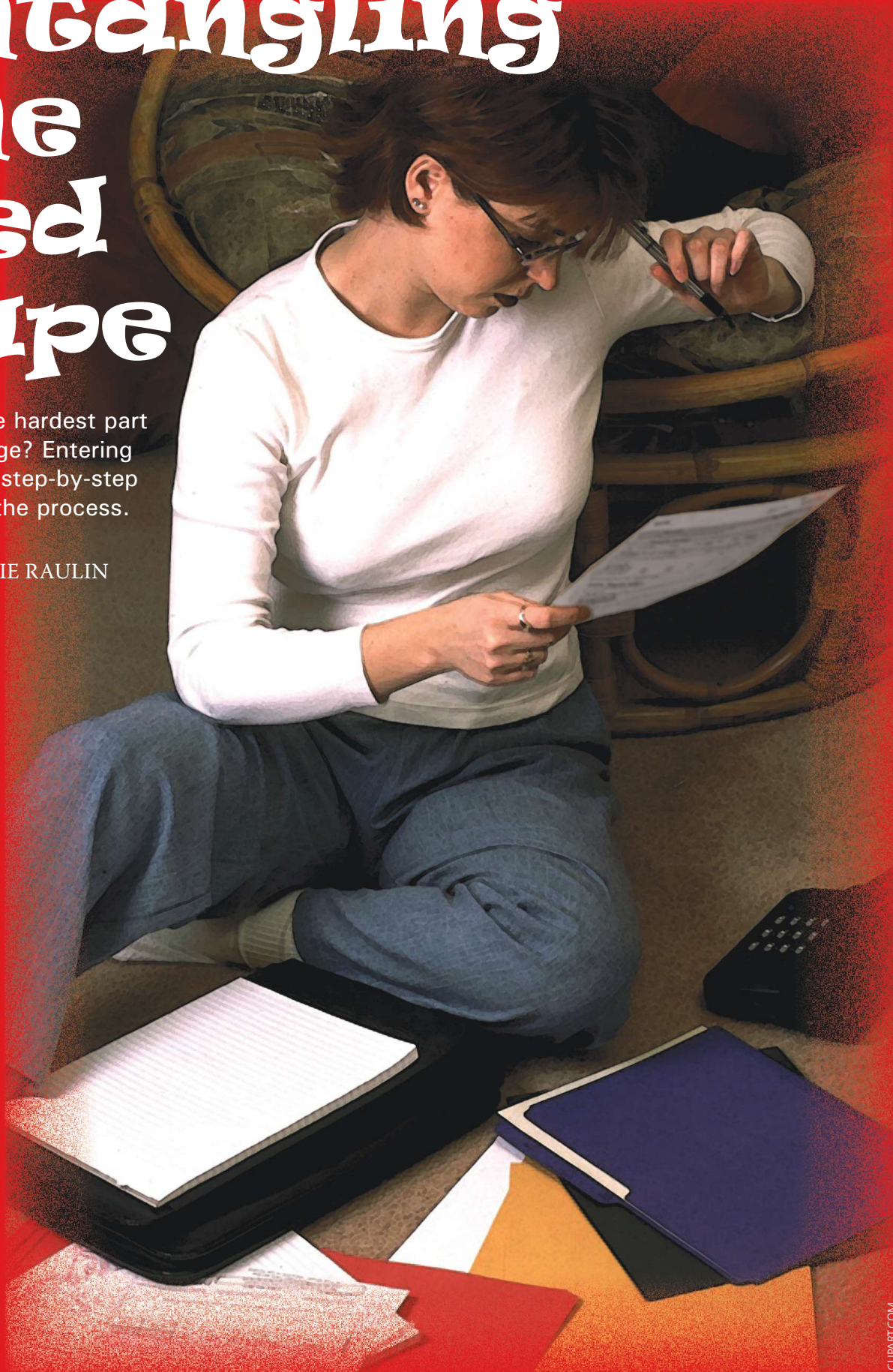


Untangling the Red Tape

What is the hardest part of dressage? Entering shows! A step-by-step guide to the process.

