



# UNITED STATES *Dressage* FEDERATION

## Dressage Technical Delegate's Checklist

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Produced by the USDF TD Committee, current with the 2011 USEF Rule Book, updated 6/15/2011. Check USEF website for updates prior to competitions.

This document is considered a guide and reference for Technical Delegates and Competition Management. It is not to be considered an official rule source, nor is able to cover all potential situations or concerns that may arise at a competition.

### Essential Telephone Numbers

USEF Weekend Hotline-Phone:	859-312-5186	(on back of your USEF membership card)		
USEF Drugs and Medications:	800-633-2472	Fax: 614-299-7706		
United States Equestrian Federation USEF-Phone:	859-258-2472	Fax: 859-231-6662	www.usef.org	
United States Dressage Federation USDF-Phone:	859-971-2277	Fax: 859-971-7722	www.usdf.org	

### Resource Materials

- **The USEF Rule Book** - [http://www.usef.org/\\_IFrames/RuleBook/rulebooks.aspx](http://www.usef.org/_IFrames/RuleBook/rulebooks.aspx)
- **Summary of Rule Book changes listed by date** - [www.usef.org/\\_IFrames/RuleBook/Changes/2011.aspx](http://www.usef.org/_IFrames/RuleBook/Changes/2011.aspx)
- **USEF Suspension List** - [www.usef.org/\\_IFrames/Suspension/default.aspx](http://www.usef.org/_IFrames/Suspension/default.aspx)
- **USEF Summary of Proposed Rule Book Changes** - Links to the Summary of Proposed Rule Book changes is also found on the USEF Website Rule Book section. It is strongly recommended that you consistently check regular and extraordinary rule changes on the USEF Website. **USEF has final authority in all Rule Book interpretation.**
- **Dressage Attire and Equipment Booklet** - [www.usef.org/documents/FormsPubs/DressageEquipmentBooklet.pdf](http://www.usef.org/documents/FormsPubs/DressageEquipmentBooklet.pdf)
- **Dressage Levels Chart** - Not all checkboxes on this document will apply to all competitions – use this chart to verify the specific requirements based on the competition level.  
[www.usef.org/documents/competitions/DressageLevelsChart.pdf](http://www.usef.org/documents/competitions/DressageLevelsChart.pdf)
- **USDF Competitions Handbook** – [www.usdf.org](http://www.usdf.org)
- **USDF Saddlery Inspections Checklist** -  
<http://www.usdf.org/docs/showflash/web/TechnicalDelegate/SaddleryInspections.pdf>
- **HSV Information: FEI Article 427 Dress and new colors explanation** - color Values lower than 32% are allowed and hue and saturation can be everything as long as the value will not be bigger than 32%.  
[www.horsesport.org/sites/default/files/file/DISCIPLINES/DRESSAGE/Rules/Art%20427\\_dress\\_colours.pdf](http://www.horsesport.org/sites/default/files/file/DISCIPLINES/DRESSAGE/Rules/Art%20427_dress_colours.pdf)
- **HSV Information: yaflaColor - Simple Web Color Utility and RGB/HSV Conversion** - This site lets users select colors and manipulate the HSV values to see samples of values at 32% or lower on the color scale. A basic way to think of HSV is that hue is the shade or tint of the color of the object, saturation is the density of a color or its freedom from white or gray and value is the degree of lightness or darkness in the color.  
[www.yafla.com/yaflaColor/ColorRGBHSL.aspx](http://www.yafla.com/yaflaColor/ColorRGBHSL.aspx)

### Summary of Duties - See USEF GR1035, GR1036, GR1037, GR1039 and other sections

A Technical Delegate's role is to serve as a liaison and resource for USEF, USDF, competition management, competition officials, competitors and spectators. It is important to understand that he/she does not have authority in connection with the management or judging of a competition, but instead serves the role of making sure that the Federation and/or USDF rules are understood and enforced. If a specific rule citation cannot be found to answer a question or address an issue, the solution should lie in the principle that follows as nearly as possible the spirit of the rules and the Sportsman's Charter. Diplomacy and tact must always be used when dealing with potential conflicts.

