

# Combined Checklist of Prize List Requirements for USEF-Licensed/USDF-Recognized Competitions Holding Dressage Classes

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- USEF Federation Page** – this page must be printed in its entirety and placed in a conspicuous position in the prize list of each licensed competition. This page should also include the classification of the competition as well as the division or section ratings.
- Entry Blank** – must contain the current disclaimer and entry agreement. It must also include the name, age, sex, color and in case of all horses four years old or over, the height of each horse entered in any class (exception Four-in-Hand, Team, Collection, championship, and other classes in which the conditions state that the entry need not be named). The entry blank must contain a space for an emergency contact phone number. For disciplines recognized by the FEI at non-breed-restricted events, the entry blank must contain the citizenship of the riders, drivers, and vaulter (GR905). All USEF fees appearing on the entry blank must be grouped together in one section of the page, preferably in a box separating them from other fees (GR907).
- Class Specifications** - Complete class description and judging specifications for all classes that are offered which are not included in the USEF Rule Book. These must be included in the prize list or referred in the prize list to a conspicuous place on the competition's website.
- Fees & Prizes** - Statement regarding entry fees, prizes offered in each class, and registration fees pursuant to USEF GR206 which USEF is assessing certain participants who are non-members of the USEF. If a licensed competition's prize list does not state whether or not the competition will refund entry fees in the event of a cancellation due to severe weather or other emergency, refunds of entry fees must be made upon request by the exhibitor within 30 days of the cancellation.
  - **Prize Money Payment** - Statements as to when and how the prize money will be paid – maximum of 30 days following the competition.
  - **USEF Drugs/Medications Fee** is \$23.00 (\$15 D/M + \$8 fee). For competitions held in the State of California, fees of \$8 per horse entered must be collected and sent to the CDFA, plus the USEF Fee of \$23 (\$15 to Drugs and Medications, \$8 to USEF). Please list these fees separately on the entry blank and in the prize list.
  - **USEF Show Pass Fee** of \$45.00 (Does not apply to Local shows)
- Local Headgear Laws**- If local laws are more restrictive than the requirements of GR801 relating to protective headgear, competition management is required to publish the more restrictive local law (which shall control) in the prize list.
- Sharps Containers** – Competition management must place a notice of this requirement in either the prize list or on a specific handout given to trainers on check in at the competition (GR1210).
- Exhibition Classes** - If the competition is offering exhibition classes, they must be clearly stipulated in the prize list. All exhibition classes must follow USEF Dressage Rules.
- Local Classes** - If the competition is offering local classes or sections, it must be stated in the prize list, and the territory must be printed in the prize list.
- Opportunity Classes** - If the competition is offering opportunity classes, the classes in the prize list must include “opportunity” in the name of the class. The prize list must also state whether or not horses and/or riders/drivers/handlers entered in opportunity classes can cross enter into the rated/recognized divisions. Unless the competition is using existing USEF class specifications, the prize list must list the class specifications for each opportunity class, to include but not be limited to: gaits required; judging criteria; and attire, tack, and equipment allowed. For breed restricted competitions, it must be stated in the prize list if the classes will be restricted to one breed or open to all. See USEF GR821 for further specifications.
- Unrecognized Classes** - If offering unrecognized classes on a licensed date (see GR301), the prize list/omnibus must clearly state that the classes are not recognized by USEF, and a separate entry blank must be used.
- USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement**- the waiver must be a stand-alone document, in at least 10-point font, all words must fit on the front of one page (either normal 8.5x11 or legal size). If this document is signed electronically, the electronic signature language must appear directly above the signature line. Please be sure to check to see if your state has a state specific waiver on the Federation website.

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- Safe Sport Statement**- effective immediately, prize lists for competitions that have a start date of September 1, 2020 and later will be required to have the following statement in the Rules and Regulation section of their prize list for USEF licensed competitions. Reminder: All USEF Life and Senior Active members, as well as participants who have regular contact with minor athletes, are required to comply with the U.S. Center for SafeSport training requirement to be eligible to participate in the competition. All participants must adhere to the U.S. Center for SafeSport Code, USEF Safe Sport Policy, and the Minor Athlete Abuse Prevention Policies. More information about these can be found at <http://www.usef.org>.

### Officials

- Judges** - Name of officiating judges with the division(s) in which they will adjudicate and the names of the technical delegates, provided they have accepted to serve (include the city and state that they live in). Both division and sections to be adjudicated must be listed for breed division judges, provided they have accepted to serve. Please see the current USEF Rule Book for affiliate membership requirements.
- Management** - List of competition officials (directors, officers, chairman of the show committee, manager, secretary).
- Licensee** - The name of the licensee (see GR133 and GR901) and the name of the chief executive officer or the person with the largest ownership interest. If the show is owned by a club or organization, then the president of the club or organization should be listed.
- Veterinarian** - Name and telephone number of the veterinarian – if on call, the phone number where he/she can be reached during the competition; if unknown, the prize list must state where this information will be posted during the competition.

