



UNITED STATES DRESSAGE FEDERATION™

USDF Checklist for Cancelling a Competition

Step One:

Contact the recognizing organizations.

- USEF (if level 3 competition, contact USEF Dressage Department directly)
- USDF
- GMO
- In California, CDFA also needs to be notified.
- In Region 9, SWDC needs to be notified.
- Breed organization (AHA, AMHA etc.)

Step Two:

Contact the facility. Look over the contract with the facility to see if there is any possibility of receiving a portion of the deposit back. The facility may be willing to credit the deposit to another date.

Step Three:

Contact the contracted officials and any workers/staff who would be holding that calendar date. As a policy, asking the officials to work at future shows may solve some problems, especially if airfares can be forwarded to a new date.

The [USDF Competition Management Checklist](#) mentions most of the people who need to be contacted. Here is a partial list that should cover individuals in the following areas:

- Manager
- Hospitality
- Advertising
- Treasurer
- Personnel
- Stabling
- Grounds
- Secretary
- Scorers
- Sponsors
- Awards
- Veterinarian
- Farrier
- Volunteers and/or staff
- Vendors
- Officials
- EMT
- Announcer
- Photographer
- Videographer
- Sponsors
- Rentals (if any)
- Food Service/Caterer
- Stable Help
- Arena Workers/Paddock Stewards
- Night Watch/ Security

Step Four:

Contact all competitors who have already submitted entries. State the competition's refund policy, when and how it will be implemented. If an on-line entry system is utilized, notify them, and work out how refunds are to be handled for any entries that are in their possession but have not been paid to the show.

Send a mass email to all competitors in the competition's database stating that the show has been cancelled and explain what steps will be taken with any entries that are on route but not yet in the secretary's possession. If the show has a website or uses any social media platforms, be sure to update the competition information on those sites as well.

Step Five:

Hotel reservations and room blocks must be cancelled.

Step Six:

All of the above needs to be done immediately, especially if the show is just a week or so away. If already ordered, cancel golf carts, radios, tables, chairs, courts, decorations.

Ribbons and trophies, if already in stock, can be used for future shows. This is why a date and location should never be put on these items.

Contact the insurance company. They may be willing to reimburse the competition.