BY LESLIE RAULIN



* TIP

We all know that dressage competition can be challenging: You need a well-trained horse, a well-trained rider, ambition on the part of both, and a little luck. However, for many riders, the most difficult part of dressage is the process of entering US Equestrian Federation-licensed/USDF-recognized dressage shows.

Not sure which memberships you and your horse have? Use the USEF Affiliates Membership Verification Service, www.eqverification.org, to check and print out proof of USEF and USDF horse recording/registration, rider/owner/trainer USEF memberships, and rider/owner USDF memberships.

In my experience as a show secretary, I've found that a significant number of entries (more than one-third, in my estimation) for a typical competition are missing required information, are submitted with incorrect entry fees, or have other problems. Any inaccuracy renders an entry incomplete. Incomplete entries take longer to process, the rider must be notified, and attempts to correct entries before the show are time-consuming. Correcting incomplete entries during show check-in creates a backup in the show office, adding to competition stress.

This article is intended to help you submit complete national-level entries, which will make the show experience much more pleasant for everyone.

What Is an Entry?

Each rider/horse combination constitutes a separate entry. If both Joe and Jane will compete Dobbin, then there must be two entries: Joe/Dobbin and Jane/Dobbin. The same principle applies if a rider plans to compete more than one horse: Joe/Horse 1, Joe/Horse 2, and so on.

Before the advent of online show-entry systems, competitors filled out paper entry forms and mailed them to the show secretary along with their entry fees and supporting documents. Although "snail mail" is still alive and well, many riders now enjoy the convenience of completing entry forms online and paying online via credit card. This article concentrates on hand-completed or computer-completed entries that are then "snail mailed"; however, the required information is the same for both methods of entry.

Read These Before You Enter

USEF rules and USDF guidelines. Start by familiarizing yourself with the USEF general rules (GR) and dressage rules (DR), which are online as part of the USEF Rule Book ([usef.org/Rules & Regulation/Rule Book](http://usef.org/Rules%20&%20Regulation/Rule%20Book)). Then read the USDF competition information (on the USDF website under Competitions/Competitors) and the USDF Member Guide.

Special requirements. Do you plan to enter qualifying

classes for a championship, such as your Great American/USDF Regional Championship; or special classes, such as pas de deux or quadrille? If yes, then read their rules and requirements carefully. Most are listed in the USDF Member Guide and the abovementioned USDF competition information.

If you hope to qualify for this year's inaugural US Dressage Finals, visit USDressageFinals.com for more information, including how to file a declaration of intent. And check out the article on the Finals on page 34 of this issue.

Prize list. Sometimes called a premium, the prize list is a document issued by show management that provides all the details about the show: requirements, recognition status (USDF, USEF, FEI), competition qualifications offered, date, location, opening and closing dates, classes and awards offered, fees, number of rings and footing, names of judges and other officials, and availability of stabling and food, among others.

The Four (Sometimes Five) Components of a Show Entry

Although entering a USDF/USEF dressage show may seem complicated, it's really not that difficult if you know what items you need to submit. They are:

1. **Competition entry form** (a two-page document, with signature blanks for the designated rider, owner, and trainer)
2. **Copy of negative equine infectious anemia test report (Coggins test)**
3. **Proof of horse USEF recording and USDF registration; proof of rider, trainer, and owner USEF and USDF membership** (or payment of applicable non-member fees)
4. **Payment** (check, money order, or credit-card number)
5. **Additional requirement for freestyle competitors:** Proof of having fulfilled the USEF-mandated eligibility requirement (see page 45 for details).

Let's look at each of these five items in detail.

The Entry Form: Page 1

Some shows use the USDF generic entry form, downloadable at usdf.org/docs/ShowFlash/web/Docsprizelist/GenericEntry.pdf (see illustrations on pages 40 and 42). Your USDF region may have its own forms, as may the sponsoring organization. ➔

