directors:

- Within your region, how many members do you have? How many competitors showed this past show season? Of those that showed, how many qualified for a Zone Championship show?
- Within your region, what's the average cost for licensed judged show? Entry fee? Stall? Tack stall?
- Within your region what is the competitor's average cost for a regional show (WE or other disciplines – e.g. Ranch Versatility) Entry fee, Stall? Tack stall?
- How will you and show managers notify and recognize competitors that they earned a qualifying score so they know they can compete in zone championships?
- A Zone Championship is a big deal. How will you and show managers within your regions promote zone championship participation?

Overall Question:

What suggestions do you have to improve the Zone Championship Proposal process?

Zone Logo (Eastern, Central, Western) – to be created by USAWE Marketing Committee

Zone Show Premium (and any promotional articles) to include the following 'Qualified to Compete' verbiage and will be submitted for Competition Committee/Championship Evaluation Committee review if proposal is BOD approved:

To be eligible to compete, a horse-rider combination must earn a combined average of 58% or higher in Dressage and EOH and successfully complete the Speed trial (L2-L7) at a minimum of two licensed shows. At least one of the scores must be earned during the current competition year. The qualifying period is January 1 of the previous competition year through the show entry deadline for the zone championship show in the current year. Horse-rider combinations may compete in any or all zone championships, regardless of where the qualifying scores are achieved.

Standardized Event Titling - 'USAWE' must come first and must be consistently used by all zones. Based on how the show is organized, groups can use words like 'hosted by', 'organized by', 'sponsored by', 'produced by', 'held in conjunction with', etc., but show organizers cannot change the name of the event to Xxx Cup, Xxx Classic, etc. All titling and awards should clearly identify it's a *YYYY USAWE [Western, Central, Eastern] Zone Championship*

For example:

2023 USAWE [Western, Central, Eastern] Zone Championship hosted by the [Name of Affiliate Organization].

2023 USAWE [Western, Central, Eastern] Zone Championship organized by [Region#, Region# and Region#].

2023 USAWE [Western, Central, Eastern] Zone Championship sponsored by [Sponsor Name].

2023 USAWE [Western, Central, Eastern] Zone Championship produced by [Producer Name].

2023 USAWE [Western, Central, Eastern] Zone Championship held in conjunction with the [Name of Show]