



UNITED STATES *Dressage* FEDERATION

USDF Competition Requirements

1. USEF-licensing/USDF-recognition: For a competition to be USDF recognized, it must first be licensed by USEF. All applications must be made on the appropriate form provided by USEF and can be obtained by contacting USEF, 4047 Iron Works Parkway, Lexington, KY 40511; (859) 258-2472. USEF will administrate the processing of new and renewal USEF-license/USDF-recognition applications. The duration of USDF recognition will be for one year. The competition type, name, and dates submitted to USEF will be sent to USDF. For USEF regular or local competitions, USDF recognition is optional. Regular or local competitions applying for USDF recognition must first be licensed by USEF and indicate that they wish to be USDF-recognized on the appropriate form provided by USEF, at which time, USEF will initiate USDF recognition. If for any reason, the USEF license is revoked, USDF recognition is immediately withdrawn and fees will not be refunded.

2. Competition Contact Information: Complete information for the competition manager, competition secretary, and competition contact must be listed. The manager is the entity that is financially and otherwise responsible for the competition. The competition manager must be a USDF member (Participating Member (PM) or Group Member (GM)) at the time recognition is granted and on the date of the competition. The competition contact is the person who will be listed in USDF publications.

3. Changes to Competition after Competition Recognition has been granted: Competition management must notify USDF of any changes to the competition and if the competition is cancelled. In addition to any USEF fees, once competition recognition has been granted, the following fees will be applied for changes less than 30 days prior to competition: date, location, or name. The name change fee does not apply to USDF Regional Championships or USDFBC Series finals. See USDF Competition Fee and Penalty Structure.

5. 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. USDF must have in its possession a copy of the prize list for each recognized competition. It is required that the prize list be submitted to USDF at least 30 days prior to the competition unless otherwise noted in the manager's contract for the particular competition (i.e. USDFBC Series finals or USDF Regional Championships). If the prize list is not received at least 30 days prior to the competition, a fee of up to \$250 will be assessed. It is strongly recommended that the prize list be forwarded by mail with proof of delivery or submitted via e-mail, 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. Fees up to \$100 may also be assessed for incomplete prize lists (i.e. missing USDF recognition page, or other required USDF information). USDF is not responsible for lost, damaged or misdirected mail. A copy of the USDF Statement on Animal Welfare must be posted in prominent public view at USDF-recognized competitions. The statement should also be printed in the prize list or program. 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 Licensee's Guide to Hosting Great American/USDF Qualifying Classes.

6. Deadline for Submitting Results, Fees and Paperwork: Within ten days after the final day of the USEF-licensed/USDF-recognized competition, complete results for all competitors in all dressage or DSHB classes must be sent to USDF electronically, formatted according to the USDF Electronic Results Submission Standard (ERSS) format (USEF Universal Spreadsheet Template) which is published on the USDF and USEF websites. Effective 10/1/2011: A processing fee of \$100 per competition will be assessed when results are not submitted to the USDF in the USDF ERSS format. For competitions held during the last two weeks of September (including the last two weekends), the results, fees and paperwork must be received in the USDF office by the 5th day after the last day of dressage and/or DSHB classes in the USEF-licensed/USDF-recognized competition. Non-compliance will result in a fine(s), according to the USDF Competition Fee and Penalty Structure, which can be found on the competition flash drive and on the USDF website. REMINDER: Special results submission requirements exist for NAJYRC and Great American/USDF Regional Championship qualifying competitions held towards the end of the qualifying period. Contact USDF for more information.

7. Submitting Results: Any competition-related payment must be accompanied by the USDF Report of Fees Form that can be found on the USDF website or on the USDF competition management flash drive for all USEF-licensed/USDF-recognized competitions. Payment must be submitted (postmarked, faxed or sent electronically) within ten days of the last day of the dressage or DSHB competition (or received within five days of the last day of dressage or DSHB competition if the competition is held within the last two weeks of September, including the last two weekends). Results will not be entered until payment and all paperwork is received. Penalty fees will be assessed for late results and/or fees. Results must include all required USDF numbers with each score. USDF numbers must be reported for all horses/riders/owners. (For exceptions refer to #9 & #11 below)

8. Scores: Scores must be submitted for all horses whether or not USDF registration is indicated or numbers are included. Scores for all completed rides must be reported to USDF, whether or not the horse and rider placed in that class. In classes where horses are placed and no scores are given by the judges (i.e., Suitability classes or DSHB Championships), the placings (ranking of horses) must be reported to USDF. All scratches, excused rides, no shows, eliminations and hors de concours rides must be indicated. Scores reported to USDF may only be changed with written permission of competition management. The owner's and rider's full name(s) and USDF number(s), along with horse's registered name (as on USDF records) and USDF Lifetime Horse Registration (LHR) or Horse Identification (HID) number must be reported for every ride.