2013		Official Use Only BRIDLE #																									
COMPETITION NAME		COMPETITION DATES																									
NAME OF HORSE		PREVIOUS NAME (IF ANY)	USEF#																								
			USDF#																								
			FOR SALE																								
BREED	SEX	HEIGHT	COLOR																								
COGGINS DATE (ENCLOSED COPY)		SIRE	DAM																								
DAM'S SIRE		COUNTRY OF BIRTH	YEAR OF BIRTH																								
BREEDER		FEI/PASSPORT #	GROOM																								
RIDER/HANDLER USEF# _____ USDF# _____ FEI/LOCAL# _____ ADDRESS _____ CITY/ST/ZIP _____ CELL PHONE _____ JR/YOUNG RIDER BIRTHDAY _____ EMAIL ADDRESS _____ RIDER CITIZENSHIP (IF NOT USA) _____ RIDER STATUS (CIRCLE ONE): JR/YG <input type="checkbox"/> AA <input type="checkbox"/> OPEN <input type="checkbox"/>																											
OWNER USEF# _____ USDF# _____ LOCAL# _____ ADDRESS _____ CITY/ST/ZIP _____ CELL PHONE _____ EMAIL ADDRESS _____ OWNER CITIZENSHIP (IF NOT USA) _____																											
TRAINER USEF# _____ USDF# _____ LOCAL# _____ ADDRESS _____ CITY/ST/ZIP _____ CELL PHONE _____ EMAIL ADDRESS _____																											
COACH USEF# _____ USDF# _____ LOCAL# _____ ADDRESS _____ CITY/ST/ZIP _____																											
Please Fill Out Both Sides of This Form. Reverse side MUST be SIGNED.																											
Subtotal Class Fees and Qualifying Fees 0 USEF Non-Member Fees \$30 PER NON-MEMBER USDF Non-Member Fee \$25 PER NON-MEMBER Office Fee and/or Bridle # Fee USEF Horse Fee \$8 USEF Fee + \$8 Drug Fee = \$16.00 COT Horse Fees \$8 USEF Fee + \$20 Drug Fee = \$28.00 IHP Discipline Fee (\$35 IF REQUIRED) STabling Fees _____ STALL @ \$ _____ /STALL 0 TACK STALLS _____ STALL @ \$ _____ /STALL 0 BEDDING _____ BALES @ \$ _____ /BALE 0 NON COMPETING HORSE FEE SPONSORSHIP GROUNDS FEE OR OTHER FEES OTHER LATE/CHANGE/BANK CHARGES FOR CC TOTAL FEES 0																											
Stabling Information & Special Requests: Please list only ONE name (either individual or barn) for entire group (so we can get everyone together) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Group/Self</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> <td>Mon</td> </tr> <tr> <td>Stalls</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Tack Stalls</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>				Group/Self	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tack Stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tack Stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Stable Group: _____		Contact: _____																									

GENERIC SHOW ENTRY FORM, PAGE 1: *This is USDF's boilerplate version. Some USDF regions and sponsoring organizations offer their own customized forms.*

Every prize list contains a blank entry form. Many sponsoring organizations also provide an online version that can be downloaded, completed on the computer, and then printed out. If you complete the entry form by hand, write clearly and legibly.

Now let's walk through page 1 of the USDF generic entry form. I'll explain how to fill in all of the blanks.

Competition name and date. Enter the complete show name (e.g., "Dressage at Devon") and the show dates. Keep in mind that secretaries may be receiving entries for other similarly named shows and must be able to determine which show you want to enter.

Horse information. Use the same name as on the USEF recording, the USDF registration, and the Coggins test report (the same name must be on all of these documents). Enter the horse's sex (mare, gelding, or stallion), as this information is used in determining stabling assignments.

Owner, rider, and trainer information. Provide all requested information. Most show communications are via e-mail, so be sure to include e-mail addresses for the owner and the rider. If the owner, rider, and/or trainer are the same person, the word "same" can be entered for the owner and/or trainer. The USEF defines "trainer" as the adult responsible for the horse at the show.

If you are competing as a junior or a young rider, enter your date of birth where indicated.

Coach. Listing a coach is optional. For dressage-show purposes, the coach is the person who receives money to help the rider.

USEF and USDF numbers. Enter the USEF and USDF numbers for the horse, owner, and rider; and enter the USEF number for the trainer. See "USEF and USDF Documentation" on page 42 for more information.

