What is the Hardest Part of Dressage?

Entering Shows!

A Step-by-Step Guide to the Process of Entering USEF Licensed / USDF Recognized Shows

By Leslie Raulin

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> **IMPORTANT NOTE 1**: *The information in this document is presumed current on the date the document was published. Since rules, requirements, and fees change, it is recommended that the reader refer to online information to verify information.*
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> **IMPORTANT NOTE 2**: *If you find an error in this document, please email the correction to LeslieRaulin@gmail.com. Thanks!*

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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 (USEF)** licensed / **United States Dressage Federation (USDF)** recognized dressage shows (**USEF/USDF shows**). In my experience as a small-time volunteer USEF/USDF show secretary, I have found that a significant number of entries (often more than half) for a typical USEF/USDF show are missing required information, are submitted with incorrect entry fees, or have other deficiencies. Any inaccuracy or deficiency 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 such entries during show check-in creates a backup in the show office, adding to competition stress. Additionally, if the rider does not bring the correct documents to the show (the show secretary needs paper documents for the Technical Delegate), the rider/horse may not be allowed to participate in the show.

This document is intended to help <u>individuals</u> submit complete entries for <u>USEF/USDF shows</u>, which will make the show experience much more pleasant for everyone. This article does <u>not</u> cover procedures for business owners, CDI competitions, or schooling shows. It also does not cover FEI rules.

The document has two sections:
1) **BACKGROUND**: Basic information needed to understand the process of entering USEF/USDF shows.
2) **HOW TO ENTER**: Step-by-step process to enter USEF/USDF shows.

red = required in entry
blue = may be required in entry

BACKGROUND INFORMATION

B1. What is a USEF/USDF Show?

B2. Read These Before You Enter the Show

B3. What is a Horse's Name?

B4. What is a Show Entry?

B5. USEF and USDF People and Horse Memberships

Types of Memberships

Exemptions to Membership

Minimum Membership Requirements to enter a USEF/USDF Show

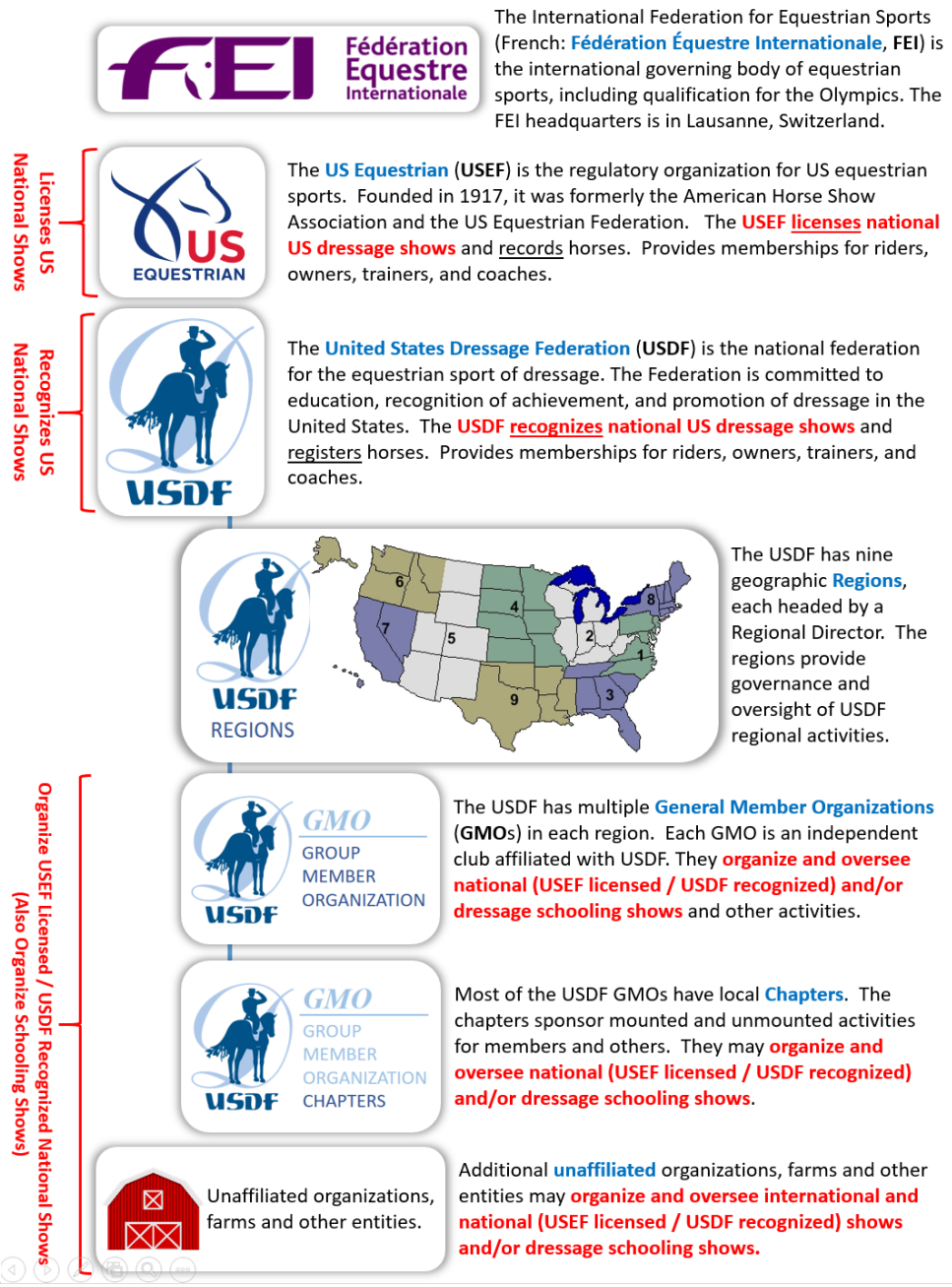Membership Requirements for GAIG Qualification

B6. USEF SafeSport Program

B1. BACKGROUND - What is a USEF/USDF Show?

This section provides a basic knowledge of the organizations responsible for dressage internationally, nationally in the US, and locally in the US, and the corresponding types of dressage shows.

1. ORGANIZATION OF INTERNATIONAL AND US DRESSAGE:

- The **Fédération Équestre Internationale** (FEI) oversees governance of international equestrian sports, including the Olympics.
- In the US:
  - Olympic equestrian sports, including dressage, are governed by **US Equestrian** (USEF, click here).
  - The national organization for dressage is the **United States Dressage Federation** (USDF, click here). The USDF has geographic **Regions**; the regions have **General Member Organizations** (GMOs). Most of the USDF GMOs have local **Chapters**.
- Additional unaffiliated organizations, farms and other entities are also involved in dressage on the international, national and local level.

The International Federation for Equestrian Sports (French: **Fédération Équestre Internationale**, FEI) is the international governing body of equestrian sports, including qualification for the Olympics. The FEI headquarters is in Lausanne, Switzerland.

Licenses US National Shows

The **US Equestrian** (**USEF**) is the regulatory organization for US equestrian sports. Founded in 1917, it was formerly the American Horse Show Association and the US Equestrian Federation. The USEF **licenses** national US dressage shows and records horses. Provides memberships for riders, owners, trainers, and coaches.

Recognizes US National Shows

The **United States Dressage Federation** (**USDF**) is the national federation for the equestrian sport of dressage. The Federation is committed to education, recognition of achievement, and promotion of dressage in the United States. The USDF **recognizes** national US dressage shows and registers horses. Provides memberships for riders, owners, trainers, and coaches.

USDF REGIONS

The USDF has nine geographic **Regions**, each headed by a Regional Director. The regions provide governance and oversight of USDF regional activities.

Organize USEF Licensed / USDF Recognized National Shows (Also Organize Schooling Shows)

GMO GROUP MEMBER ORGANIZATION

The USDF has multiple **General Member Organizations** (**GMO**s) in each region. Each GMO is an independent club affiliated with USDF. They **organize and oversee national (USEF licensed / USDF recognized) and/or dressage schooling shows** and other activities.

GMO GROUP MEMBER ORGANIZATION CHAPTERS

Most of the USDF GMOs have local **Chapters**. The chapters sponsor mounted and unmounted activities for members and others. They may **organize and oversee national (USEF licensed / USDF recognized) and/or dressage schooling shows**.

Unaffiliated organizations, farms and other entities.

Additional **unaffiliated** organizations, farms and other entities may **organize and oversee international and national (USEF licensed / USDF recognized) shows and/or dressage schooling shows.**

In the US, when one refers to a "licensed show," they are referring to a US national show that has been **licensed by the USEF** and **recognized by the USDF**. In this document, they are referred to as **USEF/USDF shows**.

