



## **HOST SITE APPLICATION** **FOR THE COMPETITION YEAR 2013**

### Great American Insurance Group/United States Dressage Federation Regional Dressage Championships

Proposed Competition: \_\_\_\_\_

Applicant Name/Position: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Date : \_\_\_\_\_

If you are interested in hosting your region's Great American/USDF Regional Dressage Championships, complete this form and return it to your Regional Director. Applications will be reviewed by the Regional Director. Each Region is encouraged to have an additional review process that occurs prior to the Regional Directors submitting their recommendation. All applications received by the Regional Director will be forwarded to the USDF Office along with their recommendation. The USDF Office will forward this information to the USDF Regional Championship Site Selection Working Group (RCSSWG). The recommendation of the Regional Director and that of the RCSSWG will be sent to the USDF Executive Board at their Spring Meeting for final approval.

The inaugural Dressage National Championships is scheduled for the week/weekend of November 7-10, 2013, at the Kentucky Horse Park in Lexington. Regional Championships may not be held after October 20th, 2013. However, regions are strongly encouraged to select an earlier date, if available, to allow more time for eligible competitors to make arrangements to attend.

It is anticipated that competitions that are selected to host Regional Championships in 2013 must agree to abide by any requirements necessary to facilitate the National Championships, including but not limited to immediate submission of results for all Championship classes.

Note that each Great American/USDF Regional Dressage Championships is required to host the USDF Dressage Seat Medal Semi-Finals classes.

#### Timeline for the 2013 Championships:

- ✓ January 2, 2012--Applications available from the USDF Office
- ✓ February 13 --Deadline to submit completed Host Site applications to Regional Directors
- ✓ March 23 --Regional Directors submit all Host Site applications to the USDF Office along with a cover letter citing recommendations.
- ✓ Copies go to Regional Championship Site Selection Working Group for first meeting and review – Report to go the RD immediately at the conclusion
- ✓ April 6 –Committee to send recommendations to Executive Board and to the Regional Directors.
- ✓ Executive Board to review and approve at Spring Board meeting.
- ✓ Final decision of the Executive Board communicated to Regional Director by April 30
- ✓ May 4, 2012 - Regional Championships for 2013 announced

Please complete this application in detail, and send it directly to your regional director no later than **February 13, 2012**. This application may not be altered in any way, however, it can be filled out electronically and exhibits can be added as needed. You are **strongly** encouraged to attach exhibits to this application, including diagrams of the facility and any other information that enhances your bid. All sections must be completed. Prior to submitting this form, applicant must read current USDF Regional Championships Program Rules which lists USEF rules and USDF requirements for organizers. **Organizers must agree to abide by all USEF and USDF rules in effect at the time of the Championships.**

*Note: Once an application has been submitted, no changes to facility, organizer (including licensee), manager or secretary may be made without prior notification and written consent of both USDF and the Regional Director. In addition, USDF and the Regional Director reserve the right to select an alternate host site and management if the facility, organizer (including licensee), manager or secretary named in the original host site application is changed without written permission from USDF and the Regional Director. If any position is tentative at the time of submission, it must be indicated on the application. Once these positions are assigned, written notice of proposed changes must be made to the Regional Director and the USDF office.*

### Competition Information

What is your USDF Region (1-9)? \_\_\_\_\_

Will a GMO be sponsoring or supporting this Regional Championships? If so, name of GMO:

\_\_\_\_\_

Who will be the Competition Licensee as defined by USEF GR131? (USDF Regions cannot be USEF Competition Licensees.)