Classes. Refer to the prize list in completing this section. For each class that you wish to enter, fill in the class number, desired division (junior/young rider, adult amateur, or open), and class description (e.g., First Level Test 1). If applicable, indicate whether you are entering a qualifying class, such as for the Great American/USDF Regional Championships. List the designated class entry fee. Subtotal the class fees and any Great American/USDF qualification fees. Check your math multiple times!

Other fees (quoted fees are for the 2013 competition year):

USEF nonmember fee (\$30): If the owner, rider, and/or trainer are not current active USEF members, then a \$30 fee must be paid for each nonmember. This is a per-show fee, not a per-entry fee; in other words, if the nonmember in question is listed on multiple entry forms, the fee needs to be paid only once. (**Exceptions:** Owners, riders, and trainers entering *only* Introductory Level, pas de deux, quadrille, FEI Para-Equestrian, or Opportunity classes are exempt from paying the USEF nonmember fee. Riders in any walk-trot tests—there are others besides those published by USDF—and citizens of other nations who have proof, in English, of current membership in good standing with their own national federations also are exempt.)

USDF nonmember fee (\$25): If the owner, rider, or both are not current active USDF members, then a \$25 fee must be paid for each nonmember. This is a per-show fee. USDF nonmembers must complete a USDF nonmember form prior to or at the show. All of the other stipulations and exceptions as listed above for the USEF nonmember fee apply to the USDF nonmember fee, **except** that the USDF does not exempt foreign citizens.

USDF affidavit fee (\$5): Pay this fee for each owner and/or rider who is a USDF member but cannot provide proof of current membership.

USEF fee (\$16): Includes an \$8 drugs-and-medications fee plus an \$8 USEF fee. This fee is required for all competing horses. Pay this fee once per horse, even if the horse will be competed by more than one rider.

Office fee, bridle-number fee: These fees, if charged

(check the prize list), must be submitted for all entries. Fees vary for each show and are determined by show management. Both are per-entry fees, not per-horse fees; therefore, if a horse is in two entries (two riders), the fee is paid twice, once for each rider's entry.

Stabling fee: If the show offers stabling, the prize list specifies the cost of a stall. List the number of stalls you wish to rent, the price per stall, and the total (quantity x price). If you plan to stable overnight or for the duration of the show, pay the weekend rate. Pay the day rate if you'll be arriving and departing on the same day (between the hours of 6:00 a.m. and 6:00 p.m.) and you want a stall. Some shows offer additional stabling options, such as pre- or post-show stabling, for an additional fee; check the prize list.

Tack stall: A tack stall is an empty stall that you can use as a tack or feed room. The cost of a tack stall is in the prize list. On the entry form, list the number of tack stalls you wish to rent, the price per stall, and the total (quantity x price). Pay the weekend rate or the day rate depending on how long you wish to use the tack stall.

Bedding: If you wish to purchase bedding from the show's supplier instead of bringing it from home, you may preorder it on your entry form. See the prize list for the cost of bedding (usually the per-bag price for shavings). Specify

the number of bags you wish to order, the price per bag, and the total (quantity x price). Be aware that many show grounds restrict the type of bedding that can be used. Contact the show's stable manager if you have any questions about stabling, tack stalls, or bedding.

Late fee/change fee/bank charges for credit cards: Include any fee that applies to your entry; refer to the prize list for amounts. Contact the show secretary before submitting a post-closing-date entry and paying the late-entry fee, as the show may be full and closed or it may have announced that it is accepting late entries, in which case the late fee may be waived.

Noncompeting-horse fee: A noncompeting horse is one that is not entered in any classes—often a companion horse or a “greenie” being introduced to the show environment. See the prize list for this fee, which is payable regardless of whether the horse is stabled or a trailer-in.

Grounds fee: If you are not stabling at the show, the grounds fee is usually required. Pay this fee (some shows charge it per day, others per show) for each horse that you will bring to the show grounds, including noncompeting horses.

Other fees: Enter any other fees, including those for camper hook-ups and any donations, in this space. ➡





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I hereby agree to release, indemnify and hold harmless USDF, its instructors, officers, directors, agents, and volunteers from and against any and all loss, liability or damage arising from or because of, or in connection with, participation in this competition or related activities. I also hereby agree to release, indemnify and hold harmless the competition licensee, show management, competition staff, show committee and members, officers, directors, agents, and volunteers from and against any and all loss, liability or damage arising from or because of, or in connection with, participation in this competition or related activities.