2. TYPES OF DRESSAGE SHOWS FOR US RIDERS:

There are three basic types of dressage shows for US riders:

- **International Dressage Shows – Concours Dressage International (CDI) Shows**:
  - FEI recognized international shows.
  - Scores can qualify a horse/rider pair for high level international competitions:
    – CDI-W have World Cup qualifying or World Cup classes at the show.
    – CDI-O have Olympic qualifying or Olympic classes at the show.
  - CDI dressage shows are held throughout the world, particularly in Europe.
  - Rules are determined by the FEI.

- **US National Dressage Shows – USEF Licensed / USDF Recognized Shows**:
  - USEF licensed / USDF recognized US national shows (in this document called USEF/USDF shows).
  - Scores can count toward US national awards as well as local awards.
  - The shows have different levels (different from dressage test levels). Click here for a description of the dressage show levels (USEF DR126.2).
  - Rules are determined by the USEF.
  - When a person refers to a licensed dressage show, this is usually the type of show being referenced.

- **Local Dressage Shows – Dressage Schooling Shows**:
  - Local (schooling) dressage shows organized and/or marketed by USDF GMOs, GMO chapters, or other unaffiliated clubs, individual farms, and other entities.
  - Scores do not count toward national awards but may apply to awards provided by the show sponsor.
  - The rules for dressage schooling shows are not standardized; they are established by each organization, club, or farm offering the shows. However, the USEF Dressage Rules (click here) are usually used a guidance for local dressage shows.

This document covers entries for the second type of shows, USEF/USDF shows.

B2. BACKGROUND - Read These Before You Enter the Show

A. USEF Rules. Start by familiarizing yourself with the **USEF General Rules (GR)** and **USEF Dressage Rules (DR)**, which are online as part of the USEF Rule Book (https://www.usef.org/compete/resources-forms/rules-regulations/rulebook).

GR General Rules	GR1 Definitions and Governance	GR2 Membership Categories and Requirements	GR3 Competition Licensing	GR4 Drugs and Medications
GR5 Measurement of Entries	GR6 Protest and Charges	GR7 Violations and Penalties	GR8 Conduct of Licensed Competitions	GR9 Competition Prize Lists and Entries
GR10 Licensed Officials	GR11 Federation Records and Awards	GR12 Competition Officials, Employees, and Volunteers	GR13 Competition Participants and Associated Individuals	DR Dressage Division

B. USDF Competition Information. USDF competition information is on the USDF web site at https://www.usdf.org/competitions/competitors.

USEF-Licensed / USDF-Recognized Competitions

Competitors who are interested in competing at USEF-licensed/USDF-recognized competitions should access the rule book from the USEF Web site including the Dressage rules, and review the membership checklist for competing. Those who are interested in local schooling shows should contact their local club or GMO. You can order an omnibus of shows or access the calendar of competitions in order to plan your competition season.

New to Dressage

If you are new to dressage, you might want to learn about USDF, dressage protocol and dressage competitions before you go to your first show.

Active Competitors

If you are an active competitor, you can print all your membership cards and verification certificates, download the competition evaluation form (PDF), download tests (including musical freestyle and quadrille), check results, scores and qualifying lists for horses and riders, and access preliminary rankings for various award programs.

Additional Information

You can also find additional information on the The FEI North American Youth Championships, the Great American Insurance Group/USDF Regional Dressage Championships and the USDF Breeders Championship Series, musical freestyle, quadrille and pas de deux.

Adult Amateur Status

To verify current adult amateur status with USEF, search here. Please be aware that adult amateur status is regulated by USEF and all corrections must be through their office.

C. USDF Member Guide. The USDF Member Guide is on the USDF web site at http://dashboard.mazsystems.com/webreader/52624.
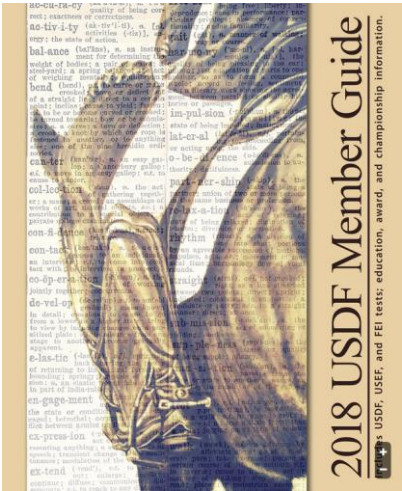
D. **Prize List.** Sometimes called a <u>premium</u>, the prize list is a document issued by show management that provides all the details about the show you plan to enter: requirements, recognition status (USDF, USEF, FEI, etc.), competition qualifications, date, location, opening and closing dates, classes and awards offered, fees, number of rings and footing, names of judges and other officials, availability of stabling and food, etc.

NOTE: With the advent of online dressage show entries, many people fail to read the prize list. Since each show has different requirements and details, it is <u>very very important to read the prize list before entering a show</u>.

E. **Special Requirements.** If you plan to enter qualifying classes for a championship, such as your Great American/USDF Regional Championship; or special classes, such as musical freestyle, pas de deux or quadrille, read their rules and requirements carefully. Most are listed in the abovementioned USDF Competition Information and USDF Member Guide. If you hope to qualify for the US Dressage Finals, visit http://www.usdressagefinals.com for more information, including how to file a declaration of intent.

https://www.usdf.org/competitions/competitions-championships/regionals/index.asp

https://www.usef.org/events/youth-championships

http://www.usdressagefinals.com

NOTE: The USEF and USDF have a lot of competition information that is recommended for reading.

B3. BACKGROUND - What Is a Horse's Name?

- What is your horse's name? Most horses have **barn names** and **show names**. Horse names used for shows must be official and consistent.
- Breakdown of horse names:
  - **Barn Name**: Can be anything you want to call your horse and you want others to call him/her. This name should <u>not</u> be used for documents needed for USEF Licensed / USDF Recognized shows. A barn name can be used for dressage schooling shows; however, it is discouraged.
  - **USEF Licensed / USDF Recognized Show Name**: Must have the <u>**same name**</u> on the following:
    - <u>Show entry</u>
    - <u>USEF</u> horse identification or recording name
    - <u>USDF</u> horse identification or registered name
    - <u>Coggins</u>
    - <u>Proof of Vaccination</u> (if it has only the barn name, get a letter from your vet stating that horse with barn name A is the same horse as horse with show name B)
    - <u>Proof of Qualification to Ride MFS</u> (if applicable)
    - <u>Horse Breed Registration Papers</u>, <u>Passport</u>, etc. (if required by the show)
- Why is this necessary? If you enter **Mary Poppins** in a show and the Coggins and/or Proof of Vaccination only has/have **Mary** on them, show management cannot verify that the Coggins and/or the Proof of Vaccination is/are for the horse entered in the show. If the Coggins and/or the Proof of Vaccination has/have only the barn name, get a letter from your vet stating that horse with **Barn Name A** is the same horse as horse with **Show Name B**.

- <u>HINT</u>: When getting a new Coggins and/or new vaccinations, ensure your veterinarian puts both the show name and the barn name on the paperwork.

> *NOTE 1 : If the horse's NAME has changed, it must be updated with USEF (https://www.usef.org/forms-pubs/71-MtFrQ3rw/name-change-form), USDF (https://www.usdf.org/docs/membership/HorseTransferForm.pdf), and the breed organization (contact the breed organization), etc.*
> *NOTE 2: If the horse's OWNER has changed, it must be updated with USEF (https://www.usef.org/forms-pubs/7JPall0D4BU/transfer-form), USDF (https://www.usdf.org/docs/membership/HorseTransferForm.pdf), and the breed organization (contact the breed organization), etc.*
> *NOTE 3: If the horse is LEASED, it must be updated with USEF (https://www.usef.org/forms-pubs/g_0LY1-fRQ8/lease-form) and USDF (https://www.usdf.org/docs/membership/LeaseAgrmntForm.pdf). The breed organization may also have requirements.*

> *REFERENCE:*
> *USEF SUBCHAPTER 9-C SUBMISSION, ACCEPTANCE, AND REFUSAL OF ENTRIES*
> *GR907 Requirements*
> *4. Misrepresentation of a horse's identity, name, height, age, eligibility for the class, registered or recorded number or other information on an entry blank for the class in question results in the exhibitor's forfeiture of any ribbon, trophy, cash prize or other award won by such misrepresented or substituted animal. **For Dressage Competitions, any documentation such as negative EIA certification that is required for entry to a competition must list the <u>same horse name</u> and description as is listed on the entry blank and on the USEF horse identification or recording documents.** The exhibitor is liable for further penalty as described in GR703.*

B4. BACKGROUND - What Is a Show Entry?

