**Information on General Eligibility Requirements and Submitting Scores**

**General Eligibility Requirements for All Programs**

1. Only current Individual or Family SWVADA members in good standing are eligible.  The competition year for all SWVADA awards is December 1st-November 30th.
2. Once a horse/rider team has received Championship Horse of the Year, that team is no longer eligible for the Champion award at that level, except those competing at FEI Levels.
3. To qualify for awards, competitors must volunteer four (4) hours of service at SWVADA sponsored events or projects.  Members who perform jobs requiring service (Board members, webmaster, show managers/secretaries, etc.) will be considered qualified.  Volunteer hours must be completed by the last SWVADA schooling show of the competition year.  Hours earned after this date will count toward the following year.  Event managers MAY elect to turn in volunteer names as a group, but it is ULTIMATELY THE COMPETITOR’S RESPONSIBILITY to see that volunteer requirements are documented and reported using appropriate forms. FOR ADULT COMPETITORS: SWVADA HOURS MUST BE WORKED BY THE COMPETITOR.  Junior volunteer hours may be fulfilled by parent or relative.

**Submitting Scores:**

1. Only the results from the SWVADA schooling shows will be sent to the Standings Chairperson by show management.  For all results other than SWVADA’s yearly schooling shows, please send a copy of your test(s) with cover sheet to the Standings Chairperson within one month of the show date.
2. Scores earned at open USEF/USDF licensed shows will count toward SWVADA year-end award eligibility, but it will be the responsibility of the rider to submit scores on an Award Validation Form (found on www.swvada.org) within 30 days of the show.  All scores must be in by November 30th.  Alternatively, copies of tests (both front and back) or a copy of the USDF printout showing scores may be mailed to the Standings Chairperson.
3. If a class is officiated by multiple judges, only the recorded class score is valid for submission.  Dressage scores from combined tests will not count.
4. Please save all of your tests throughout the year for verification.  Original tests can help resolve any reporting errors or discrepancies.
5. All forms needed for score documentation, volunteer hours, etc., are provided online at www.swvada.org.
6. Standings will be posted and updated periodically on www.swvada.org.  It is the rider’s responsibility to check this site for discrepancies.
7. Scores from opportunity classes at licensed shows will not count toward SWVADA year-end awards.