Federation Entry Agreement Effective

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaultor or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of the Competition. I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the Competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable-casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the Competition for the promotion, coverage or benefit of the Competition, sport, or the Federation. These likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR800.4.

Federation Release, Assumption of Risk, Waiver, and Indemnification

This document waives important legal rights. Read it carefully before signing.

I AGREE in consideration for my participation in this Competition to the following:

I AGREE that "the Federation" and "Competition" as used herein includes the Licensee and Competition Management, as well as all of their officials, officers, directors, employees, agents, personnel, volunteers and Federation affiliates.

I AGREE that I choose to participate voluntarily in the Competition with my horse, as a rider, driver, handler, vaultor, longeur, lessee, owner, agent, coach, trainer, or as parent or guardian of a junior exhibitor. I am fully aware and acknowledge that horse sports and the Competition involve inherent dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death. ("Harm").

I AGREE to hold harmless and release the Federation and the Competition from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm of any nature caused by me or my horse to others, even if the Harm arises or results resulted, directly or indirectly, from the negligence of the Federation or the Competition.

I AGREE to expressly assume all risks of Harm to me or my horse, including Harm resulting from the negligence of the Federation or the Competition.

I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Federation and the Competition and to hold them harmless with respect to claims for Harm to me or my horse, and for claims made by others for any Harm caused by me or my horse while at the Competition. I have read the Federation Rules about protective equipment, including GR801 and if applicable, EV114, and I understand that I am entitled to wear protective equipment without penalty, and I acknowledge that the Federation strongly encourages me to do so while WARNING that no protective equipment can guard against all injuries. If I am a parent or guardian of a junior exhibitor, I consent to the child's participation and AGREE to all of the above provisions and AGREE to assume all of the obligations of this Release on the child's behalf. I represent that I have the requisite training, coaching and abilities to safely compete in this competition.

I AGREE that if I am injured at this competition, the medical personnel treating my injuries may provide information on my injury and treatment to the Federation on the official USEF accident/injury report form.

BY SIGNING BELOW, I AGREE to be bound by all applicable Federation Rules and all terms and provisions of this entry blank.

OWNER'S/AGENT'S SIGNATURE (MANDATORY)	RIDER/HANDLER SIGNATURE (MANDATORY)	TRAINER'S SIGNATURE (MANDATORY)	COACH'S SIGNATURE (IF APPLICABLE)
PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME

PARENT/GUARDIAN SIGNATURE IF RIDER/DRIVER/TRAINER/HANDLER/VAULTOR/LONGEUR IS UNDER 18 _____ PRINT PARENT/GUARDIAN NAME

RIDER EMERGENCY CONTACT INFORMATION

NAME OF CONTACT/RELATIONSHIP: _____ PHONE: _____

FILL OUT ONLY IF THE COMPETITION YOU ENTER ON THIS ENTRY FORM OFFERS CERTAIN USE OF CHARGE CARDS!!
(Check in the prize list or individual competition requirements)

☐ VISA ☐ AMEX CARD NO. _____ EXP DATE _____

☐ MasterCard ☐ Other _____ NAME ON CARD: _____ CVV # _____

BILLING ADDRESS _____ ZIP CODE _____

GENERIC SHOW ENTRY FORM, PAGE 2: Second page of the USDF generic show-entry form (the "legalese" side)

Total fees: Add all fees and enter the total here. Again, check your math!

Stabling information and special requests:

Horse stalls: Check the applicable boxes for the days and nights the horse will be stabled. For example, if you plan to arrive on Friday and depart on Sunday, check the Friday, Saturday, and Sunday boxes.

Tack stalls: Check the applicable boxes for the days and nights the tack stall will be used.

Stable group: Enter the name of the group or person with whom you wish to be stabled. If you're coming with a group, make sure that everyone uses the same name to avoid possible confusion.

Contact: Enter the name and contact information for the person who should be notified in case of a horse-related emergency during the show.