### Statements

- Include the statement** – “EVERY CLASS OFFERED HEREIN WHICH IS COVERED BY THE RULES AND SPECIFICATIONS OF THE CURRENT USEF RULE BOOK WILL BE CONDUCTED AND JUDGED IN ACCORDANCE THEREWITH.”
- USEF Membership Statement** – must be printed in its entirety and in **bold** type. Not required in the prize list for a Local competition.
- Statement concerning post entries.**
- A tentative schedule of classes.**
- The exact date and location of the competition.**
- A map and/or directions to the competition grounds.**
- For Local competitions, LOCAL competition must be stated on the cover.**
- Statement as to type of stabling and whether stall doors will be provided. Must also include stabling dimensions and whether stabling is permanent or temporary.**
- Statement of type of footing available in warm-up areas and competition arenas; the dimensions of the competition arenas must also be included.**
- Statement as to which of the USEF Medal Classes, USEF Equitation Classes, and Great American Insurance Group/USDF Qualifying Classes are to be offered.**
- Motorized Vehicle Statement** –GR1301 requires that the following rule be printed in the prize list for every licensed competition. If your competition prohibits the use of motorized vehicles on the competition grounds, this statement must still be printed in the prize list along with a statement prohibiting the use of motorized vehicles.

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- 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 of any kind including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles on the competition grounds of licensed competitions. Minors who have a valid temporary license may operate the above described motorized vehicles as long as they are accompanied by an adult with a valid driver's license. The parent(s), legal guardian(s), or individual who signs the entry blank as a parent or guardian of a minor operating a motorized vehicle in violation of this rule are solely responsible for any damages, claims, losses or actions resulting from that operation. Violations of this rule will be cause for penalties against those responsible for the child committing the offense. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule. The unsafe use of personal electronic transport devices as determined by the competition officials and management in their sole discretion, that do not require a driver's license to operate, including but not limited to segways, hover boards, and single wheeled scooters is prohibited on competition grounds. Operating such devices in areas where people gather may be deemed 'unsafe use' if there is a risk of harm to others. If the operator of the device is a minor, the parent/legal guardian or individual who signs the entry blank as a parent or guardian of a minor operating the device in violation of this rule is accountable and may be subject to penalties. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule.

### USEF Prize List Requirements for USEF-Licensed/USDF-Recognized Dressage Competitions

- Competition level and programs offered by the competition must be included on the cover of the prize list. For example, if a competition is serving as a North American Youth Championship (NAYC) qualifier, this must be acknowledged in the header (cover page) of the prize list.
- All classes must be listed in the prize list and may be divided into separate divisions or sections based on qualifications, age or other eligibility of horses or riders. Divisions or sections of a class are considered to be a separate class only if listed as such in the prize list.
- Specific requirements and penalties for failure to participate in prize-giving ceremonies must be announced in the prize list.
- If the competition is offering dressage sport horse breeding in-hand classes, the prize list must specify sport horse prospect or breeding stock.
- If sport horse classes are being offered, the list of officials must state who is judging these classes.
- If the competition is offering dressage sport horse breeding individual breed classes, the prize list must list the eligibility requirements for these classes.
- In addition to USEF, FEI, and USDF tests, dressage competitions may use other tests, but these must be included in the prize list sent to all exhibitors.
- Designate which classes are opportunity classes. Only competition levels 1-3 can offer opportunity classes. See GR821 for specific criteria.
- For all classes or tests where the arena size is optional or may be modified, the size must be stated in prize list.
- For approved USEF/NAYC qualifier competitions, qualifying classes must be designated in the competition's prize list per USEF's memorandum.
- Sound checks must be provided to riders in musical freestyle classes for no fee, and the requirements and timetable for scheduling these sound checks must be published in a competition's prize list (DR129).
- Competitions offering pony tests, classes, or awards must include in the competition's prize list the time when the official competition veterinarian will be available to conduct measurements. If the veterinarian is on call, management must receive a written request for measurement from the pony's owner or agent at least five days prior to the start of the competition (DR135).

### USDF Prize List Requirements and Recommendations

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- Qualifying classes for Great American Insurance Group/USDF Regional Championships must be clearly identified in the class list located within a competition's prize list.
- Recommended to include within the prize list the statement regarding the \$20 qualifying fee for Great American Insurance Group/USDF Regional Championship qualifying classes.
- Recommended to include USDF membership requirements for the rider, horse and owner for USDF programs; including but not limited to the Great American Insurance Group/USDF Regional Championship program.
- Required to include the current competition year USDF-recognition page.
- Recommended to include the current competition year USDF Regional Championships prize list insert if holding qualifying classes for the Great American Insurance Group/USDF Regional Championships.
- If the competition is serving as a ProElite/USDF Breeders Championship Series qualifier or final, the competition is required to include the ProElite/USDF Breeders Championship Series rules and prize list insert. Series Final competitions are also required to include the sponsor advertisement in their prize list.
- Competitions hosting qualifying classes for the ProElite/USDF Breeders Championship program must include all required categories of dressage sport horse breeding and ProElite/USDF Breeders Championship Series qualifying classes in their prize list.
- Recommended to include the USDF Statement of Animal Welfare in the prize list.
- Recommended to include the USDF Competitors Notice in the prize list.
- Recommended to include information regarding USDF Non-Member and Horse Identification (HID) fees in the prize list.