> **NOTE**: *Before the advent of online entry companies, 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 used, most riders now enter shows online, uploading supporting documents online, and paying online via PayPal/credit card. This document includes information for hand-completed entries that are then "snail mailed" and provides generic information for online entries. The required information is the same for both methods of entry.*

- A **show entry** is the packet of official papers, including associated payment and supporting documents, that is submitted to enter a specific USEF/USDF show.

- Each **rider/horse combination** constitutes a <u>separate</u> **entry**.

  - If both Jane and Joe will ride Horse1 in the show, then there must be two separate entries: Jane/Horse1 (Entry 1) and Joe/Horse1 (Entry 2).

Jane/Horse1
Entry 1

Joe/Horse1
Entry 2

  - The same principle applies if **one rider** plans to compete **two or more horses**: Jane/Horse2 (Entry 3), Jane/Horse3 (Entry 4), and so on.

Jane/Horse 2
Entry 3

Jane/Horse 3
Entry 4

B5. BACKGROUND - USEF and USDF "Memberships" for People and Horses. Types of Memberships

> **NOTE 1**: *Information for 2019. Memberships and fees change often. Check online for current information*.
> **NOTE 2**: *This document does not discuss business memberships. Check online for business information.*

USEF and USDF each have specific "membership" requirements for people (riders, owners, trainers, coaches) and horses. When people and horses become USEF and USDF "members," they are each issued a unique life-long identifying number (different numbers for USEF and USDF). The identifying numbers are included in show entries.

> **NOTE**: *Use USEF (www.USEF.org) and USDF (www.USDF.org) web sites to become members.*

PEOPLE - USEF:
- **USEF People Membership Types**:
  - USEF Competing Membership (eligible to participate in licensed competitions with full benefits):
    - 1-Year Active – effective 12 months from the start date, $80.
    - Life Member – no expiration date, $2,500.
  - Fan Membership (not eligible to participate in licensed competitions)
    - 1-Year Fan Member – effective 12 months from the start date, $25.
- **USEF People Non-member**: May participate if USEF Show Pass Fee (= non-member fee) is paid (one fee/person/show), $45. Cannot qualify for regional or national championships or awards.

HORSES - USEF:
- **USEF Horse Recording Types**: (eligible to participate in licensed competitions with full benefits)
  - USEF Annual Recording – effective 12 months from the start date, $95.
  - USEF Lifetime Recording – no expiration date, $35 birth to December 31 of year foaled, $300 1yo and older.
- **Other**: USEF will accept a USDF horse registration (HID or Life, see below); however, the horse cannot qualify for regional or national championships.

PEOPLE - USDF:
- **USDF People Membership Types**: (also a Business Membership that is not covered in this document)
  - USDF Participating Membership (eligible to participate in licensed competitions with full benefits):
    - USDF 1-Year Participating – expires November 30 of the membership year, $95.
    - USDF 1-Year Youth Participating – expires November 30 of the membership year, $72.
    - USDF 5-Year Participating – expires November 30 of the membership year, $360.
    - USDF Lifetime Participating – membership does not expire, $1800.
  - USDF Group Membership (GM) – expires November 30 of the membership year. GM cannot qualify for regional or national championships. GM can qualify for USDF bronze, silver and gold awards; freestyle bars; Master's challenge; dressage seat equitation rider awards; etc. Join via the GMO; fee determined by the GMO; $20 of the fee goes to USDF.
  - USDF Education Membership – expires November 30 of the membership year. Cannot compete in licensed competitions. $10 youth, $35 adult.
- **USDF People Non-member**: May participate if USDF Non-member Fee is paid (one fee/person/show), $35. Cannot qualify for regional or national championships or awards.

HORSES - USDF:
- **USDF Horse Registration**:
  - USDF Horse Identification Number (HID) (does not expire) (cannot qualify for regional or national championships; can qualify for the USDF bronze, silver and gold medals; freestyle bars; master's challenge; dressage seat equitation rider awards; etc.), $35.
  - USDF Lifetime Horse Registration (does not expire) (full competition benefits), $115 (upgrade from HID is $80).
- **Other**: There is no USDF annual horse registration.

B5. BACKGROUND - USEF and USDF Memberships for People and Horses, cont'd. Membership Exceptions/Exemptions

USEF:
- Reference: USEF GR202 Membership Requirements (https://www.usef.org/forms-pubs/H7KB7FPA594/membership-requirements)
- Although not explicitly stated in GR202, the following applies:
  - Parent Trainer. When a rider is a minor (under 18), the parent who signs as trainer is exempt from the USEF non-member fee.
  - Class Type: People and horses only participating in the following are exempt from USEF membership/non-member fee, and horse registration requirements:
    - Introductory level classes
    - Opportunity classes
    - Pas de Deux classes
    - Quadrille classes
  - Foreign Competitors: USEF membership and horse registration requirements are waived for foreign competitors with proof of membership in their national federation.

USDF:
- Reference: USDF Exception List (https://www.usdf.org/docs/ShowFlash/web/GeneralInfo/Before/MembershipExceptionList.pdf)
- Class Type: People and horses only participating in the following are exempt from USDF membership/non-member fee, and horse registration requirements:
  - Introductory level classes
  - Opportunity classes
  - Pas de Deux classes
  - Quadrille classes
- Foreign Competitors: See information at above link.

> **IMPORTANT NOTE**: If a person or horse in any of the above exempt categories has a USEF and/or USDF number, the number must be provided on the entry form.

B5. BACKGROUND - USEF and USDF Memberships for People and Horses, cont'd.
Membership Requirements for <u>GAIG Non-Qualifying Rides</u> (Non-Exempt)

> **NOTE**: *See next page for GAIG ride requirements.*

- The following are membership requirements to **participate** in a USEF/USDF show in a **GAIG non-qualifying** status as an open (professional or USEF non-member), adult amateur (AA), or junior rider/young rider (JR/YR).
- Items in red text are the minimum membership requirements to <u>participate</u> in a USEF/USDF show.
- The requirements for national or local championships and other special categories of shows/classes/awards may be different. Consult the rules for the particular shows/class(es)/awards for further information.

PARTICIPANT	USEF (proof of membership must be in the entry)	USDF (proof of membership must be in the entry)
Horse	Must have: 1) USEF Lifetime Recording, <u>or</u> 2) Current USEF Annual Recording, <u>or</u> 3) USDF HID or LHR	Must have: 1) USDF Lifetime Horse Registration (LHR) <u>or</u> 2) USDF Horse Identification Number (HID)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show. <u>and</u> 3) For Adult Amateur classes – USEF Senior Amateur Member on USEF Membership Card or Non-Member Amateur Card, or on the verification print-out. If there is no proof of USEF amateur status, the rider must be in open classes.	Must be: 1) Current USDF Participating Member (PM), or 2) Current USDF Group Member Organization (GMO) member, <u>or</u> 3) Pay USDF non-member fee. One fee/person/show.
Owner (mandatory)	At least one owner must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	At least one owner must be: 1) Current USDF Participating Member (PM), <u>or</u> 2) Current USDF Group Member Organization (GMO) member, <u>or</u> 3) Pay USDF non-member fee. One fee/person/show
Trainer (USEF mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.
Coach (optional; if listed, USEF mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.

> **NOTE**: *All adult ($\geq$18yo) USEF competing members (riders, owners, trainers, and coaches) must have taken **SafeSport Training**. USEF non-members are not required to take the training.*

Membership Requirements for <u>GAIG Qualifying Rides</u>

- The following are membership requirements to qualify for a **Great American Insurance Group (GAIG) / USDF Regional Dressage Championship** in a <u>qualifying</u> class (Open, Adult Amateur, or JR/YR division). A qualifying test must be ridden. See https://www.usdf.org/competitions/competitions-championships/regionals/index.asp for GAIG information.
- The requirements for national or local championships and other special categories of shows/classes/ awards may be different. Consult the rules for the particular shows/class(es)/awards for further information.