\_\_\_\_\_

Name of Authorized Representative for Competition Licensee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Competition: \_\_\_\_\_ Closing Date: \_\_\_\_\_

*Please be reminded that the closing date must be the fourth Monday prior to the start date of the Competition*

If show has already received USEF-license/USDF recognition, provide the recognition #: \_\_\_\_\_

*In order for the Regional Championships to be the primary focus of the event, USDF recommends that Regional Championships not be held at the same location and dates as a CDI. Also, USDF strongly recommends that regions not sign multiple year contracts for the Regional Championships.*

Have organizers been granted or applied for any other competition (i.e. local, regional or national championship, selection trials, or CDI) to be held in conjunction with the Great American/USDF Regional Championships? If so, list name(s) of these competitions or classes and provide details on the expected number of participants and horses and any restrictions or accommodations necessary for the competition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Management

*Both Competition Manager and Competition Secretary must be USEF Senior Active or Life Members and Manager must be USDF Participating (PM), or Group (GM) at the time of application and at the time of the championships. Competition Manager and Competition Secretary must be eligible according to the criteria listed in the Dressage levels chart for a Level Four competition.*

Regional Championships Competition Manager: \_\_\_\_\_

USDF #: \_\_\_\_\_ USEF # \_\_\_\_\_

Provide the best method to contact: \_\_\_\_\_

Experience of Competition Manager. If the proposed Competition Manager has served in this capacity for at least three previous Regional Championships, only provide those years. If new, or with less than three years previous years as Competition Manager, please provide experience information that the proposed manager has at a minimum three years experience at USEF/USDF Dressage Competitions with three or more rings or 200 or more horses in accordance with a Level 4 competition. List all applicable shows and years of shows on a separate Exhibit to this application.

Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

The Regional Championships Competition Secretary: \_\_\_\_\_

*Please be reminded that the Secretary can be listed as Manager in the prize list but may not assume both roles during the competition per Level Four criteria.*

USDF #: \_\_\_\_\_

Provide the best method to contact: \_\_\_\_\_

Is the secretary's position confirmed?  Yes  No

If there is a different entry secretary, please supply their name and contact information.

\_\_\_\_\_  
\_\_\_\_\_

Please state how many Assistant Secretaries will be available. \_\_\_\_\_

Experience of Secretary. If the proposed Competition Secretary has served in this capacity for at least three previous Regional Championships, only provide those years. If new or with less than three years previous years as Competition Secretary, please provide experience information that the proposed manager has at a minimum three years experience at USEF/USDF Dressage Competitions with three or more rings or 200 or more horses in accordance with the USEF Levels chart. List all applicable shows and years of shows on a separate Exhibit to this application.

Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff:**

*(indicate if professional or volunteer and list previous experience)*

Professional Announcer (required): \_\_\_\_\_

Stable Manager: \_\_\_\_\_

The Awards Coordinator (required): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Is this position confirmed?  YES  NO

Volunteer Coordinator: \_\_\_\_\_

Is this position confirmed?  YES  NO

\_\_\_ Number of scorers

\_\_\_ Number of ring stewards

\_\_\_ Number of gate keepers

\_\_\_ Number of scribes

\_\_\_ Number of personnel to check saddlery after each Championship ride *\*Note: In USEF/USDF Championship classes, a steward must be appointed to check the saddlery and bits of each horse immediately after it has completed its test and has left the arena, (see USEF DR126.i.(1)).*

Hospitality-officials: \_\_\_\_\_

Hospitality-competitors: \_\_\_\_\_

List additional staff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which volunteer groups will be enlisted? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What additional plans are in place to ensure that the show will be adequately staffed by knowledgeable personnel?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Competition Officials

List proposed (invited) judges and their license, including foreign judges:

Judge's Name	License	Judge's Name	License

Name of proposed (invited) USEF "R" Technical Delegate(s) (see USEF GR1019.2):

\_\_\_\_\_

\_\_\_\_\_

Are you planning on hiring more than one TD?  YES  NO

*Note: At least 50% of championship class judges and "R" Technical Delegate must permanently reside outside region. The "R" Technical Delegate must be a USDF participating member. It is recommended that the second technical delegate be local.*