Terms and concepts to consider in developing your way of working and fulfillment of duties:

Knowledgeable	Report	Diplomatic	Verify	Mediate	Support
Ethical	Advise	Fair	Investigate	Visible	Observe

**PROTECT**- the interest of exhibitors, judges, management and the safety and welfare of horses.

**INVESTIGATE** - all alleged rule violations and act upon them without waiting for a protest.

**REPORT** - to the show committee, and USEF as required, any offense or violation of the rules.

**VERIFY** - that all the entries are eligible and all entry blanks signed.

**CHARGE** - only when violations are not properly acted upon by the show committee.

**OBSERVE** - all arenas, making sure that they comply with the rules and stay in touch with the officials.

**ADVISE** - and educate.

**KNOWLEDGEABLE** - keep current on the rules; you are there to clarify and inform.

**DIPLOMATIC** - you are an advisor in name and function.

**ETHICAL/PROFESSIONAL** - always be clear in your communications and requests of management. Be alert to conflicts of interest.

**SUPPORTIVE** – understand the issues and solve problems. Listening skills promote understanding and minimize conflict and confrontation.

### Official Arrangements

- Enter into a written contract that specifies per day and overtime fees (if any), payment terms, method of transportation and reimbursement for travel, meals and additional expenses. Include emergency contact and medical insurance information on your contract.
- Clarify who will arrange for airline reservations if applicable.
  - If you make airline reservations, make them early enough to secure the best fare and notify management of the price and flight times before you book the flights.
  - If the organizer arranges travel, make certain that it is convenient for you. Be sure that you know whether you will need to spend an extra night after the competition before entering the contract.
- If you fly, determine who is meeting you at the airport, how to identify them, and exactly when and where to meet them. Get their cell phone number and provide your cell phone number to the person.
- Ask for the names and phone numbers of additional competition contacts.
- If you are unable to officiate, it is your duty to find a replacement. If you have signed a written contract, be certain to get a written release.
- Agree upon lodging. If you will be staying in a private home, have you agreed to this arrangement? Be aware of conflicts of interest if the host, or a family member, is riding or owns a horse entered in the competition.

### Equipment and Supplies

- Most current copy of USEF Rule Book with updates
- USEF suspension list
- Contract with management
- Drugs and Medications Guidelines Booklet—includes 24-hour Drugs and Medications telephone number
- NSAIDs and Your Horse Booklet
- USDF Competitor and Member Guide
- Prize list
- Previous year's TD Report
- USDF guidelines for applicable special programs or classes
- 100-meter tape if management will not have one available

### Current Forms - check USEF and related Website for most current versions of all materials

- USEF Dressage TD Report and evaluation
- Medication Report Form
- Accident Injury Report Form
- Rule USEF GR1317 accidents involving competitors return to play FAQ sheet from USEF website
- Pony Measurement Form (dressage) - verify that official measuring stick will be provided.
- Pony Measurement Guidelines.
- Official USEF Warning Card Form
- Warning Card Guidelines
- USEF evaluation forms (competition, officials and footing) and USDF evaluation forms
- Forms for charges of suspected cruelty
- Official Charge Form
- Official Protest Form

- Eyewitness Report of Act of Alleged Abuse

### **Resource Materials - Clearly mark your name on personal equipment**

- Copies of USEF and USDF tests offered in the prize list
- Dressage Attire and Equipment Booklet - USEF
- Small non-stretchable measuring tape with centimeters
- Caliper or wrench
- White tissues
- Small scissors
- Red or other brightly colored tape
- Pocket size note pad (duplication if possible) and pens
- Rain gear with change of shoes and socks
- Disposable protective gloves in case management has not provided them
- TD identifying badge provided by USEF or other professional looking badge
- Camera or cell phone which takes pictures. Some even take short video clips which can be helpful for documenting situations or equipment.
- Helpful extras: cell phone for communication, small calculator, sunscreen, sun hat, insect repellent, personal computer for checking rule updates, downloading tests, filing on-line forms, checking posted guidelines, etc. If you bring a computer, provide your own computer cables and online source but ask management if they can provide a working area.