PARTICIPANT	USEF (proof of membership must be in the entry)	USDF (proof of membership must be in the entry)
Horse	Must have: 1) USEF Lifetime Recording, <u>or</u> 2) Current USEF Annual Recording	Must have: USDF Lifetime Horse Registration (LHR)
Rider (mandatory)	Must be: 1) Current active USEF Competing Member 2) For Adult Amateur classes – USEF Senior Amateur Member	Must be: Current USDF Participating Member (PM)
Owner* (mandatory)	At least one owner* must be: Current active USEF Competing Member	At least one owner* must be: Current USDF Participating Member (PM)
	*NOTE: For a horse with more than one owner, at least one owner must be **both** an active USEF competing member **and** an active USDF participating member.*	
Trainer (mandatory)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.
Coach (optional)	Must be: 1) Current active USEF Competing Member, <u>or</u> 2) Pay USEF show pass (non-member) fee. One fee/person/show.	No USDF membership required.

NOTE: All adult (>18yo) USEF competing members (riders, owners, trainers, and coaches) must current SafeSport Training.

*NOTE: Non-members may **ride** in GAIG qualification classes but they **may not qualify** for the GAIG championships.*

NOTE:
- *The easiest way to provide proof of membership with the show entry is through use of the **USEF and Affiliates Membership Verification System** at www.eqverification.org.*
- *If you are entering a show using an online entries company, some of the companies automatically provide the proof of memberships after you enter the membership numbers.*

B6. BACKGROUND - USEF SafeSport Program

- As of January 1, 2019 every USEF adult member (18 years of age or older) with a Competing Membership must complete USEF's SafeSport Training, which covers child abuse prevention. It is required by Federal Law, S 534, the Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017.
- Those who do not complete the required SafeSport Training will be ineligible to participate in USEF activities, including competitions, and will be placed on the SafeSport Ineligibility List.
- Required SafeSport Training is available free to all USEF members. Information is at https://www.usef.org/compete/resources-forms/rules-regulations/safe-sport.
- If you are a victim or a survivor of abuse and believe this training could be an emotional trigger, please contact Teresa Roper at troper@usef.org, Sonja Keating at skeating@usef.org, or the U.S. Center for SafeSport at training@safesport.org, before accessing the SafeSport Training course.
- A 30 day grace period to complete the SafeSport training will be provided to all members who renew or join on or after December 1, 2018. Members joining prior to December 1, 2018 will have until January 1, 2019 to complete the training. Those who do not complete the training within the grace period will be ineligible to participate in USEF activities, including competitions.
- Parents Training Course for equestrian athletes of all ages helps parents ensure their children have a positive and safe sport experience and is free.
- After the training is completed, it can be verified via www.eqverification.org within 24-48 hours of completing the training.

USEF SAFESPORT PROGRAM FAQ

- **Does an entry need to be refused if the owner, trainer and/or rider/handler has not done their SafeSport training?**
  No, however if any of the individuals listed above have a current, senior competing membership and are listed as ineligible due to SafeSport Training, they will need to complete the SafeSport training in order to compete. They may go back to their hotel, residence or other location and complete the training and bring copies of their 'SafeSport Trained' certificate for proof of training to be allowed to compete. If they return with the 'SafeSport Trained' certificate on the first day of competition, their points will count.
- **Are non-USEF members required to take SafeSport training in order to compete?**   No.
- **Is the "age of 18" requirement calculated by competition year, riding age, or actual age?**
  Actual age.
- **Do riders who turn 18 during the competition year have to take the SafeSport training?**
  Yes.
- **If a rider turns 18 during a show, do they need to take the SafeSport training to continue competing?**
  No, they have 30 days to complete the training.
- **If the 30 day grace period for someone to take the SafeSport training expires during a competition do we have to ask them to leave?**
  No, and their points from the current show would still count; however, they will go on the ineligibility list until they successfully complete the training.
- **Does a Foreign rider have to take SafeSport Training?**
  Yes if he/she has a USEF Competing membership and is 18-years-old or older.
- **If a horse is shown and the owner has taken the SafeSport training, but the senior member trainer or rider has not and is overdue, will that horse's points count?**
  No.
- **If the senior member owner, rider, or trainer was ineligible at the start of the show, but does the training after the show starts, will the horse's points count?**
  If the senior competing member owner, rider, or trainer completes the SafeSport training on the first day of competition, prior to competing and presents the 'SafeSport Trained' certificate to the secretary, then they can compete and their points will count. If the SafeSport training is completed after the first day of competition and the 'SafeSport Trained certificate' is presented to the secretary, they can compete, but their points will not be good.
- **If someone is eligible on the start day of the competition but becomes ineligible during the competition, should the competition allow them to continue to compete?**
  Yes, the eligibility for a competition is based on the start date of that competition.
- **If the owner of the horse on the entry blank is a farm and the Active Owners of the farm are ineligible due to SafeSport Training, is the horse allowed to compete?**
  Yes, the farm is not required to take SafeSport Training and thus the horse is eligible. The Active Owners of the farm are not allowed to compete themselves in the roles of rider, …, owner (as individual owner of a horse on an entry blank), lessee (as individual lessee of a horse on an entry blank), agent, coach or trainer until they complete SafeSport Training.
- **If a horse is leased and the lease has been recorded with USEF and the lessee is an active member who has completed their SafeSport Training, will the horse be allowed to compete and will its points count if the actual owner of the horse has not completed their SafeSport Training?**
  Yes, per USEF rules, the lessee of a horse is considered the owner of the record of the horse during the period of the lease.
- **If a trainer is suspended/ineligible for something other than SafeSport Training, will a horse's points count?**
  No, if a trainer is suspended/ineligible, a horse's points will not count

HOW TO ENTER USEF/USDF DRESSAGE SHOWS

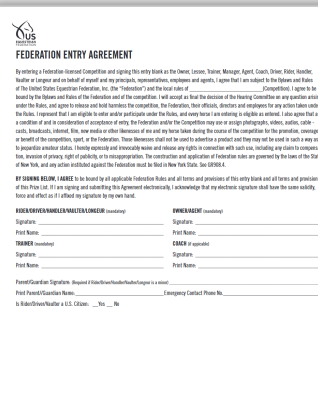red = required in entry;
blue = may be required in entry
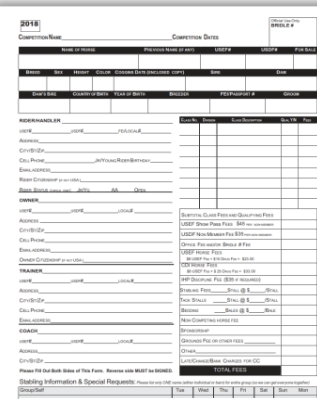
E1. **Competition Entry Form** (required)

E2. **Proof of USDF and USEF Memberships for Horse, Rider, Owner, Trainer, and Coach**

E3. **USEF Federation Entry Agreement**

E4. **USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement**

E5. **Proof of Rider/Owner/Trainer/Coach SafeSport Training**

E6. **Copy of Coggins Test Report** (required)

E7. **Payment** (required)

E8. **Proof of Vaccination** (must accompany horse, may be required in entry)

E9. **Proof of Qualification to Ride Musical Freestyle Test** (if applicable)

E10. **Other Documents** (if required by the show)

The Seven (Sometimes Eight or More) Components of a Show Entry
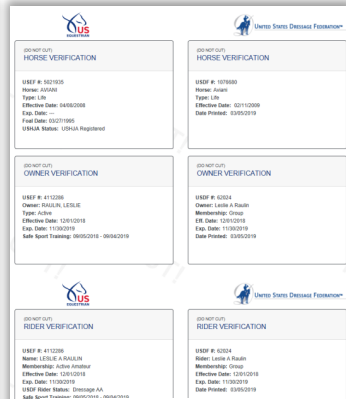
Although entering a USDF/USEF show may seem complicated, it is not that difficult if you know what items you need to submit with your show entry. They are:

E1. Competition Entry Form

E2. Proof of USDF and USEF Memberships for Rider, Owner, Trainer, and Coach (or payment of applicable nonmember fees, if applicable) **and Horse**

E3. USEF Federation Entry Agreement (must be the current form)

E4. USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement (must be the current form)

E5. Proof of Rider/Owner/Trainer/Coach SafeSport Training (USEF members $\geq$ 18 years old)

E6. Copy of Coggins Test Report (required by most states; see prize list)

E7. Payment

E8. Proof of Vaccination (must accompany horse, may be required in entry; see prize list)

E9. Proof of Qualification to Ride Musical Freestyle Test (if entry includes a musical freestyle test)

E10. Other Documents (some shows may require additional documents such as breed papers, health certificate, passport, proof of a local membership, etc.; see prize list)