The Entry Form: Page 2

This page is the USEF release and "hold harmless" document for the show.

Signatures. The show entry form is a legal document; therefore, clearly printed names and owner, rider, trainer, and (if applicable) coach signatures are required in each box. Even if the owner, rider, and trainer are the same person, writing "same" is not acceptable; each box must contain a signature.

This Equine Infectious Anemia (EIA) test was processed by an NVSL Accredited Laboratory - GlobalVetLink's eEIA test form contains all data fields as found on federal form VS 10-11

GlobalVetLink - EQUINE INFECTIOUS ANEMIA LABORATORY TEST EIA-1566631

SERIAL NO.	ACCESSION NO.	DATE COMMITTED	COUNTY
		1/23/13	

Forms Without Adequate Descriptions Of The Horse and Complete Addresses Including Zip Codes and Telephone Numbers Will Not Be Processed

NAME & ADDRESS OF OWNER	NAME & ADDRESS OF VETERINARIAN	NAME & ADDRESS OF STABLE/MARKET

VETERINARY LICENSE OR ACCREDITATION NO. Fed Accred No. 041054 / PA-8446L	TEST TYPE AGID (Agar gel immunodiffusion)	REASON FOR TESTING Show

CERTIFICATION OF FEDERALLY ACCREDITED VETERINARIAN: I certify the specimen submitted with this form was drawn by me from the horse described below on the day indicated above.

SIGNATURE OF FEDERALLY ACCREDITED VETERINARIAN	SIGNATURE NAME	DATE BLOOD DRAWN
		1/23/13


CERTIFICATION OF OWNER OR OWNER'S AGENT: I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete.

SIGNATURE OF OWNER OR OWNER'S AGENT	SIGNATURE NAME	SIGNATURE DATE
		1/23/13

NAME OF HORSE	ID1 N/A	ID2 N/A	ID3 N/A

COLOR	AGE OR DOB	BREED	GENDER
Bay	January 1, 2004	Oldenburg	Mare

REMARKS:



NARRATIVE DESCRIPTION (See animal photograph(s) above)

HEAD	OTHER MARKS AND BRANDS
large star	

LEFT FORELIMB	RIGHT FORELIMB
sock	none

LEFT HINDLIMB	RIGHT HINDLIMB
sock	sock

FOR LABORATORY USE ONLY

LABORATORY	TUBE NO.	DATE RECEIVED	DATE REPORTED	TEST RESULTS
		1/23/13	1/25/13	Negative

TECHNICIAN _____ **SIGNATURE OF TECHNICIAN** _____

NOTICE TO DOCUMENT INSPECTORS: This official document was authorized in agreement with the state of animal origin, issuing veterinarian, via GlobalVetLink.com Please address any question related to this document with your state or issuing state veterinarians office.

COGGINS TEST REPORT: In most states, proof of a negative EIA test must accompany the show entry

Parent/guardian signature. If the rider is a minor (under age eighteen), then a parent or guardian must sign.

Rider emergency contact information: Enter the name and phone number of the person to contact in the event of a rider emergency.

The Coggins Test Report

The prize list will state whether a copy of a negative Coggins test report is required. If so, then submit a legible copy with your entry. It must be current—not more than a year old on the day(s) of the show; in some states, not more than six months. The horse name on the Coggins report must match the horse name on the entry form and on the USEF/USDF membership documentation. If the name is different, a signed letter from a veterinarian stating that the Coggins test report is for the entered horse is required.

USEF and USDF Documentation

Supplying the necessary proof of USEF/USDF horse recording/registration and rider/owner/trainer memberships can be the most challenging part of entering a USEF/USDF show, as different types of classes may have different requirements regarding membership types.

For most classes: I'll start by going over the requirements to enter a "regular" class (i.e., a class at a USEF Level 2 dressage competition other than a qualifier, a championship, or certain restricted classes). (See "Special Requirements for Restricted Classes" on page 44 for more on ad-

ditional documentation required for these types of classes.)

Remember: Owners, riders, trainers, and horses competing only in walk-trot, Introductory Level, pas de deux, quadrille, FEI Para-Equestrian, and opportunity classes are exempt from these requirements and fees.

