

CHAPTER 6

Competition Requirements

USEF/USDF Competition Recognition

All USDF-recognized competitions must also be licensed by USEF. Competition type, name, and dates must match USEF. For USEF Dressage Competitions, joint USEF/USDF recognition is obtained by applying to USEF; 4047 Iron Works Parkway, Lexington, KY 40511; (859) 258-2472. USDF recognition is provisional, pending USEF licensing. For USEF Regular or Local Competitions, USDF recognition is optional. If for any reason USEF license is revoked, USDF recognition is immediately withdrawn and fees will not be refunded.

USDF Competition Recognition Form Deadline

Form and administration fees must be postmarked at least 60 days in advance of the competition. Failure to do so will result in a fine. A person authorized by USEF Licensee must submit the current Competition Recognition Form to USDF and enclose the administration fee. USDF will, upon proof of competition recognition with USEF, allow late USDF competition recognition after payment of the administration fee and applicable late fee.

Competition Contact Information

Complete information for the Competition Manager, Competition Secretary, and Competition Contact must be listed and must match USEF. The Licensee will be the entity that is financially and otherwise responsible for the competition, as defined by USEF GR130.

The Competition Manager must be a USDF member (Participating, Group or Interscholastic/Intercollegiate) at the time the recognition is granted and on the date of the competition. The Competition Contact is the person who will be listed in USDF publications.

Administration Fees

Check or credit card number must be included with application.

- ◆ \$50 for shows with one day of dressage competition and/or DSHB classes
- ◆ \$65 for shows with two or more days of dressage competition and/or DSHB classes
- ◆ \$75 additional to above if a Great American/USDF Breeders' Championship Series qualifying shows. (Completed USDF Breeders' Championship Series application must accompany payment.)
- ◆ \$100 additional to above if a Great American/USDF Breeders' Championship Series qualifying show and final

If a competition is cancelled, competition recognition fees will not be refunded, however, if USEF approval is not granted, USDF competition recognition fees will be refunded (including USDFBC series fees).

Changes to Competition after Competition Recognition has been granted

A competition must notify USDF of any changes to the competition and if the competition is canceled. A fee is charged for change of location, change of name of competition, or change of dates. (Name change fee is not applicable to Great American/USDF Regional Championships or Great American/USDFBC Series Finals.)

Prize List/Program

The competition MUST advertise itself as USDF-recognized and is REQUIRED to use the current USDF recognition page in its prize list and program.

A copy of the prize list or omnibus pages must be sent to USDF. Effective 10/1/2006: If the prize list is not received at least 30 days prior to the competitions, a fee of up to \$100 will be assessed. It is strongly recommended that the prize list be forwarded by mail with proof of delivery or submitted via email, with staff confirming receipt. If changes are made to the prize list, per USEF GR1404, after it is submitted, the USDF office must be notified of these changes in writing prior to the competition or changes must be submitted with the competition results. Failure to comply may result in fines or may jeopardize future competition recognition.

A copy of the USDF Statement of Animal Welfare should be published in the prize list or program and must be posted in prominent view at the USEF/USDF recognized competition.

For Dressage Competitions offering Great American/USDF qualifying classes specific rules regarding the listing of Great American/USDF qualifying classes in the prize list and program must be followed and can be found in the Competition Manager's Guide to Hosting Great American/USDF Qualifying Classes.

Deadline for Submitting Results, Fees and Paperwork

Within ten (10) days after the final day of the USDF/USEF recognized competition, any competition-related payment must be postmarked, faxed, or sent electronically, accompanied by the USDF Report of Fees document. Certified mail

or other traceable method is recommended. Also within (10) days of the final day of the USDF/USEF recognized competition, ALL scores of all competitors in all dressage and DSHB classes must be sent to USDF. These results must be sent electronically, formatted according to the USDF Electronic Submission Standard (ERSS) or must be mailed directly to USDF in hard copy format according to the USDF Results, Fees, and Paperwork Submission Guidelines. Mailed results must be postmarked within ten days, and certified mail or other traceable method is recommended. The deadline for submitting results, fees, and paperwork for competitions held the last two weeks of September (including the last two weekends) is within five (5) days of the last day of the dressage or DSHB part of the USEF/USDF-recognized competition. Non-compliance will result in a fine(s), according to the USDF Competition Fee and Penalty Structure, which can be found in the Competition Recognition packet, and at www.usdf.org/competition/managementResources.asp.