List Official Veterinarian: \_\_\_\_\_

List Official Farrier (as per Level Four criteria): \_\_\_\_\_

*Note: All USEF/USDF Regional Championships must have a veterinarian present on the grounds throughout the competition regardless of the number of horses competing (see USEF GR1211.4). The official veterinarian must be a licensed veterinary school graduate, be in good standing in his/her state of practice, be familiar with the USEF Equine Drugs and Medications booklet, and have experience in equine veterinary practice (see USEF GR1204.1).*

List Medical Personnel including license or certification (see USEF GR1211):

\_\_\_\_\_

### Scoring:

*Scores must be available shortly after the conclusion of each Championship class and should be communicated to the announcer preferably during the class but must be done so immediately following the conclusion. Level Four requires that class results must be posted within one hour of the final ride in that class.*

How will scores sheets be collected? \_\_\_\_\_

Is electricity available to operate calculators with recorded tapes? \_\_\_\_\_

Will scores be computed electronically as well as manually? \_\_\_\_\_

How and when will scores be announced? \_\_\_\_\_

How often will scores be posted? \_\_\_\_\_

Where will scores be posted? \_\_\_\_\_

How many scorers will be provided to tabulate and check scores on championship tests? ***It is strongly recommended that each Championship test be double-checked.*** \_\_\_\_\_

## Facility

**You must include a map of the facility layout with this application along with a layout of the main competition arena and other competition arenas, and warm up and lungeing areas. (DR 126.f) Level Four competitions require separate lungeing areas with adequate footing as well as separate warm-up areas for Championship entries.**

Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

List the dimension of each ring, type of footing in each and whether or not any are covered:

<i><b>Competition Ring #</b></i>	<i><b>Outdoor</b></i>	<i><b>Covered</b></i>	<i><b>Indoor</b></i>	<i><b>Dimensions</b></i>	<i><b>Footing</b></i>

List the dimension of each warm-up or lungeing ring, type of footing in each and whether or not any are covered:

<i><b>Warm-up or Lungeing Ring #</b></i>	<i><b>Outdoor</b></i>	<i><b>Covered</b></i>	<i><b>Indoor</b></i>	<i><b>Dimensions</b></i>	<i><b>Footing</b></i>

Identify which competition arena listed above will be used for Dressage Seat Medal Semi-Finals classes?  
When will these classes be scheduled?

Ring: \_\_\_\_\_ Schedule \_\_\_\_\_

Please provide an accurate assessment of the effect of severe weather on the footing in your rings and provide measures that you will take in the event of bad weather:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this facility has been used for at least three previous Regional Championships, list those years. If not list the number and size of dressage competitions held at his facility on a separate Exhibit, include names, dates and number of horses for each competition. List the number and size of dressage competitions held at this facility include names, dates, and number of horses:

Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

Describe the dressage arena fencing and letters you plan to use (see USEF DR126.6) *Note: It is compulsory to place a marker on the inside of the arena fence level with and in addition to each letter.*

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Describe the stabling that will be provided (be sure to note stall size and type, water and electrical availability, sound system, doors, flooring (i.e. are the floors concrete?)):

<b>PERMANENT BARNs</b>		<b>TEMPORARY BARNs</b>	
<b>Number of Permanent Barns</b>		<b>Number of Temporary Barns</b>	
<b># of Permanent Barn Stalls w/Doors</b>		<b># of Temp Barn Stalls w/Doors</b>	
<b>Size of Stalls</b>		<b>Size of Stalls</b>	
<b>Flooring material</b>		<b>Flooring material</b>	
<b>Mats (Y/N)</b>		<b>Mats (Y/N)</b>	
<b>TOTAL NUMBER OF STALLS</b>			

<b>STABLE ATTRIBUTES</b>	<b>Yes</b>	<b>No</b>
<b>Lighting</b>		
<b>Electricity</b>		
<b>Water</b>		
<b>Sound system</b>		
<b>Sharps containers</b>		
<b>Permanent wash racks</b>		
<b>Water spigots at wash racks</b>		
<b>Is warm water available</b>		

Additional stabling information, if necessary: \_\_\_\_\_

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How will feed/hay/shavings be provided?