### **Before the Competition**

- Verify that your USEF license is current, that you are a current Participating or Group member of USDF and that you are otherwise eligible to officiate at the dressage level of the competition. Visit the USEF licensed officials portal, under officiating tools, click report, then, calculate your eligibility.
- Review prize list, including local rules, as printed in the prize list.
- Prize list must be submitted by competition management to Federation at least 30 days prior to the competition per USEF GR1212, but management may send a draft of the prize list to the Federation for advance corrections and suggestions per USEF GR903.
- Be sure that you have received and reviewed USEF comments to prize list and communicated with management about any requested changes. Check whether these changes were made.
- Contact show management if you are notified that either USEF or USDF has not received verification of competition show insurance that names USEF and USDF as insured. Verify that the show insurance is in effect one day prior to the competition.
- Check the prize list for the following: See exact language of requirements in USEF GR901, GR902 etc. and USDF publications.
  1. Federation page - also included in show program, if any, and the announcer is encouraged to bring it to attention of spectators. GR901
  2. Is the dressage level stated?
  3. Entry blank - complies with USEF GR908
  4. List of competition officials per USEF GR112 - are judges eligible for classes offered.
  5. Name of licensee and name of CEO or person with largest ownership interest.
  6. Name of veterinarian and, if on-call, phone number. Must also be posted in the show office.
  7. Statement of eligibility per USEF GR901 in bold type.
  8. Complete class description and judging specifications for classes not in USEF Rule Book.
  9. Statement of entry fees, prizes and refund policy.
  10. Statement of Federation fee per USEF GR208.
  11. Statement as to when and how prize money paid.
  12. Statement concerning post entries.
  13. Tentative schedule of classes, by sessions.
  14. Statement of medal, equitation and qualifying classes offered.
  15. Exact date(s) and location.
  16. Map and/or directions to competition grounds.
  17. For Local Competitions, designation of Local Competition on cover.
  18. Statement about stabling and whether doors provided.
  19. Is prize list available by mail at no cost upon request?
  20. Statement about type of footing in warm-up arenas and competition arenas.

21. Competition arena(s) dimensions.
  22. Rule regarding minors operating motorized vehicles. USEF GR1301.
  23. Local laws governing headgear if these laws are more restrictive than requirement of USEF GR801.
  24. If veterinarian is on-call, publish the time period when available for measurements. USEF GR1211.
  25. Check whether any unrecognized classes are being held per USEF GR902.
  26. If a modified arena is used for level 1-2 competitions is it specified? USEF DR126.
  27. Class specifications meet requirements of USEF GR902 - non-recognized classes in compliance.
  28. The competition must advertise itself as USDF-recognized and is required to use the current USDF recognition page in its prize list and program.
  29. Complete information for the manager, secretary, and competition contact must be listed.
  30. A copy of the USDF Statement on Animal Welfare should be published in the prize list or program and must be posted in prominent view at the USDF-recognized/USEF-licensed competition.
  31. Sharps container disposal rule posted in prize list or given as handout to trainer upon check in. USEF GR1210.
- Review special guidelines for: regional championship qualifying classes, regional championships, JR/YR championships, developing horse classes, FEI competitions, DSHB competitions and others that may be offered in the particular competition. See USEF DR119 for rules on USEF high performance competitions.
    - 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.
    - See special rules for championships and for "R" responsibilities for officiating at championships and review special guidelines for classes offered at the competition.
  - Review the USEF dressage levels chart to compare whether written information about the competition complies in all respects with dressage level offered. Plan to bring a copy of dressage levels chart to use as a checklist.
  - 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.
  - The competition manager must be a USDF Participating or Group Member at the time recognition is granted and on the date of the competition.
  - The manager and secretary must be Individual Senior Active Members of USEF. USEF GR1202 and GR1203.
  - Remind management that the emergency personnel should be on grounds at least 30 minutes prior to scheduled show time and that the classes cannot start until they are present and that you must inspect the license(s) of emergency personnel. Remind management that the emergency personnel must have "appropriate equipment" for the license of the contracted emergency personnel and for the state or county location. Ask if the emergency personnel contract provides for an alternate emergency/first responder in the event that the contracted emergency person cannot be on grounds as contracted.
  - Verify that schooling and warm-up areas will be monitored by stewards starting at least 30 minutes before the first scheduled ride. USEF DR126.
  - Make sure that management knows that minors who do not have a valid driver's license which allows them to operate a motorized vehicle in the state in which they reside will not be permitted to operate a motorized vehicle on the grounds of a licensed competition. This includes, but is not limited to, golf carts, motorcycles, scooters and farm utility vehicles. This statement must be included in the prize list. USEF GR1301.
  - Review the Accident/Injury Form & be prepared for due diligence to record written eye witness statements; take pictures whenever possible.
  - Encourage management to use you as a resource by email or telephone prior to the competition. Record the email addresses and phone numbers of any key individuals in case you need to contact them.**
  - Ask the manager and/or show secretary to read the TD Report (posted on the USEF website) so they will be aware of the items/areas that you will be checking.
  - Verify that the prize list has been sent to USEF, USDF and all judges.
  - Ask if the judges will be the same as listed in the prize list, verify their eligibility to officiate and note their USEF and USDF membership numbers for your records.
  - Ask if management has a copy of the current USEF suspension list and is aware of their responsibility in regard to suspended individuals and horses.
  - Ask about facilities for Para Equestrian competitors if Para Equestrian classes are offered in the prize list.
  - Are lunging and schooling areas set up in compliance with USEF DR126 for each dressage level?
  - What are the plans to keep judges and scribes dry and warm in outside judges' stands in case of inclement weather?
  - Verify that a safety coordinator has been appointed to oversee the establishment and coordination of medical and veterinary services,