1. **Horse – USEF.** Minimum requirement: USDF horse identification number (HID). Also accepted: USEF lifetime recording, USEF annual recording, or USDF lifetime horse registration (LHR).



2. **Rider and trainer – USEF.** Current USEF competing members or each pay the \$30 USEF nonmember fee. (Exception: A noncompeting parent acting as trainer or signing for a minor is exempt from the USEF membership requirement.)

3. Owner – USEF.

Horse has **one owner**: current USEF competing member or pay the \$30 USEF nonmember fee.

Horse has **multiple owners**: for at least one owner, current USEF competing member or pay the \$30 USEF nonmember fee. (If one owner is a USEF member, use this person's USEF number on the entry form.)

Horse is **owned by a farm, corporation, syndicate, or partnership (FCSP)**: The FCSP owner(s) must complete the one-time USEF Farm, Corporation, Syndicate or Partnership Recording Application and pay the one-time fee of

 UNITED STATES EQUESTRIAN FEDERATION <small>THE NATIONAL GOVERNING BODY FOR EQUESTRIAN SPORT</small>		 UNITED STATES Dressage Federation	
HORSE VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USEF #: [REDACTED] Horse: [REDACTED] Membership: Life Foal Date: 5/3/2003		HORSE VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USDF #: [REDACTED] Horse: [REDACTED] Membership: Life Effective Date: 8/2/2011 Date Printed: 3/12/2013	
RIDER VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USEF #: [REDACTED] Name: [REDACTED] Membership: Senior Amateur Effective Date: 2/14/2013 Exp. Date: 11/30/2013 USDF Rider Status: Dressage AA		RIDER VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USDF #: [REDACTED] Rider: [REDACTED] Membership: Lifetime Participating Effective Date: 12/1/2010 Exp. Date: 12/31/9999 Date Printed: 3/12/2013	
OWNER VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USEF #: [REDACTED] Name: [REDACTED] Membership: Senior Amateur Effective Date: 2/14/2013 Exp. Date: 11/30/2013 Other Owners:		OWNER VERIFICATION <small>(1 of 6 cards - DO NOT CUT)</small> USDF #: [REDACTED] Owner: [REDACTED] Membership: Lifetime Participating Effective Date: 12/1/2010 Exp. Date: 12/31/9999 Date Printed: 3/12/2013	
<small>Competition Year: 2013 Date Printed: Tuesday, March 12, 2013</small>		<small>Competition Year: 2013</small>	

SAMPLE VERIFICATION PAGE: Proof of USEF and USDF horse, rider, and owner memberships; page generated using the USEF Affiliates Membership Verification Service. The horse is life-recorded and –registered with USEF and USDF, respectively. The rider is a current USEF competing senior member holding amateur status, and a USDF lifetime participating member.

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\$200. At least one listed owner also must maintain USEF active senior, junior, or life membership; if not a USEF member, pay the \$30 USEF nonmember fee.

4. **Horse – USDF.** Minimum requirement: USDF horse identification number (HID). Also accepted: USDF lifetime horse registration (LHR).

5. **Rider – USDF.** Current USDF participating or group member (or pay the \$25 USDF nonmember fee and complete a USDF nonmember form). (USDF does not have a trainer membership requirement.)

6. **Owner – USDF.**

Horse has **one owner**: Current USDF participating or group member, or pay the \$25 USDF nonmember fee and complete a USDF nonmember form.

Horse has **multiple owners**: At least one owner must be a current USDF participating or group member or pay the \$25 USDF nonmember fee and complete a USDF nonmember form. (If one owner is a USDF member, use this person's USDF number on the entry form.)

Horse is **owned by a business**: The business must be a USDF business member or pay the \$25 USDF nonmember fee and complete a USDF nonmember form. (If a member, use the USDF business-member number on the entry form.)

For Regional Championships: Now I'm going to review the USEF and USDF requirements to qualify for Great American/USDF Regional Championships. (Other cham-

pionships, such as those offered by individual regions or GMOs, may have their own requirements. Refer to those championships' rules for specifics.)

1. **Horse – USEF.** USEF lifetime recording or USEF annual recording.

2. **Rider and trainer – USEF.** Current USEF competing members.