> red = required in entry
> blue = may be required in entry

E1. Competition Entry Form

E2. Proof of Memberships
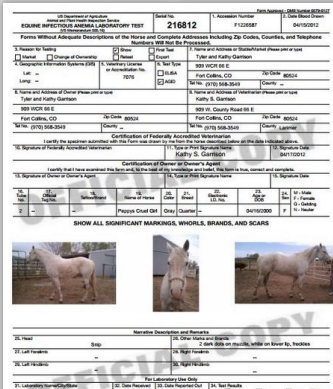
E3. USEF Entry Agreement
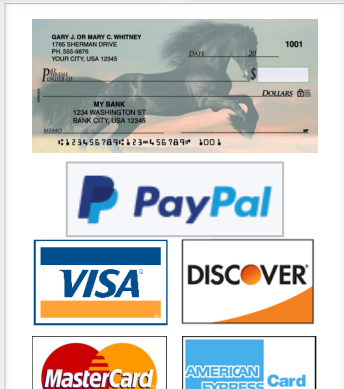
E4. USEF Waiver and Release…

E5. Proof of SafeSport Training
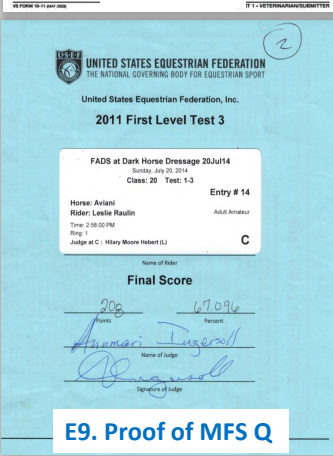
E6. Coggins
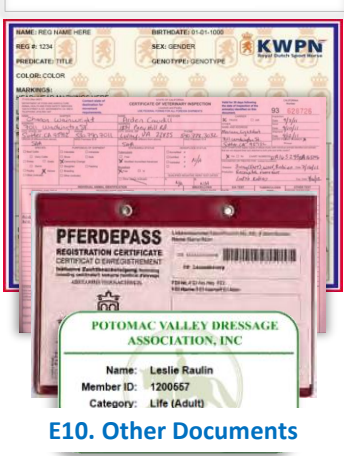
E7. Payment

E8. Proof of Vaccination

E9. Proof of MFS Q

E10. Other Documents

E1. Competition Entry Form (required)

- Some shows use the USDF generic entry form, downloadable at https://www.usdf.org/docs/ShowFlash/web/Docsprizelist/GenericEntry.pdf. Your USDF region may have its own form, as may the sponsoring organization. All versions of the form have a **Competition Entry Form** (p. 1) and a **USDF/USEF Release, Assumption of Risk, Waiver, and Indemnification Form** (p. 2).
- Every prize list contains the competition entry form recommended for the show. 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.
- If you are entering the show using an online entries company, you are not required to use this form (page 1) as a form is created online using information you enter; however, the information below may assist you in completing the online form.

> **NOTE**: As in section 3, to obtain (and print) the horse, rider, owner, trainer and coach USEF and USDF membership numbers and status, use www.EqVerification.org. The EqVerification document is submitted with the entry.

Figure 1 is the **2019 Generic Competition Entry Form**. Use the following to complete the form:

❶ **Competition Name and Date.** Enter the complete official show name and the show date(s). Secretaries may be receiving entries for other similarly named shows and must be able to determine which show you want to enter; therefore, be as accurate as possible with this information.

❷ **Horse Information**.
- **Name of Horse**: (Required) Use the same name as on the USEF recording, USDF registration, Coggins test report, proof of vaccination, and any other required documents. (The same horse name <u>must</u> be on all of these documents).
- **Previous Name (If Any)**: (Optional) Enter a previous USEF recorded / USDF registered name, if applicable.
- **USEF#**: (Required) Enter the horse's USEF recorded number, even if the horse is only in exempt classes. If a horse has no USEF# and is only in exempt classes, enter **Exempt** (see "Background, Exemptions to Membership").
- **USDF#**: (Required) Enter the horse's USDF registered number, even if the horse is only in exempt classes. If a horse does not have a USDF# and is only in exempt classes, enter **Exempt** (see "Background, Exemptions to Membership").
- **For Sale**: (Optional) Check the box if the horse is for sale. This information may be included in the show program.
- **Breed**: (Optional) Enter the horse's breed.
- **Sex**: (Required) Enter the horse's gender (mare, gelding, or stallion). This information is used in determining stabling assignments.
- **Height**: (Optional) Enter the horse's height.
- **Color**: (Optional) Enter the horse's color.
- **Coggins Date**: (Required) Enter the date of the horse's most recent Coggins test. Also see Section 5, Coggins.
- **Sire**: (Optional) Enter the name of the horse's sire (father).
- **Dam**: (Optional) Enter the name of the horse's dam (mother).
- **Dam's Sire**: (Optional) Enter the name of the dam's sire (mother's father).
- **Country of Birth**: (Optional) Enter the country where the horse was born.
- **Year of Birth**: (Optional) Enter the year the horse was born.
- **Breeder**: (Optional) Enter the name of the breeder.
- **FEI Passport #**: (Required for CDI shows; otherwise, optional) Enter the horse's passport #, if any.
- **Groom**: (Optional) Enter the name of the groom.

❸ Rider Information:
- **Rider/Handler**: Enter the rider's name on this line.
- **USEF #**:
  - If the rider has a USEF #, enter the rider's **USEF #**, even if the rider is a not an <u>active</u> USEF competing member.
  - If the rider does not have a USEF #, enter **Non-Member** or **Exempt** (see below)
  - For riders that are not active USEF competing members:
    - If the rider is in regular classes, the rider must pay the **USEF $45 show pass** (non-member) fee.
    - If a rider is only in exempt classes, enter **Exempt**. The show pass fee is not required.
  - See Background 5 for membership information.
- **USDF #**:
  - If the rider has a USDF #, enter the rider's **USDF #**, even if the rider not an active USDF participating member or group member.
  - If the rider does not have a USDF #, enter **Non-Member** or **Exempt** (see below).
  - For riders that are not active USDF participating members or group members:
    - If the rider is in regular classes, the rider must pay the **USDF $35 non-member fee**.
    - If the rider is only in exempt classes, enter **Exempt**. The non-member fee is not required.
  - See Background 5 for membership information.
- **Address**: Enter the rider's street address.
- **City/St/Zip**: Enter the rider's city, state, and zip code.
- **Cell Phone**: Enter the rider's cell phone number, preferably the number the rider will be using while on the show grounds.
- **Junior/Young Rider Birthday**: If the rider is a junior rider or a young rider, enter the rider's birthday.
- **Email Address**: Enter the rider's email address. Most show communications are via e-mail so inclusion of a correct email address is very important.
- **Rider Citizenship**: Enter the rider's citizenship.
- **Rider Status**: Circle the rider's status. **Jr/Yr** = Junior Rider or Young Rider, **AA** = Adult Amateur, **Open** = Professional rider or a rider who is not a USEF member. See USEF rule book for definitions.

❹ Owner Information:
- Enter information as for the rider, but using the owner's information.
- If the rider is also the owner, you may enter **same as rider** on the line for the owner's name and leave the other boxes blank.

5 **Trainer Information:**
- Definition: For the purposes of a competition, the **trainer** is the adult person legally responsible for the horse while the horse is on the show grounds. This could be the at home trainer, the rider, the owner, or another person. The trainer must be on the show grounds during the show.
- Regular classes: The trainer <u>must</u> be an active USEF competing member but does not have to be an active USDF participating member. If the trainer is not an active USEF competing member, the $45 USEF show pass fee must be paid.
- Exempt classes or the trainer is the parent of a minor (under 18): The trainer is <u>not required</u> to be an active USEF competing member nor an active USDF participating member. The USEF show pass fee is not required.
- Enter information as for the rider, but using the trainer's information.
- If the rider is also the trainer, you may enter **same as rider** on the line for the trainer's name and leave the other boxes blank.
- See Background 5 for membership information.

6 **Coach Information**:
- Definition: For the purposes of a competition, the **coach** is the person who receives money to coach the rider while on the show grounds.
- Note: Coach information is <u>optional</u>. It is usually easier to <u>not</u> include coach information.
- Regular classes: The coach <u>must</u> be an active USEF competing member but does not have to be an active USDF participating member. If the coach is not an active USEF competing member, the $45 USEF show pass fee must be paid.
- Exempt classes or the trainer is the parent of a minor (under 18): The trainer is <u>not required</u> to be an active USEF competing member nor an active USDF participating member. The USEF show pass fee is not required.
- Enter information as for the rider, but using the coach's information.
- If the coach is also the owner and/or trainer, you may enter **same as owner** or **same as trainer** on the line for the coach's name and leave the other boxes blank.
- The rider's information should not be entered as the coach!
- See Background 5 for membership information.