- Remind management to arrange for two-way radios to supply all key officials and staff. (exception level 1)
- Ask if management has a written contract with the official show veterinarian and will have a copy on file for you to verify. If the show has a written contract with the show veterinarian, he/she is a show official. USEF GR112. Verify that the official veterinarian is licensed in the state in which the competition is held. (USEF GR1211 & GR1204). Will the veterinarian be present on grounds or on call?
- Has management obtained assurance that the closest veterinary emergency and surgical facility can handle competition related emergencies and posted name, address and telephone number of facility in same location as telephone and/or other emergency call priority system? USEF GR1216.
- Make sure the veterinarian been notified that they are required to assist with measurements. DR134
- If classes restricted to ponies are offered, has management arranged for an official measuring stick and a correct area to measure ponies? Has the veterinarian been notified that they may have to assist with measurements?
- Will the farrier be on-grounds or on-call?
- Ask that ring steward be supplied with equipment inspection guidelines, accessible on the USDF website, and the "Dressage and Equipment Booklet" that is available on the USEF website.
- Ask management to have a meter tape available.
- Ask that management provide a working area for you to use in checking entries, etc.
- Verify that an announcement will be made each session about the availability of evaluation forms.
- Ask if management will have cards available on stalls for emergency horse information and if they will request either in the prize list or on the entry forms that the information be completed ASAP after arrival on grounds.
- Once ride times have been posted, review the schedule and discuss any potential concerns with competition management.
  - Review day sheets to be sure judges' lunch is at least 45 minutes and 10 minute breaks are scheduled at least once every 2 hours and is not scheduled to officiate longer than 8 hours without agreement in writing per USEF DR126.
  - Are judges eligible to officiate in assigned classes?

### **Emergency Preparation Prior to the Competition**

- Verify that management will have an accident preparedness plan ready and posted prior to that start of the competition and that a copy will be available for you when you arrive on the competition grounds. Ask that management send an electronic copy to you if possible. Competition management is responsible for ensuring that all competition officials and competition staff are advised of the accident preparedness plan and that it is distributed accordingly. USEF GR1211.
- Verify that a copy of the accident preparedness plan will be provided for the manager, secretary, a safety coordinator, emergency medical personnel, technical delegate, announcer, ring stewards, warm up stewards and others in responsible positions.
- Verify that arrangements for an ambulance to be on-grounds or on-call have been made.
- Verify that a safety coordinator has been appointed and will have a copy of the accident preparedness plan. Make a note of his/her name. Ask to meet with the safety coordinator ASAP after your arrival on the competition grounds. USEF GR1211.
- Verify that the first responder(s) are licensed for the location (state and county) of the competition. Verify that they will be on the grounds no later than 30 minutes before start of the competition and that will have or will be supplied with appropriate emergency equipment. Ask that they introduce themselves to you and the safety coordinator and let you know where they can be physically located during the competition. Remind management that emergency personnel must have a copy of the emergency plan and an operational communication device.
- Be familiar with the accident/injury form and be prepared with paper and pens for recording eyewitness statements.
- Consider whether or not the judges should be able to communicate with show office in the event of an emergency.
- Ask management to verify that fire extinguishers are operational. Is there a sufficient water supply in case of fire?
- Will the facility have ground-line phones or management provided cell phones that are easily located?
- Remind management that emergency numbers and directions to the facility should be posted by the phones, the office door and in the barns.
- Remind management that that directions to and the telephone number of the veterinary surgical facility are to be posted at the office, by emergency call equipment and in the barns.
- Is it possible to contact the closest 911 dispatcher from the competition grounds?