3. **Owner – USEF.**

Horse has **one owner**: Current USEF competing member.

Horse has **multiple owners**: For at least one owner, current USEF competing member. Use this owner's USEF number on the entry form.

Horse is **owned by a farm, corporation, syndicate, or partnership (FCSP)**: The FCSP owner(s) must complete the one-time USEF Farm, Corporation, Syndicate or Partnership Recording Application and pay the one-time fee of \$200. At least one listed owner also must maintain USEF active senior, junior, or life membership.

4. **Horse – USDF.** USDF lifetime horse registration (LHR).

5. **Rider – USDF.** Current USDF participating member. (USDF does not have a trainer membership requirement.)

6. **Owner – USDF.**

Horse has **one owner**: Current USDF participating member.

Horse has **multiple owners**: At least one owner must be a current USDF participating member. Use this person's USDF number on the entry form.

Horse is **owned by a business**: The business must be a USDF member. Use the USDF business-member number on the entry form.

Submit documentation of all required registrations and memberships with your entry. The easiest way to do so is to log on to the USEF Affiliates Membership Verification Service (eqverification.org) and follow the instructions. The result is a one-page printout containing horse, owner, and rider information. If the trainer is not also the rider or owner, use eqverification.org to generate a second verification page (do not enter a horse or owner name; enter the trainer's name under "Rider.")

If any information is missing from the printouts, include a copy of the USEF or USDF card(s) or online application(s), as needed.

Payment

Send a separate check, money order, or credit-card payment for each entry. The payee is the name or organization specified in the prize list. Double-check your math!

Special Requirements for Restricted Classes

Certain classes or divisions at dressage competitions are restricted to riders or horses in specific age categories or with specific eligibility requirements. Rider examples include classes or divisions for FEI Juniors, FEI Young riders, and adult amateurs; horse examples include the Young Horse and Developing Horse classes.

"Adult amateur" is an official USEF status, indicated on the USEF membership documentation and for which members must apply and qualify. If you wish to compete as an adult amateur, be prepared to submit documentation of ad/am status with your entry along with the other membership documentation mentioned in this article. Refer to the USEF Rule Book for the USEF's definition of adult amateur.

Likewise, if you wish to enter a horse in a restricted class, you may be required to submit a copy of his breed-registration papers in order to show proof of age or other eligibility.

Freestyle Entries

Per USEF DR129.9, riders wishing to compete in musical freestyle must fulfill an eligibility requirement: attaining a score of 60 percent or higher at the highest test of the declared freestyle level, or any test of a higher level. A photocopy of the test sheet, showing the final points and percentage and the judge's signature, must be submitted with the freestyle entry.

Submitting Your Entry

When you have completed your entry packet, mail it to the show secretary, not the show manager. You'll find the secretary's name and address in the prize list. Mail the packet in time for *receipt* (not postmark) on or before the show's closing date.

After the show secretary receives and processes your entry, you should receive an e-mail confirming your entry and informing you of its status. If you are notified that your entry is incomplete, provide the missing information, fees, or both before the show.

If you used an online entry system, you will still need to provide copies of the Coggins report, the signature page of the entry form, and (if applicable) a copy of the freestyle qualifying-ride test sheet. You may also need to provide a

copy of the USEF Affiliates Membership Verification Service report. Submit these additional documents via postal mail or fax, or scan them and upload the files to the online entry system or e-mail them as attachments to the show secretary. Follow the instructions provided by the online entry system.

Before, during, and after you enter the show, refer to the sponsoring organization's website for show-specific information. Any updates, changes, closing-date extensions, or other important notices will be posted here.

Don't Hesitate to Ask

This article is intended as a guide; it is not a comprehensive treatise. If you have questions or need more details, refer to the USEF rules, the USDF competition information and Member Guide, the show's prize list, and requirements for specific classes and championship qualifiers. You can also contact the show secretary with show-specific questions or USEF or USDF with questions pertaining to these organizations and their rules.

Good luck and happy showing! ▲

Leslie Raulin is a lower-level adult amateur dressage rider. She is a retired US Army dentist who lives on her private farm in Maryland with three dogs and three horses.

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