



UNITED STATES *Dressage* FEDERATION

## 2012 Competition Licensee's Guide to Hosting Great American/USDF Qualifying classes

*(FOR COMPETITIONS LICENSED AS "DRESSAGE COMPETITIONS" ONLY)*

In 2012, a single Regional Dressage Championship program organized by The United States Dressage Federation (USDF), licensed by United States Equestrian Federation, Inc. (USEF), will be held in each of the nine USDF Regions. In addition, Alaska and Hawaii may each hold state championships. The following information should answer your questions about hosting Great American/USDF Qualifying classes at your competition. Please refer also to the comprehensive 2012 Regional Championship Program Rules which can be found on the USDF website or in the current *USDF Member Guide*.

### **Hosting Great American Insurance Group/USDF Qualifying classes:**

Great American/USDF Qualifying classes may only be offered at competitions which are licensed by USEF as "Dressage Competitions" and recognized by USDF. A "Dressage Competition" must be open to horses of any origin and cannot be breed-restricted. Great American/USDF Qualifying classes must also be open to horses of any origin and cannot be offered as breed-restricted classes, divisions or sections. Any show that is licensed by USEF as a "Regular Competition" or "Local Competition" is not eligible to host Great American Insurance Group/USDF Qualifying classes.

There is no fee assessed to competition management for hosting a Great American/USDF Qualifying Class. Management should keep in mind that any usage of the Championship title must be worded as:

Great American Insurance Group/USDF Region (#) Dressage Championships,  
recognized by United States Equestrian Federation, Inc.

### **List of Great American/USDF Qualifying classes you may offer in your prize list:**

**The Great American/USDF qualifying class will be the highest or single test of the level and the class must be designated as Great American/USDF qualifying in the prize list.**

- |                        |                               |
|------------------------|-------------------------------|
| *Training Level Test 3 |                               |
| *First Level Test 3    | *USDF First Level Freestyle   |
| *Second Level Test 3   | *USDF Second Level Freestyle  |
| *Third Level Test 3    | *USDF Third Level Freestyle   |
| *Fourth Level Test 3   | *USDF Fourth Level Freestyle  |
| *FEI Prix St. Georges  |                               |
| *FEI Intermediate I    | *FEI Intermediate I Freestyle |
| *FEI Intermediate II   |                               |
| *FEI Grand Prix        | *FEI Grand Prix Freestyle     |
| *FEI Junior Team       | *FEI Young Rider Team Test    |

\* If separate qualifying classes are offered for Junior/Young Rider and/or Adult Amateurs, riders in those classes may NOT also enter the qualifying Open division on the same day.

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Junior riders may NOT enter both the FEI Junior Individual and Third Level as Great American/USDF qualifying classes in the same day. It is recommended that the FEI Young Rider Team Test not be offered on the same day as the FEI Prix St. Georges Test for Junior/Young Riders.

Competitions lasting one or multiple days may offer one qualifying class per level per division per day. However, any test, if offered on a particular day as qualifying, may not be offered as qualifying in a Test of Choice (TOC) class on the same day.

Eligible competitors must be given the option to enter the class as “USDF qualifying” for a maximum additional fee of \$10 which must be paid to the show secretary prior to riding in the class and is not refundable.

Horse/rider combinations may enter only one qualifying test, and one qualifying Freestyle, at each level per day as Great American/USDF qualifying. (USEF DR 127.4)

USEF/USDF qualifying and/or championship classes must be designated as such in the prize list and the results. (USEF DR127.4). The \$10. qualifying fee, which is non-refundable, will be sent to the USDF from the show secretary along with the Report Of Fees. All qualifying rides must be marked as such in the results. USDF does not refund USDF Regional Championships qualifying fees to competitors for any reason.

Separate ribbons or trophies are not awarded for Great American/USDF qualifying entries. Competitors in qualifying classes must not be placed separately from competitors not entered as qualifying.

## **Classes designated as Great American/USDF Qualifying must be listed in the prize list, as follows:**

EXAMPLE: Class 12. First Level Test 4 (Open and Great American/USDF qualifying)

Entry Fee: Normal Class Fee + \$10 (if Great American/USDF qualifying entry\*)

\* Eligible competitors must designate their entry as “Great American/USDF qualifying” on the entry blank, and submit documentation to verify eligibility to enter the class. Except for FEI Young Rider Freestyle, FEI Junior Freestyle, and CDI/CDI-Y entries, competitors in freestyle qualifying classes must submit a photocopy of a test verifying eligibility to enter the class.

## **FEI-Recognized Competitions:**

FEI classes at CDI/CDI-Y/CDI-J/CDI-P or USEF (High Performance) qualifying competitions must be designated as Great American /USDF Qualifying in the prize list in order for classes to be counted as qualifying by USDF. Prior to riding in the class, riders must pay the \$10 qualifying fee to the competition secretary.

## **Reporting Results:**

All horse/rider combinations entered in Great American/USDF Qualifying classes should be clearly indicated.