### **Daily First Inspection**

#### ***Staff, schedule and volunteers***

- Plan to arrive at the competition at least one hour before the first class is scheduled.

- Is the show office open at least one hour before the first class is scheduled?
- Make arrangements to go to the competition site well in advance of the start to briefly meet the competition management, secretary and/or other individuals.
  - Keep in mind that everyone is busy prior to the start, so take only the absolutely necessary amount of people's time in order to introduce yourself and answer any questions. This is not the time to spend in the office but do answer any questions from management or secretary.
- Get a copy of the day sheets to take on the grounds with you. Verify whether anything in the schedule has changed from the previous day? If so, has proper notice been given to those affected?
- Is the warm-up arena steward in place or planned to be in place at least 30 minutes before first scheduled ride? If not in place on time, notify management that someone is needed immediately.
- Are all essential personnel present: emergency responders, manager, secretary, judges, scribes, warm-up stewards (must be trained and at rings 30 minutes prior to first ride). USEF DR126., equipment checkers, runners, scorers, safety coordinator and show committee members?

#### ***Emergency Equipment and Personnel During the Competition***

- Is emergency response staff in place or planned to be in place on time? Follow-up to be sure they arrive. The competition cannot start without them. USEF GR1211.
- Verify that management will have an accident preparedness plan posted prior to that start of the competition and that a copy will be available for you when you arrive on the competition grounds. Competition management is responsible for ensuring that all competition officials and competition staff are advised of the accident preparedness plan and that it is distributed accordingly. USEF GR1211.
- Ask to meet with the safety coordinator ASAP after your arrival on the competition grounds. USEF GR1211.
  - Has the safety coordinator conducted a meeting with competition management and medical personnel to ensure parties are aware of requirements of accident preparedness plan? USEF GR1211.
- Is the EMT or other emergency person on the competition grounds? Where are they located? Do they know to contact you if an injury is reported to them instead of you or the show office? Do they have a map of the competition grounds which includes plans for vehicle access to competition/warm-up arenas and stabling? USEF GR1211.
- Meet with all personnel who receive a copy of the accident preparedness plan to discuss emergency contingencies.
- Veterinarian on-call or on-grounds – Where are they located?
- Farrier on-call or on-grounds – Where are they located?

#### ***Arenas***

- Are posted times for available schooling in the arenas? Is there a closing time?
- If arenas are close to each other, is there a sign indicating which arenas will have a bell and which will have whistles?
- What is management's policy regarding schooling in and/or around performance arenas? Does their policy conform to the rules? Is this information posted?
- Are provisions in place to keep spectators back 15m from the arena? (This is a recommended distance).
- Does the arena still have accurate dimensions? Was any part of it changed from previous day's inspection?
- Are arena letters in proper order and placed about 0.5 meters from fence? USEF DR126.
- Is there a marker on the fence itself level with, and in addition to, each letter? USEF DR126.
- Is the letter A placed at least 5 meters away from the arena?
- Check the footing - walk sample areas of the arena(s) and the perimeter to check for deep, uneven or wet areas.
- Is footing maintenance staff/equipment present and scheduled appropriately? USEF GR1216.
- Are the judge's stands clean, dry and well stocked with supplies including cushions, trash cans, and beverages?
- Is there a plan to keep the judge and scribe dry, shaded, warm, etc. during inclement weather or extreme sun?
- Are judge's stands set up so that the judge can look down the centerline without difficulty?
- Introduce yourself to the judges and request that they report any problems to you ASAP.
- Are the scribes in place with tests and current schedule?
- Is an appropriate scribe with knowledge of tests being ridden, no conflicts with competitors/horses competing, not being changed more than once a day, etc. assigned to each judge in compliance with USEF DR126?
- Does the scribe have an adequate area and proper materials for writing?
- Do runners pick up tests in a timely manner while approaching and leaving judge's stand quietly?
- Where are the lungeing areas? Are they marked as lungeing only? Do they comply with dressage level?
- Is there an area suitable for equipment/saddlery inspection? Is there a legal whip measurement marked?
- Are additional requirements for facilities, services and amenities per dressage level chart met? USEF GR1216.