Formatting and Submitting Results

Competition results must be submitted to USDF in either of the following formats: (1) mailed in accordance with the USDF Results, Fees, and Paperwork Guidelines, or (2) electronically according to the USDF Electronically Results Submission Standard (ERSS). A marked-up program is not acceptable. If hand-written, results must be legible. The name of the Dressage Technical Delegate(s) or steward (for Regular Competitions) must be included. Hard to read or incomplete results may result in a fine. The name of the rider, name of the owner or lessee, and name of the horse, as well as their USDF numbers MUST be included for every horse/rider/owner in every class (see below for exemptions).

Scores

Scores for all completed rides must be reported, whether or not the horse and rider placed in the class. All scratches, withdraws, and eliminations must be indicated. Scores reported to USDF may only be changed with written permission of competition management. In classes where horses are placed and no scores are given by the judges, the placings must be reported.

Membership Numbers and Horse Numbers

Each owner and rider must have proof of either a USDF Participating Membership number, USDF Group Membership number, USDF Intercollegiate/Interscholastic Membership number or a non-member ID number for each entry. Riders and owners/lessees competing only in classes which are exempt from the USDF HID requirements below are also exempt from the USDF Non-member ID requirements.

Proof of either the USDF Horse Identification Number (HID) or a USDF Lifetime Registration is required for all horses competing in any USEF/USDF recognized Dressage Competition or open dressage or DSHB class at a USEF/USDF recognized Regular or Local Competition.

Exception: Horses competing only in Individual Breed Classes (IBC) at DSHB competitions, horses competing only in breed restricted dressage or DSHB classes at Regular Competitions (i.e. all Arabian, all Friesian, or all Morgan classes), or in USDF Introductory Level tests, Pas de Deux, Quadrille, or IPEC classes, are exempt from this requirement. Also exempt are horses ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot and academy classes. For foreign-owned horses competing in a CDI, USDF accepts copies of the horse identification pages from an FEI passport in lieu of a USDF HID or Lifetime Registration number.

Affidavits and Membership Applications

If numbers and verification credentials are not available at the time of competition, completed USDF Affidavits, membership application and horse application forms must accompany results, along with required fees. Failure to provide USDF numbers, and/or affidavits and applications with required fees, will result in fines.

Great American Insurance Group/USDF Regional Championship Qualifying Classes

Classes may only be held at USEF/USDF-recognized Dressage Competitions. They may not be held at Regular or Local Competitions, even if open dressage classes are offered. There is no fee to hold these classes. Classes listed in your prize list must be designated as Great American/USDF qualifying in the prize list.

These classes must follow the current Great American Insurance Group/USDF Regional Championship rules in the USDF Directory, and in the Competition Manager's Guide to Hosting Great American/USDF Qualifying Classes. There are specific membership/registration requirements for these classes.

Great American Insurance Group/USDF Regional Championship Qualifying Fees

All qualifying scores must be reported on the USDF Report of Fees form, and a \$10.00 fee for each qualifying ride ridden must be submitted with the show results, regardless of score. The qualifying fee applies to all rides even if the rider is eliminated or excused. A fine will be imposed for shows not submitting the qualifying ride fees. Qualifying fees are not required to be sent to USDF if the rider does not actually ride in the qualifying class, and may be refunded by the show depending on the show's refund policy. Qualifying fees collected from competitors and submitted by

competition management to USDF will not be refunded.

USDF Benefit Classes

USDF's educational and promotional programs are made possible by the generosity and support of the members. Your competition can help keep USDF strong by hosting a USDF Benefit class.

One or more classes, or an entire competition can be designated as a USDF Benefit. Any amount can be donated to the USDF, but for pledges of \$100 or more per class, an engraved plaque and set of ribbons (1st - 6th) for that class will be sent from USDF, free of charge.

Certificate of Insurance

All USDF-recognized competitions are required to carry \$1 million insurance liability coverage and provide a copy of a "Certificate of Insurance" to USDF postmarked at least two weeks prior to the date of the competition, to include USEF/USDF competition name, number and date; USDF is an "additional insured"; policy effective dates; and dates of covered activity.

Failure to follow these guidelines or requirements may result in a fine and/or denial of recognition in future years.

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