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Describe the show office and scoring facilities (allocation of space, electricity, location, etc.). It is strongly recommended that scoring be separate from the show office.

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Describe restroom facilities (are showers available?)

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Describe parking facilities for vehicles and trailers:

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**Arena Maintenance:** (see USEF DR126.9)

What equipment (and facility staff) is available for arena maintenance?

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Describe proposed schedule for dragging the arenas (*Level Four competitions require maintenance a minimum of three times daily*):

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Describe watering system available:

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Describe schedule for watering the competition and warm-up arenas/areas:

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**Sound system:**

<b>Sound System Coverage</b>	<b>Yes</b>	<b>No</b>
<b>All competition and warm-up areas</b>		
<b>Barns and stabling areas-(required)</b>		
<b>Entire grounds coverage</b>		

Describe the sound system that will be used for musical freestyle:

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Describe radio/electronic communication between key personnel:

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**Location:**

Is this facility accessible by major highway?  YES  NO      How near is the airport? \_\_\_miles

What hotels are available/number of rooms?

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What is their distance from the facility? \_\_\_\_\_ What is their approximate cost? \_\_\_\_\_

Have you procured a special room rate for the competition?  YES  NO

### Awards Ceremonies

*You must hold awards ceremonies for all Great American/USDF Regional Championship classes (as required in the Regional Championships Program Rules.) It is recommended that at least two award ceremonies be held each day. Plans must be made to assure the pageantry of the ceremony without jeopardizing the safety of the competitors. No other activities should be conducted at the time of the ceremony that might be intrusive to the ceremonies. Furthermore, prior planning must be given to the awards ceremony and a schematic of the arena to be used for the awards and photo opportunity must be included with this application. It is strongly recommended that no more than 32 horses be assembled at one time. Note: Awards protocol is provided in the "Guidelines for Managers".*

Where will these be held? \_\_\_\_\_

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Is there spectator seating? \_\_\_\_\_ Is there an adequate sound system for the Awards Ceremony? \_\_\_\_\_

When will these be held? \_\_\_\_\_

How will they be organized? \_\_\_\_\_

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Describe the arrangements planned for photographs of competitors with sponsors:

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Will photographs be available for sale at the competition as well as on the website?

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Name of professional photographer: \_\_\_\_\_

Website address: \_\_\_\_\_

## Specialty Services

Will additional prize money be offered in Regional Championship classes? \_\_\_\_\_  
(in addition to USDF-provided monies)

What competitor amenities are planned (parties, hospitality, etc.)?

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What is the estimated cost of parties, etc. to competitors? \_\_\_\_\_

Will there be special activities planned (demonstrations, games, raffles, etc.)? \_\_\_\_\_

Level 4 requires that stable security (and night watch services) be provided. (Give details, including hours and cost to competitors and type/experience of security service to be provided):

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What other special services will be provided? \_\_\_\_\_

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### **Amenities:**

Is a trade fair planned, and if so, describe it (location, type and variety of vendors, etc.)?

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Describe the spectator seating for the championship classes:

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What food services are available (fast food, restaurants on the grounds or nearby)?

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Operational hours of food service on the grounds (Level Four requires that the food service be available one hour prior to the start of the competition to the end of the competition each day): \_\_\_\_\_

Are there camper facilities on the grounds?  YES  NO      If yes, # available: \_\_\_\_\_

If not, distance of camper facilities from competition site: \_\_\_\_\_

**Marketing:**

In addition to the official *Great American/USDF Regional Championships Official Prize List\**, to be published by USDF, will the prize list be available in an omnibus or separately? \_\_\_\_\_

List name(s) of omnibus: \_\_\_\_\_

List projected date(s) of prize list publication: \_\_\_\_\_

\*All official prize lists will be available on the USDF website after May 1. All other published prize lists MUST be labeled as **preliminary** or **unofficial**, with reference to the availability of the **Official Great American/USDF Regional Championships Prize List**.