### ***Inspection of Stables and grounds***

- Emergency vehicle lanes clear at all times for ambulances and fire trucks?
- Are information/emergency cards posted on the stall doors? Have they been completed with contact information for competitor/owner/trainer?
- Where is the onsite after-hours telephone located?
- Where are stall charts posted? Are they in the barn and outside the show office?
- Is the night lighting adequate in the stable area, warm-up area, and for evening sessions in the competition arenas?
- Are electrical connections available in the barn? Are they conveniently located? If not, was this information provided in the prize list?
- Are there sufficient sources of water in the barns? Are they conveniently located?
- Are the stalls at least 9' x 9' by 7' tall (3m x3m for Level 5) and offered as required for level?
- Do they have doors? If not, was this information in the prize list? Are the floors clay, sand or concrete? If concrete, can stall mats be purchased and was this information in the prize list? Are shavings supplied?
- Who is responsible for supplying/selling feed and shavings?
- Ask where the light switches are.
- Are there a sufficient number of trash disposal containers?
- Where is the manure disposal area?
- Where is the wash rack? (not required) Is it working?
- Are there a sufficient number of sharps containers provided? Find the locations. Are they overflowing?
- Stable area and stalls in compliance with USEF GR1215 and compatible with dressage levels? USEF GR1035.
- Walk the stable areas to be sure that competitors and horses are happy and that the overall quality is acceptable.
- Are vehicle parking areas safe?
- Are daily "trailer-in" horses safe and the parking adequate?
- Is there a convenient water source for "trailer-in" horses?
- Are the schooling and lunging areas in compliance with USEF DR126 and dressage levels chart for the arenas, warm-up and lunging areas?
- Verify that equipment checker inspection site and warm-up arena steward are not in the lane of traffic.
- Mark legal whip measurements of 47.2 inches (120 cm), including lash in convenient places. USEF DR120. Are scissors, a small tape measure, calipers or wrench, new disposable gloves, trash can and white cloth or tissues available for equipment checker?
- Are all banners, flags, sun shades, and similar items securely attached, located out of the lane of traffic and capable of withstanding wind, rain hail, snow, etc? Is a plan in place to quickly and safely remove or take down such items in the case it is deemed necessary?
- Is the food service in compliance with requirements of dressage levels?
- Any security or night-watch provided per dressage levels?
- Are toilet facilities adequate in number, clean and furnished with tissue?

### **Items to be Posted**

#### ***By the office:***

- Management must post by the office and by the telephone and/or the emergency call equipment, emergency telephone numbers plus directions to the competition which could be quickly relayed to the off-site responder. USEF GR1211.
- Name and contact information of safety coordinator. USEF GR1211.
- If veterinarian is on-call, the time period when the veterinarian is available to conduct measurements must be posted in the office. USEF GR1211.

#### ***By the telephone and/or emergency call equipment:***

- Directions to the competition grounds which could be quickly relayed to the off-site responder. USEF GR1216.
- Management must post by the office and by the telephone and/or the emergency call equipment, emergency telephone numbers plus directions to the competition which could be quickly relayed to the off-site responder. USEF GR1211.
- Name, address, directions and telephone number of closest veterinary emergency and surgical facility. USEF GR1216. Veterinarian on call emergency number.
- Farrier's name and telephone number.

#### ***In a Conspicuous Place:***

- The time schedule must be posted in a conspicuous place by noon the day before the competition. USEF DR126.
- Scores must be posted on a public scoreboard as soon as possible after each ride. USEF DR123.