7 **Classes Information:**
- **<u>Class No.</u>**: Enter the class number, as in the prize list. This is important as there may be more than one class offering the desired test.
- **<u>Division</u>**: If applicable for the show, enter the division under which the rider qualifies. For example, if there are separate divisions for JYR, AA, and Open, enter the appropriate rider status.
- **<u>Class Description</u>**: Enter the name of the class, as in the prize list. If the class name does not specify a specific test, also enter the test to be ridden.
- **<u>Qual Y/N</u>**: If the ride is desired to be a GAIG qualifying ride, enter **Y**. If it is not desired to be a GAIG qualifying ride, entry **N**. If **Y**, an additional $15 fee is charged.
- **<u>Fees</u>**: Enter the fee for the class, as in the prize list. Include the GAIG Q fee, if applicable.

E1. Competition Entry Form (Page 1 of Most Entry Forms), cont'd.

20

❽ Show Fees:

- **Subtotal Class Fees and Qualifying Fees**: Enter the total for the classes entered in section 7.
- **USEF Show Pass Fees $45 per Non-Member**: For non-exempt classes, enter **$45** for each entry participant that is <u>not</u> an active USEF competing member. For example, if the rider, owner, and trainer are different people and the owner <u>and</u> trainer are not active USEF competing members, enter $90 ($45 for the owner and $45 for the trainer). If the owner and/or trainer are also participants in another entry in the show, the fee is not paid in the other entry.
- **USDF Non-Member Fee $35 per Non-Member**: For non-exempt classes, enter **$35** for each rider and owner that is <u>not</u> an active USDF participating member or group member. For example, if the rider and owner are different people and the rider and owner are not active USDF participating members or group members, enter $70 ($35 for the rider and $35 for the owner). This is one fee / person / show; therefore, if the rider and/or owner are also participants in another entry in the show, the fee is not paid in the other entry.
- **Office Fee and/or Bridle # Fee**: Enter the value for these fee(s), as in the prize list. The office fee is paid for each entry.
- **USEF Horse Fees $8 USEF Fee + $15 Drug Fee = $23**: Enter **$23** for the horse. This is one fee / horse / show; therefore, if the horse is also in another entry in the show, the fee is not paid in the other entry. If the show is a CDI, do not use this fee; use the following fee instead.
- **CDI Horse Fees $USEF + $25 Drug Fee = $33**: If the show is a CDI (FEI recognized show), enter **$33** for the horse. This is one fee / horse / show; therefore, if the horse is also in another entry in the show, the fee is not paid in the other entry. If the show is not a CDI, do not use this fee; use the previous fee instead.
- **IHP Discipline Fee ($35 if Required)**: If the rider wants to compete in international competitions, the rider must be a USEF member and must pay the International High Performance (IHP) fee at CDI shows, NAYC Championships, and/or European Junior and Young Rider championships. If applicable, enter **$35** for the entry. See USEF rule GR207 for details.
- **Stabling Fees**: This is a stall for a horse. See the prize list for stabling options. Enter the fee(s) applicable to the stabling option you desire. NOTE: Some shows charge a muck fee that is refunded if the stall is stripped before departure. The fee is usually collected when signing in to the show.
- **Tack Stalls**: This is a stall that is used as a tack/feed room. Horses may not enter a tack stall. See the prize list for tack stall options. Enter the fee(s) applicable to the stabling option you desire.

8 **Show Fees, cont'd.:**

- Bedding: Most shows with stalls sell bedding prior to the show and on the show grounds. 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). Many show grounds restrict the type of bedding that can be brought on the grounds – refer to the prize list for specific information. To preorder bedding, enter the fee(s) as in the prize list.
- Non-Competing Horse: A noncompeting horse is one that is not entered in any classes. It is 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. Enter the fee(s) as in the prize list. A non-competing horse entry is a separate entry that may be subject to additional fees (office fee, grounds fee, etc.); see the prize list for information.
- Sponsorship: Enter the fee you would like to pay as a show sponsor. See show management or the prize list for details.
- Grounds Fee or Other Fees: Most shows charge a grounds fee for horses that are not stabled. This may be a per-day fee or a per-show fee. Refer to the prize list for guidance. Enter the grounds fee or other fees, as in the prize list.
- Other: Some shows have social and other events for which they charge an extra fee. Enter the fee or other fees, as in the prize list.
- Late/Change/Bank Charges for CC: Enter the late fee if your entry is late and approved by show management, the change fee if you need to make a change to your entry, credit card fee, camper hook-up fee, etc., if applicable. Fee information will be in the prize list.
- TOTAL FEES: Add the fees in this section and enter the total. Check your math to ensure you have entered the correct amount!

9 **Stabling Information:**

- Group/Self: Enter the name of the person or group requesting the stall.
- Stalls: Enter a check mark in the box corresponding to each day a horse stall is desired. For example, if you plan to arrive on Friday and depart Sunday, check the boxes for Friday, Saturday, and Sunday.
- Tack Stalls: Enter a check mark in the box corresponding to each day a tack stall is desired.
- Stable Group: Enter the name of the group or person with whom you want to stable. Each group member must use the same stable group name or person's name.
- Contact: Enter the name and contact information for the person who should be notified in case of a horse-related emergency during the show.

1 — **2019**

COMPETITION NAME_____ COMPETITION DATES_____

Official Use Only
BRIDLE #

2 — Horse information block:

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

3

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   AA   OPEN

4

OWNER_____

USEF#_____ USDF#_____ LOCAL#_____

ADDRESS _____

CITY/ST/ZIP_____

CELL PHONE_____

EMAIL ADDRESS_____

OWNER CITIZENSHIP (IF NOT USA)_____

5

TRAINER_____

USEF#_____ USDF#_____ LOCAL#_____

ADDRESS_____

CITY/ST/ZIP_____

CELL PHONE_____

EMAIL ADDRESS_____

6

COACH_____

USEF#_____ USDF#_____ LOCAL#_____

ADDRESS_____

CITY/ST/ZIP _____

Please Fill Out Both Sides of This Form. Reverse side MUST be SIGNED.

7

CLASS NO.	DIVISION	CLASS DESCRIPTION	QUAL Y/N	FEES

8

SUBTOTAL CLASS FEES AND QUALIFYING FEES	
USEF Show Pass Fees $45 PER NON-MEMBER	
USDF NON MEMBER FEE $35 PER NON-MEMBER	
OFFICE FEE AND/OR BRIDLE # FEE	
USEF HORSE FEES $8 USEF FEE + $15 DRUG FEE = $23.00	
CDI HORSE FEES $8 USEF FEE + $ 25 DRUG FEE = $33.00	
IHP DISCIPLINE FEE ($35 IF REQUIRED)	
STABLING FEES_____ STALL @ $_____ /STALL	
TACK STALLS _____ STALL @ $_____ /STALL	
BEDDING ____ BALES @ $_____ /BALE	
NON COMPETING HORSE FEE	
SPONSORSHIP	
GROUNDS FEE OR OTHER FEES _____	
OTHER_____	
LATE/CHANGE/BANK CHARGES FOR CC	
TOTAL FEES	

9

Stabling Information & Special Requests: *Please list only ONE name (either individual or barn) for entire group (so we can get everyone together)*

Group/Self	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Stalls							
Tack Stalls							

Stable Group:_____ Contact: _____

Figure 1. Competition Entry Form (Page 1 of USDF Generic Entry Form)

E2. Proof of USDF and USEF "Memberships" for Horse, Rider, Owner, Trainer, and Coach (required)

- **Membership Information**: Details about "memberships" and requirements for rides with and without GAIG qualification are in "Background, USEF and USDF People and Horse Memberships."
- **Minimum Requirements**: To participate in USEF/USDF shows, the horse, rider, owner, trainer (USEF only) and coach (optional, USEF only) must have USEF and USDF "memberships":
  - HORSE: As a minimum, a horse must have a USDF Horse Identification Number (USDF HID). USEF will accept the USDF number.
  - PEOPLE: If a person does not have a membership, a USEF show pass fee ($45) and/or a USDF non-member fee ($35) must be paid. These fees are per person / per show; for example, if the owner has two horses in the show, the fee(s) is/are only paid once for the show.
- **Show Entries**:
  - Mailed Entries: The easiest way to provide verification of "membership" with the show entry is through use of the **USEF and Affiliates Membership Verification System** at www.eqverification.org. Print the document and provide it with your mailed entry. Alternately, scan the document and email it to the show secretary.
  - Online Entries: If you are entering a show using an online entries company, a memberships verification document may be automatically generated after you enter the membership information. If not, provide the EqVerification report to the show secretary.