*Note: Once a competition has been granted the bid to host a Regional Championships, USDF requires that the competition MUST include the name of the Regional Championships in its "Competition Name" in its applications for USEF licensing and USDF recognition. The USEF fee for changing the name of a competition is waived when a competition changes its name to include the title of a regional or national championship or when the name reverts back to its original name (see USEF GR309.13)*

Will other web sites will be used to promote this competition? Is so, please give the address:

\_\_\_\_\_

What other forms of promotion will be used?

\_\_\_\_\_

Describe your show program including opportunities for advertising:

\_\_\_\_\_

Describe sponsorship opportunities available at the competition:

\_\_\_\_\_

List any pre-existing sponsor or beneficiary obligations that might conflict with USDF Regional Championships sponsors (Great American Insurance Group, SmartPak, Merial):

\_\_\_\_\_

\_\_\_\_\_

***I certify that I have read the current USDF Regional Championships Program Rules and that as the Competition Licensee; I agree to abide by all current USEF and USDF rules, requirements and conditions listed therein and in effect at the time of the Championships. I also certify that the above information is accurate and complete to the best of my knowledge.***

Name of Competition Licensee:

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Authorized Representative of Competition Licensee:

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Print name

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Title

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Signature

Date

Address: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

***I certify that I have read the current USDF Regional Championships Program Rules and that as the host GMO (if supported or organized by a GMO) I agree to abide by all rules, requirements and conditions listed therein. I also certify that the above information is accurate and complete to the best of my knowledge.***

GMO President *(If championship bid is supported or organized by a GMO)*

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Print name

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GMO

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Signature

Date

Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

If selected and approved by the Regional Director and a signed Host Site application is received by the USDF office, the Great American Insurance Group/United States Dressage Federation Regional Dressage Championship Competition Licensee Contract will be sent to the Authorized Representative of the Competition Licensee at the address listed in this contract.

Questions: Please contact the Regional Championships Program Coordinator at the USDF office: (859) 971-2277 (phone), (859) 971-7722 (fax), or email [regchamps@usdf.org](mailto:regchamps@usdf.org)

After signing this Host Site Application, the Regional Director shall send this application to:

**United States Dressage Federation,  
4051 Iron Works Parkway, Lexington KY 40511  
Attn: Regional Championships**

Date application received by Regional Director: \_\_\_/\_\_\_/\_\_\_\_\_

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Print name

Region

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Signature

Date

## 2012 USDF Regional Directors

### Region 1

Lisa Schmidt  
5 Thads Hill Road  
Hampton, NJ 08827  
(201) 981-1823  
[Crisismgt@aol.com](mailto:Crisismgt@aol.com)

### Region 2

Ken Levy  
Legacy Farm  
330 Mill Creek Road North  
Noblesville, IN 46062  
(317) 773-4532  
[klevy@usdf.org](mailto:klevy@usdf.org)

### Region 3

Kimberly Taylor  
9532 Campflowers Road  
Youngstown, FL 32446  
(850) 896-8475  
[taylorhk@comcast.net](mailto:taylorhk@comcast.net)

### Region 4

Lloyd Landkamer  
9000 Brandywine Road  
Hamel, MN 55340  
(612) 290-8523  
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### Region 5

Heather Petersen  
12395 Gull Lane  
Peyton, CO 80031  
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### Region 6

Donna Longacre  
Longacre Stables and School  
2290 Dike Road  
Longview, WA 98632-5208  
(360) 577-6201  
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### Region 7

Terry C. Wilson  
2535 Fordyce Rd.  
Ojai, CA 93023-9630  
(805) 646-2879  
[twilson@usdf.org](mailto:twilson@usdf.org)

### Region 8

Fern Feldman  
890 Mountain Rd.  
Cheshire, CT 64103-3307  
(203) 272-0711  
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### Region 9

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Lovelady, TX 75851  
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