- The published final results may be paper or electronic and must remain posted throughout the entire competition. USEF DR123.
- Sharps container disposal rule.
- USDF Statement of Animal Welfare

### **Throughout the Competition**

- Does the office have a copy of the USEF Rule Book or can it be accessed on line? USEF GR1217.
- Ask secretary for a time that the entry forms and other documents will be available for your inspection and verification. If secretary is using a software program that generates a TD verification report, ask for a copy. Although this report is not a substitute for actual verification of entry forms, it can serve as a supporting document.
- Assign a designated competition office representative to receive Medication Report Forms if needed. USEF GR1207.
- Who is responsible in the show office when the show secretary is not there?
- Are dispensation certificates and allowed equipment for Para Equestrian riders attached to the tests for judges' information?
- Is the announcer ready? Can the announcer be heard in the barns? Does he/she know the procedure for freestyle classes? Are announcements made for availability of arenas for schooling and lungeing areas?
- Are announcements made once each session for availability and location of evaluation forms? Does the announcer have a prepared statement regarding evaluation forms? USEF GR1210.
- Can he/she communicate easily with the show office consistent with dressage level requirements?
- Are score postings announced?
- Are the scoreboards keep up to date in a timely fashion? Is the scoring office working efficiently? Are the runners retrieving tests on time? Are "scratched, excused, eliminated and no shows" properly posted on the score sheets? Are tests available for competitors promptly after the class has been placed?
- Is each score sheet being handed directly to the competitor or his representative? USEF DR123.
- Are ribbons, trophies, and prize money available and properly awarded. If there are award ceremonies, are they scheduled and announced at an appropriate time for competitors to be present? Is the EMT still present for the awards ceremonies if there are mounted horses?
- Are evaluation forms (USEF forms for officials, competition, and footing and USDF forms) available and publicly displayed? USEF GR1210.
- Are beverages and snacks available in the judges' stands throughout the day?
- Is lunch provided for the judges and technical delegates?
- Throughout the day, periodically check in with show management, officials, volunteers, and competitors.
- Be readily available for questions or concerns and remain a visible part of the competition.

### **Equipment/Bit Inspections**

- Have equipment checkers been briefed of their responsibilities? Equipment must be inspected on a third of the horses/competitors in a class, after they exit the arena.
- Are proper tools provided (gloves, measurement tape, calipers)?
- Management should provide USEF/USDF booklets as guides for inspection, Bring your copies.
- Safety Notice:** If a horse resists bit inspection after exiting the competition arena, request equipment inspector to hold the horse and call the TD who will inspect the equipment after the horse has returned to the stall. When non-compliance with USEF rules is suspected and requires hands-on inspection, it is recommended that the horse be accompanied to its stall and bits or other items of tack/equipment be inspected after they have been removed from the horse.

### **After the Competition**

- Don't bother organizers with a detailed critique immediately after the competition. They are tired and want to go home.
- Thank the volunteers for their good and hard work. Regardless!
- Send a thank you note to any people who were unusually helpful.
- Be factual and professional in the technical delegate's report.
- Indicate areas for improvement, applaud, and recognize good procedures.
- Report all rule violations and explain in detail if the violation did not incur a charge.
- Any charges should be filed on official forms, and procedures followed precisely according to the rules.
- Mail or electronically file the USEF Dressage TD Report and evaluation with USEF well within 14 days of the competition. If mailed, use certified mail with return receipt and keep copies for your records.

- Give a copy of the TD Report to management or arrange to send a copy of the report when you file it with USEF.
- It is the TDs sole responsibility to inspect, sign and return Medication Report Forms to the Federation office. The address for these forms is USEF Drugs & Medications, 3760 Ridge Mills Dr., Suite 200, Columbus, OH 43026. Always double-check mailing addresses on current forms.
- Pony Measurement Forms are sent to USEF by regular mail.
- If electronically filed, scan additional documentation and send it electronically with the TD Report or send the additional documentation by mail or fax within the 14 day rule. If the TD Report is electronically filed make reference in the email whether the additional documentation is attached as scanned attachments, is mailed or faxed, so there is no confusion about where the additional documentation can be found. Keep copies of the emails you send and acknowledgements you received from USEF.

#### **Dressage Sport Horse Breeding (DSHB) Classes**

- If the show has DSHB classes, does the announcer understand the responsibilities?
- Do handlers and assistant handlers have some form of identification and is the identification of a type that cannot be transferred to another person if DSHB classes are part of the competition?
- Tack and equipment in DSHB classes must be visually inspected by stewards but “hands-on” bit or tack checks are not required or recommended due to safety concerns.