www.eqverification.org

www.eqentries.com

> **NOTE 1**: *In this section, for brevity, the term "membership" is applied to people USEF & USDF memberships and to horse USEF recordation / USDF registration. See "Background, USEF and USDF People and Horse Memberships" for details.*
>
> **NOTE 2**: *Do not include separate copies of USEF and USDF people and horse "membership" documents if the membership is verified by the reports in this section. If the membership verification is not on these reports (due to a recent membership, recent change of status, etc.), include the membership documents with the show entry.*

E3. USEF Federation Entry Agreement (required)

- This is a revised document as of June 2020, in response to COVID. It is a legal document so correct signatures are important. Separate clearly printed names and separate owner, rider, trainer, and (if applicable) coach signatures are required on each applicable line. Even if the owner, rider, and trainer are the same person, writing "same" is not acceptable; each line must contain the appropriate printed name or signature of the appropriate person.
- How to submit this form:
  - For snail mail entries, print this form and complete the signature section. Include the form with your snail mail entry.
  - If you are entering the show using an online entries company, scan the signed form and save it as a file. If you do not have scanning capability, snail mail the signed form to the show secretary. Alternately, use electronic signatures and save the file. Upload the file to the online show entries web site then include the form as an attachment to your online entry.

❶ **Competition Line:**
  - Enter the name of the competition.

❷ **RIDER/… (mandatory):**
  - Signature: Sign above the line.
  - Print Name: Print name above the line.
  - The rider must sign the form.

❸ **OWNER/AGENT (mandatory):**
  - Signature: Sign above the line.
  - Print Name: Print name above the line.
  - The rider or trainer may sign as the agent of the owner, if authorized.

❹ **TRAINER (mandatory):**
  - Signature: Sign above the line.
  - Print Name: Print name above the line.
  - The trainer must sign the form.
  - The trainer is the adult person legally responsible for the horse while the horse is on the show grounds. The trainer must be present at the show.

❺ **COACH (if applicable):**
  - Declaring a coach on the entry is optional. It is easier if a coach is not declared as a declared coach must sign this form.
  - Signature: Sign above the line.
  - Print Name: Print name above the line.
  - The coach must sign the form if declared in the entry.

❻ **Parent/Guardian Signature: (Required if Rider… is a minor:**
  - The parent/guardian must sign the form for a rider under 18.
  - Signature: Sign above the line.
  - Print Name: Print name above the line.

❼ **Rider Emergency Contact Phone No:**
  - Enter the phone number of the rider's emergency contact person.

❽ **Is Rider/… a U.S. Citizen?**
  - Check Yes or No.

NOTE 1: Do not use old forms. Use the form in the show prize list or the form posted on the USEF web site.

NOTE 2: This form is a legal document. If the owner, rider, trainer and/or coach are the same person, a separate signature and printed name are required for each section.

E4. USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement (required)

- This is a revised document as of June 2020, in response to COVID. It is a <u>legal</u> document so correct signatures are important. A SEPARATE FORM is required for each <u>person</u> at the competition (rider…, owner, trainer, official, staff, volunteer and coach). A signature and clearly printed name are required above each applicable line.
- How to submit this form:
  - For snail mail entries, print this form and complete it. Include the form with your snail mail entry.
  - If you are entering the show using an online entries company, scan the signed form and save it as a file. Alternately, use electronic signatures and save the file. Upload the file to the online show entries web site then include the form as an attachment to your online entry. If you do not have scanning capability, snail mail the signed form to the show secretary, if allowed.

1 USEF Event or USEF Events:
- Enter the name of the competition.

2 Line of boxes:
- Check the applicable box for the signatory's role in the show (RIDER/…, OWNER, TRAINER, OFFICIAL, STAFF, VOLUNTEER, or COACH).

3 Signature: Sign above the line.

4 Print Name: Print name above the line.

5 Date: Enter the date signed.

6 Parent/Guardian Signature: (Required if Rider/… is a minor): Sign on the line.

7 Parent/Guardian Name: Print name on the line.

8 Parent/Guardian **Date:** Enter the date signed by the Parent/Guardian.

9 Emergency Contact Phone No.: Enter the phone number for the rider's emergency contact.

NOTE 1: Do not use old forms. Use the form in the show prize list or the form posted on the USDF web site.

NOTE 2: Ensure a separate form is provided for each person.

E5. Proof of Rider, Owner, Trainer, and Coach SafeSport Training (usually required)

- See **B6. USEF SafeSport Program** in this document for details about this program.
- This requirement applies to riders, owners, trainers and coaches who are **USEF adult Competing Members age 18 and above**. It does not apply to people under age 18 and it does not apply to USEF non-members.
- SafeSport training must be updated annually; ensure show participants have current training.
- Methods to prove current SafeSport training:
  - USEF verification page obtained through www.eqverification.org.
  - USEF membership card from USEF web site (https://www.usef.org/search/people).
- Do not use the SafeSport certificate as it does not have the training expiration date.
- If a rider, owner, trainer and/or coach appear at the show without proof of SafeSport training, the entry may not compete in the show until the proof is presented to the show secretary.

www.eqverification.org

USEF Membership Card

SafeSport Training Certificate

E6. Coggins (required)

- The Coggins test is a laboratory blood test for Equine Infectious Anemia, or EIA. This is a deadly infectious disease of horses that cannot be cured. More information about EIA is on the internet, including the Merck Veterinary Manual (http://www.merckvetmanual.com/generalized-conditions/equine-infectious-anemia/overview-of-equine-infectious-anemia).
- Coggins reports are provided by the veterinarian within a few days after a blood draw. They may be provided as a hard copy (yellow sheet) or via an emailed attachment (PDF file).
- See "Background, What is a Horse's Name?" in this document for information on the horse name on the Coggins report.
- Different states and different shows have different Coggins requirements. Some require a Coggins performed within one year of the show, within six months of the show, or a Coggins report may not be required (very uncommon). The show's prize list will state the requirement.
- If a current Coggins report with the correct horse name cannot be provided to show management, the horse will not be allowed on the show grounds and may not participate in the show.
- A copy of a current Coggins report must be provided with the show entry:
  - <u>Mailed Entries</u>: Provide a paper copy of the Coggins report with the mailed entry.
  - <u>Online Entries</u>: The Coggins report is uploaded to the online entries system and then attached to the online entry. The yellow copy will first need to be scanned. The PDF copy can be directly uploaded.
- Ensure the copy of the Coggins is legible. This is a common entry deficiency.

Yellow Paper Coggins Report

PDF Coggins Report

NOTE: Some show participants want to display the Coggins report via a cell phone to the show secretary. The show secretary needs a <u>paper</u> copy for the Technical Delegate. Therefore, the cell phone method is inadequate.

E7. Payment (required)

- Check your math! Many show entries have errors in the paid fees.

- If paid by check, refer to the prize list to determine the person/business to whom/which the check is made out.

- Mailed Entries: After completing the Competition Entry Form, ensure you have calculated the correct amounts, including all fees (classes, GAIG fee when applicable, office fee, USEF & Drug fee, grounds fee, stabling fee, etc.). Some shows required a check mailed with the entry. Other shows offer online payments via PayPal, credit card, etc.

- Online Entries: Online entry companies require online payments via PayPal, credit card, etc. The online system calculates the amount owed based on the show participant's entry data. The company usually applies a service fee as that is how they are paid. The show participant then pays that amount using the online system.
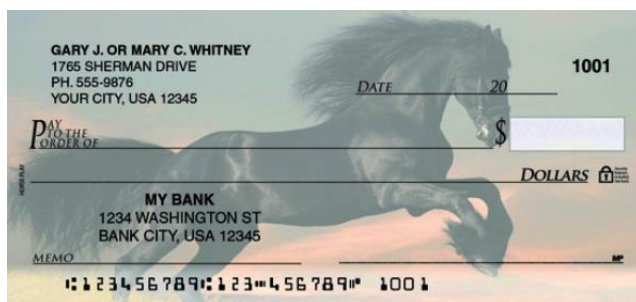
E8. Proof of Vaccination (must accompany horse, may be required in entry)

- USEF Rule GR845 (https://www.usef.org/forms-pubs/ANcxoLX1gNs/equine-vaccination-rule-gr845) provides the vaccination requirements.
- **Summary**:
    o All horses in a USEF/USDF show "must be accompanied by documentation of Equine Influenza Virus and Equine Herpes Virus (Rhinopneumonitis) vaccinations administered within six months prior to" the show. Shows **may not require more frequent vaccination**.
    o Shows have two options:
        ▪ Require that documentation be available during the show. Show officials may request to see the documentation during the show.
        ▪ Shows may require proof of vaccination as part of the show entry.
    o USEF provides a form (https://www.usef.org/forms-pubs/xUbu-pT8eLM/equine-vaccination-record) that may be used each time the horse is vaccinated. Alternately, a letter from the veterinarian or a copy of the veterinarian's invoice may be provided.
    o The veterinarian documentation must include:
        ▪ The horse's show name (see "Background, What is a Horse's Name?" in this document)
        ▪ Name of the vaccine(s)
        ▪ Date administered
        ▪ Name of the veterinarian or other person who administered the vaccine(s)
    o The rule also provides guidance for owner-administered vaccines and horses that cannot be vaccinated.
- **If the show requires proof of vaccination as part of the entry**:
    o Mailed Entry: Include a paper copy of the USEF form or other acceptable document with the entry.
    o Online Entry: Scan the document and upload the file to the online entries system. Include the uploaded document as an attachment to the entry.

