



# UNITED STATES *Dressage* FEDERATION

## Competition Fee and Penalty Structure

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It is the United States Dressage Federation's goal that all USDF-recognized competitions are conducted in a manner which assures a fair, well run competition in full compliance with all USDF competition regulations and guidelines. However, to accomplish this goal we must have your cooperation in receiving accurate, complete, and timely information, both prior to and after the event. **If rules and guidelines are not followed, or information is not supplied in an accurate or timely manner**, a competitor may be unfairly penalized or USDF staff may have to spend an inordinate amount of time tracking down the missing information. To this end, we have had to institute a fee and penalty structure. USDF does NOT want to assess fines, but MUST do so when necessary. **These fees will be strictly enforced.** This document shall serve as the **official policy** of the United States Dressage Federation with respect to competition fees and penalties. Please note that failure to comply with USDF rules and refusal to pay assessed fees may affect recognition of subsequent competitions.

**Once competition recognition has been granted, the following fees will be applied for changes less than 30 days prior to competition:**

Change of location \$25

Change in name of competition \$25 (does not apply to USDF Regional Championships or USDFBC Series finals)

Change of date \$25

**Fee for late competition recognition:**

USDF competition recognition must be made on the appropriate form provided by USEF. Application for competition recognition via USEF must be made at least 60 days in advance of a competition and must be accompanied by the appropriate fees. USDF will allow late competition recognition after payment of the applicable late fee (listed below). The late fee is in addition to all normal fees required of a competition.

59-45 days prior to competition	\$ 50
44-30 days prior to competition	\$150
29-1 day prior to competition	\$250
Non-compliance with competition recognition	\$350

**Fee for late or missing prize list:**

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 GR904, 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.

**Fees for violations of results reporting requirements:**

In order to adequately and precisely enter correct scores for each competition, USDF requires cooperation from each competition management to submit complete, accurate and timely results. Processing errors and delays may occur because of late, incomplete or incorrect results.

a. "Late" is defined as postmarked or electronically submitted more than ten days after or, for competitions held during the last two weeks in September (including the last two weekends), received in the USDF office more than five days after the last day of dressage and/or DSHB competition.

b. "Incomplete" is defined as missing any of the items listed on the USDF Results, Fees, and Paperwork Submission Guidelines. Competitions missing only a small percentage of the required information may, upon review by staff, be excused from paying this fine.

Competition results must be submitted to USDF via the USDF ERSS (USEF Universal Spreadsheet Template) or a processing fee of \$100 per competition will be assessed when results are not submitted to the USDF in the USDF ERSS format (Effective 10/1/2011). The following fees will be assessed separately:

a. Incomplete results and/or fees (per the USDF Results, Fees, and Paperwork Submission Guidelines) for results submitted on time: \$50.

b. Late results and/or fees: \$50 per day after the ten days following the last day of dressage or DSHB competition up to a maximum of \$1000, counting from the 11th day after the last day of dressage or DSHB competition, until the date that the results are submitted. For competitions held during the last two weeks in September (including the last two weekends), late fees will accrue at the rate of \$50 per day late up to a maximum of \$1000, counting from the 6th day after the last day of dressage or DSHB competition, until date that the results are received.

**Fee for failure to submit proof of insurance:**

The fee for failure to submit to USDF a certificate of insurance for at least \$1,000,000 liability coverage which cites USDF as an "additional insured" is \$100. The certificate must include the competition name, date and number, one event per certificate and must be postmarked at least two weeks prior to the competition.

**Other fees and penalties:**

Fees for other violations of USDF regulations and guidelines: To be determined, on a case by case review. Examples: overcharging USDF regional championship qualifying class fee; allowing two judges to collaborate on, and/or submit, one score instead of two independent scores at a USDFBC series final; and incorrectly formatting USDF qualifying rides.

**Dispute of Competition fees**

If competition management disputes any competition fees or penalties imposed by USDF, they may appeal in writing to USDF within 30 days of the postmarked date of the competition-related invoice, specifying the reason for the appeal. The appeal is brought forward by the Executive Director to the USDF Management Committee which will review the appeal and, upon finding good cause, may waive a part or all of the fee or penalty.