9. Membership Numbers: Owners or riders, including foreign riders and owners who are not residents of the U.S., wishing to participate in a USEF-licensed/USDF-recognized competition as a rider or owner/lessee, must be either a current USDF GM, PM or have a USDF Non-Member (NM) number. Exception: Handlers in DSHB classes or riders and owners/lessees competing only in classes which are exempt from the USDF HID requirements are exempt. Riders and owners must present either a USDF membership or non-member identification card or verification certificate to the competition secretary.

10. Non-member Fee: For each USDF non-member owner/lessee and USDF non-member rider there will be a USDF non-member fee of \$25 per competition and a USDF non-member form that must be collected by the show secretary, and submitted to USDF along with the USDF Report of Fees document. Owners/lessees or riders exempt from the non-member number requirements are also exempt from paying the USDF non-member fee. If all the owners of the horse are non-members, only one of the owners must pay the non-member fee. If the horse has at least one owner who is a current USDF member there is no non-member fee assessed. Competition management will be invoiced for all applicable USDF non-member fees not received with the USDF post competition paperwork, along with a report listing all USDF non-members. Competition management is then required to submit the non-member fees within 30 days to USDF.

11. Horse Numbers: Horses entered in USEF-licensed/USDF-recognized competitions must have either a USDF LHR or a USDF HID. Exception: Horses competing only in Individual Breed Classes (IBCs) at DSHB competitions, horses competing only in breed restricted dressage or DSHB classes at regular competitions (e.g. all Arabian, all Friesian, all Morgan classes, etc.), or in USDF Introductory Level tests, Pas de Deux, Quadrille, or FEI Para-Equestrian classes, are exempt from this requirement. Also exempt are horses ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot, academy, and opportunity 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 LHR number.

12. Affidavits & Membership Applications: Riders and owners wishing to participate in a USEF-licensed/USDF-recognized competition, and not able to present either a USDF membership or non-member identification card or verification certificate, or a USDF LHR or HID card or verification certificate to the competition secretary, must complete a USDF Horse and Membership Affidavit form, and pay the \$5 affidavit filing fee, in order to participate. A copy of a completed affidavit form from another competition may also be used for verification purposes for up to 60 days. (Exception: Affidavits cannot be used at regional championships.) All USDF-recognized competitions must use only the current membership and affidavit forms available on the USDF website.

13. Great American Insurance Group/USDF Regional Championship Qualifying Classes: Classes may only be held at USEF-licensed/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. Only certain classes may be offered as Great American/USDF qualifying. Qualifying rides can only be paid for and ridden if the class is designated in the prize list as qualifying. If we receive scores designated as qualifying in the results, and the classes are not designated in the prize list as qualifying, they are not entered as qualifying by USDF. These classes must follow the current Great American Insurance Group/USDF Regional Championship rules in the USDF Member Guide, and in the Competition Licensee's Guide to Hosting Great American/USDF qualifying classes. There are specific membership/registration requirements for these classes.

14. Great American Insurance Group/USDF Regional Championship Qualifying Fees: USDF Regional Championship qualifying scores must be indicated as such. A \$10 fee for each qualifying ride must be submitted to USDF with the Report of Fees document. Competition managers that do not include full payment as detailed on the USDF Report of Fees document will be subject to the penalties detailed in the current USDF Competition Fee and Penalty Structure. The qualifying fee applies to rides even if the rider is eliminated or excused. 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 competition depending on the competition's refund policy. Qualifying fees collected from competitors and submitted by competition management to USDF will not be refunded.

15. 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 Class. 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.

16. Certificate of Insurance: All USEF-licensed/USDF-recognized competitions are required to carry at least \$1 million insurance liability coverage which cites USDF as an "additional insured" and submit a copy of the insurance certificate to USDF at least two weeks prior to the competition. Failure to comply will result in a fine.