The following information must be reported: qualifying class total points, percentages, judges, total points from each judge, rider, owner and horse names; USDF membership numbers for rider, owner, and horse.

Management must also send USDF \$10 for every rider entered in the Great American/USDF Qualifying classes, whether or not the qualifying scores were achieved. Fees must be collected by show management before the start of the qualifying class. ONLY one entry fee plus the \$10 qualifying fee may be charged. Managers may NOT change the qualifying fee. Shows are also reminded to send qualifying fees to USDF for all competitors who enter the ring and for all eliminated rides. The fee is 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. Again, please note that the \$10 fee must be paid even if a rider is eliminated or excused during a qualifying ride.

**Note: USDF does not refund qualifying fees to competitors or competitions for any reason, including tests ridden without required memberships and horse registrations.**

Horse/rider combinations must earn a total of two qualifying scores, which must be the average of all judges officiating in official Great American/USDF Qualifying classes, at two different USEF-licensed/USDF recognized Dressage Competitions from two different judges or combinations of judges. In addition, the same judge may NOT have officiated in BOTH classes from which qualifying scores are earned for a particular championship unless the following condition is met: a panel of judges will be considered as a different judging entity if 50 percent or more of that panel is changed. (That is, a panel of two judges must have one new person, a panel of three judges must have two new people and a panel of five judges must have three new people.)

## **Qualifying Season:**

The qualifying season will vary for each region. The season during which qualifying scores may be earned for a particular Regional Championship is from the day after the closing date of that region's previous year Championship, to the closing date of that region's current year Championship.

**Attention** – There are changes regarding result submission for competitions that occur within a close time frame to any Regional Championship.

1. All 2012 Regional Championships will have a closing date that will be the 4<sup>th</sup> Monday PRIOR to the competition. This will *eliminate* the Declaration of Intent option for a competition to choose which year they would like to qualify for.
2. Competitions held two weeks, prior to the Regional Championship closing date, must submit the results, fees and paperwork so that they are received in the USDF office within 7 days following the end of the competition.
3. Competitions held within the week prior to the Regional Championship closing date, must submit the results, fees and paperwork so that they are received in the USDF office within 4 days following the end of the competition.

## **Membership Requirements:**

### **Rider:**

- Must be a USDF Participating\* Member (PM) at the time qualifying scores are earned and at the time of the championships.
- Must be a USEF member (Junior Active, Senior Active, or Life) at the time the qualifying scores are earned and at the time of the championships.

### **Horse:**

- Must be USDF Lifetime Registered (LTR) at the time qualifying scores are earned and at the time of the championships.
- Must be USEF (Annual or Lifetime) recorded at the time qualifying scores are earned and at the time of the championships.
- USDF horse registration and USEF horse/recording must be in the name(s) of the current owner(s) or lessee(s) of record.
- A horse is not required to have registry papers.

### **Owner:**

- Must be a USDF member (PM\* or Business Member (BM)) at the time the qualifying scores are earned and at the time of the championships.
- Must be a USEF member (Junior Active, Senior Active, or Life) at the time qualifying scores are earned and at the time of the championships.

\* PMs are USDF members who join USDF directly. USDF Group Members (GM) are ineligible.

Horses must be entered in qualifying classes under their official recorded names and ownership as specified in USEF GR1102.3 and transfers of ownership or lease registrations must be completed in compliance with USEF rules prior to the competition in order for the horse to compete under the name of the new owner or lessee. (USEF DR127.2)

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## **Special Notice:**

Competitions are reminded that USEF rules require that competition managers of USEF Dressage Competitions which hold USEF/USDF qualifying and/or championship classes are responsible to USEF for knowing and complying with all USEF rules and USDF guidelines regarding qualifying and/or championship classes.

Technical Delegates (TDs) for these competitions must investigate incidents of non-compliance and report violations to USEF. In addition, competitions will also be responsible to USEF to ensure that horses in qualifying classes are both USEF recorded and USDF Lifetime registered and that rider and owner memberships are current as specified in the current championship requirements.

Copies of documents submitted by competitors to verify USEF and USDF membership and horse recording must be available to the Technical Delegate in the show office.

In the event a competitor is unable to produce copies of the USDF membership and/or LHR documents required to enter a qualifying class, a USDF membership affidavit may be completed and filed with the competition secretary. A fee of \$5 is required for each affidavit filed. A copy of the affidavit and the \$5 must be submitted to USDF with the competition results. Affidavits will not be accepted for USDF membership or horse recording verification purposes for entry in Championship classes.

**Competitions are also reminded that USEF/USDF qualifying classes at ALL levels, including Training Level, MUST be held in a standard-size arena.** USEF rules state that grass arenas are not recommended for qualifying classes, and if qualifying classes may be held on grass, this fact must be stated in the prize list.

Finally, please give careful consideration to the scheduling of judges for qualifying classes in multiple day shows. Riders need scores from different judges for their qualifying rides and too often shows are scheduling the same judges in the same qualifying tests on multiple days. The riders will appreciate your help in this matter.

If you have any questions, please contact USDF at (859) 971-2277.