Examples of Proof of Vaccination

Owner-Admin

Veterinarian Letter

Veterinarian Invoice

USEF Form
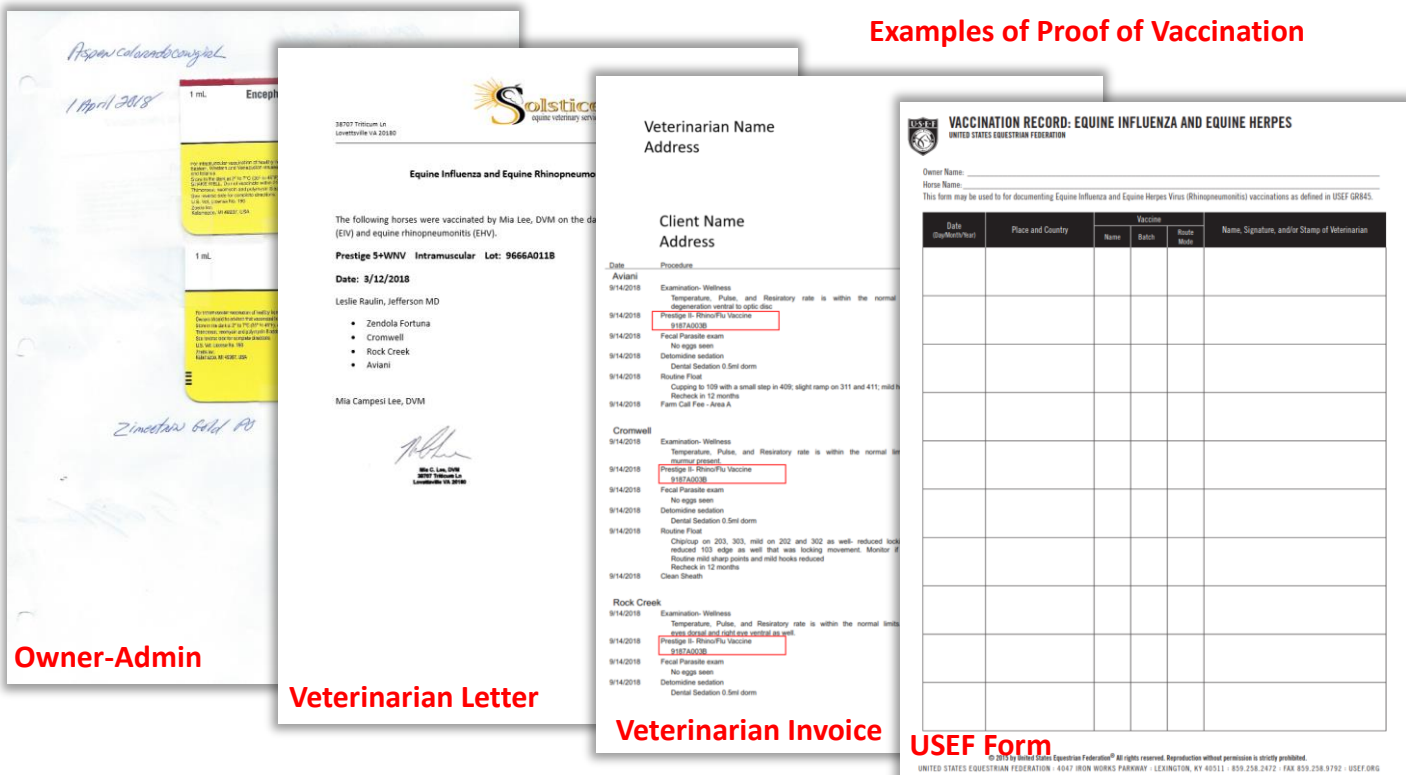
E9. Proof of Qualification to Ride Musical Freestyle Test (if applicable)

> **REFERENCE: USEF DR 129.9**: Except for USEF/USDF Championship classes and for FEI Pony Riders, FEI Junior, FEI Young Rider and FEI Para-Equestrian Freestyles, in order to enter a freestyle class at any level, a horse/rider combination must have received a minimum score of *63% for Training through Fourth levels* and *60% for FEI levels* in the *highest test of the declared freestyle level or any test of a higher level* at a USEF/USDF licensed Dressage Competition or FEI recognized Dressage Competition or "open" Dressage class (i.e. open to all breeds) at a Federation Licensed Competition held prior to the competition where the horse/rider combination is entered to ride a freestyle class. A photocopy of the test verifying eligibility, or copy of the USDF score verification, must be submitted with the entry for a freestyle class.

- **Summary for Show Entries**:
  - Competitors are required to enter a freestyle class only at the level at which they have already demonstrated proficiency.
  - Proof of attainment of the minimum score in a <u>USEF/USDF show</u> (<u>not</u> a schooling show) must be included in the entry. Acceptable proof:
    - Copy of the <u>scoresheet front page</u> that includes the show name, show date, horse name (show name), rider name, final score, judge name and judge signature.
    - Screenshot of the <u>USDF Scores</u> page for the horse and rider. A <u>Centerline Scores</u> report is <u>not</u> acceptable as it is not a USDF product.
- **Show Entries**:
  - <u>Mailed Entries</u>: Include a paper copy of the proof of attainment of the minimum score in a USEF/USDF show.
  - <u>Online Entries</u>: Scan the proof of attainment of the minimum score in a USEF/USDF show. Upload the scanned document to the online entry system. Include the scanned document into the show entry.
- **USDF Rules, Guidelines, Definitions**: The rules and requirements for USDF musical freestyles are extensive. The USDF web site has a page for musical freestyle information (https://www.usdf.org/education/other-programs/musical-freestyle/index.asp).

Accepted Proof of Qualification for a Musical Freestyle

E10. Other Documents (if applicable)

- Some shows may require submission of additional documents as part of the show entry. These may include:
  - Copy of the horse's <u>breed papers</u>. This would be needed if the show has breed awards or classes that are restricted to specific breeds.
  - <u>Health Certificate</u>. This might be required by the state or the facility. Check the prize list for requirements.
  - Copy of the horse's <u>passport</u>.
  - Copy of the rider/owner <u>local membership</u>; for example, membership card for a USDF Group Member Organization or other local dressage club.
  - Application (and payment!) for <u>special show events</u> such as a competitor party, lecture, etc.
- **Show Entry**:
  - <u>Snail Mail Entry</u>: Include paper copies of the document(s) with the show packet that is mailed.
  - <u>Online Entries</u>: Scan the document(s), upload to the online entries system, attach the document(s) to the online entry.

> *NOTE 1: Do <u>not</u> include copies of USEF and USDF horse/rider/owner/trainer/coach membership cards as the documents in Section 3 provide this information.*
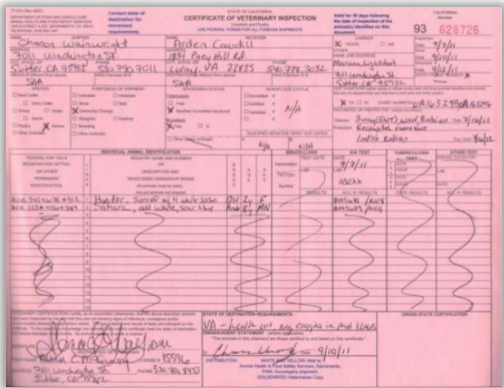> *NOTE 2: Do <u>not</u> include copies of the horse's breed registration papers unless they are required by the show.*
> *NOTE 3: Do not include a copy of local membership unless it is required by the show.*

Breed Papers

Health Certificate

Passport

Local Membership

THE END