



# UNITED STATES DRESSAGE FEDERATION™

## USDF USDF Competition Requirements

**1. USEF-licensing/USDF-recognition:** For a competition to be USDF-recognized, it must first be licensed by USEF. USDF competition recognition must be made on the appropriate form via the USEF website or can be obtained by contacting USEF, 4001 Wing Commander Way, Lexington, KY 40511; (859) 810-8733. USEF will administrate the processing of new and renewal USEF-license/USDF recognition applications. USDF recognition must be applied for annually. The competition type, name, and dates submitted to USEF will be sent to USDF. For USEF regular or local competitions, USDF recognition is optional. Regular or local competitions applying for USDF recognition must first be licensed by USEF and indicate that they wish to be USDF-recognized on the appropriate form provided by USEF, at which time, USEF will initiate USDF recognition. If for any reason, the USEF license is revoked, USDF recognition is immediately withdrawn and fees will not be refunded.

**2. Competition Contact Information:** Complete information for the competition manager, competition secretary, and competition contact must be listed. The manager is the entity that is financially and otherwise responsible for the competition. The competition manager and secretary must have a current USDF Participating Membership (PM) or Group Membership (GM) at the time recognition is granted and on the date of the competition. The competition contact is the person who will be listed in USDF publications.

**3. Changes to Competition after Competition Recognition has been granted:** Competition management must notify USDF of any changes to the competition and if the competition is cancelled. In addition to any USEF fees, once competition recognition has been granted, fees will be applied for changes to date, location, or name made less than 30 days prior to the competition. See *USDF Competition Fee and Penalty Structure* for specific information.

**4. Prize List/Program:** The competition MUST advertise itself as USDF-recognized and is REQUIRED to include the current USDF recognition page in its prize list and program. USDF must have, in its possession, a copy of the prize list for each recognized competition. It is required that the prize list be submitted to USDF at least 30 days prior to the competition unless otherwise noted in the manager's contract for the particular competition (i.e. USDFBC Series Finals or USDF Regional Championships). If the prize list is not received at least 30 days prior to the competition, a fee of up to \$250 will be assessed. It is strongly recommended that the prize list be forwarded by mail with proof of delivery or submitted via e-mail, with staff confirming receipt. Please email your prize lists to [prizelist@usdf.org](mailto:prizelist@usdf.org) or [prizelists@usdf.org](mailto:prizelists@usdf.org). If changes are made to the prize list, per USEF GR903, after it is submitted, USDF must be notified of these changes, in writing, prior to the competition. Fees up to \$100 may also be assessed for incomplete prize lists (i.e. missing USDF recognition page, or other required USDF information). USDF is not responsible for lost, damaged or misdirected mail. A copy of the USDF Statement on Animal Welfare must be posted in prominent public view at USDF-recognized competitions. The statement should also be printed in the prize list or program. For Dressage competitions offering

Great American Insurance Group/USDF qualifying classes, specific rules regarding the listing of these classes in the prize list and program must be followed and can be found in the *Competition Licensee's Guide to Hosting Great American Insurance Group/USDF Qualifying Classes*.

**5. Deadline for Submitting Results, Fees, and Paperwork:** Within ten days after the final day of the USEF-licensed/USDF-recognized competition, complete results for all competitors in all dressage or DSHB classes must be sent to USDF electronically, formatted according to the USDF Electronic Results Submission Standard (ERSS) (USEF Universal Spreadsheet Template), which is published on the USDF and USEF websites. A processing fee of \$100 per competition will be assessed when results are not submitted to the USDF in the USDF ERSS. Results for competitions held the last two weekends of September must be received in the USDF office by the third day of a single-competition or multi-competition event. A multi-competition event is defined as consecutive back-to-back competitions with more than one USEF/USDF competition number that are held at the same location with no non-recognized days between those competitions. Exception: for multi-competition events longer than six days, results must be received by the third day following each competition with a different competition number. Non-compliance will result in a fine, according to the USDF Competition Fee and Penalty Structure.

REMINDER: Special results, fees, and paperwork submission requirements exist for NAYC and Great American Insurance Group/USDF Regional Championship qualifying competitions held towards the end of the qualifying period.

**6. Submitting Results:** Any competition-related payment including the USDF Dressage Ride Fees must be accompanied by the USDF Report of Fees Form. Payment must be submitted (postmarked, faxed or via the USDF website), within ten days of the last day of the dressage or DSHB competition, (results for competitions held the last two weekend of September must be received in the USDF office by the third day of a single-competition or multi-competition event. A multi-competition event is defined as consecutive back-to-back competitions with more than one USEF/USDF competition number that are held at the same location with no non-recognized days between those competitions. Exception: for multi-competition events longer than six days, results must be received by the third day following each competition with a different competition number). Penalty fees will be assessed for late results and/or fees. Results must include all required USDF numbers with each score. USDF numbers must be reported for all horses/riders/owners. (For exceptions refer to #8 & #10 below)

**7. Scores:** Scores must be submitted for all horses whether or not USDF registration is indicated, or numbers are included. Scores for all completed rides must be reported to USDF, whether or not the horse and rider placed in that class. In classes where horses are placed and no scores are given by the judges (i.e., suitability classes or DSHB championships), the placings (ranking of horses) must be reported to USDF. All scratches, excused rides, no shows, eliminations and Hors de Concours rides must be indicated. Scores reported to USDF may only be changed with written permission of competition management. The owner's and rider's full name(s) and USDF number(s), along with horse's registered name (as on USDF records) and USDF Lifetime Horse Registration (LHR) or Horse Identification (HID) number must be reported for every ride.

**8. Membership Numbers:** Owners or riders, including foreign riders and owners who are not residents of the U.S., wishing to participate in a USEF-licensed/USDF-recognized competition as a rider or owner/lessee, must be either a current USDF GM, PM or have a USDF Non-Member (NM) number. Exception: Handlers in DSHB classes or riders and owners/lessees competing only in classes which are exempt from the USDF HID requirements are exempt. Riders and owners

must present either a USDF membership or non-member identification card or verification certificate to the competition secretary.

**9. Non-member Fee:** For each USDF non-member owner/lessee and USDF non-member rider there will be a USDF non-member fee of \$55 (Effective 10/1/24) per competition that must be collected by the show secretary and submitted to USDF along with the USDF Report of Fees document. Owners/lessees or riders exempt from the non-member number requirements are also exempt from paying the USDF non-member fee. If all the owners of the horse are non-members, only one of the owners must pay the non-member fee. If the horse has at least one owner who is a current USDF PM, GM, or BM, there is no non-member fee assessed. Competition management will be invoiced for all applicable USDF non-member fees not received with the USDF post competition paperwork, along with a report listing all USDF non-members. Competition management is then required to submit the non-member fees within 30 days to USDF.

**10. Horse Numbers:** Horses entered in USEF-licensed/USDF-recognized competitions must have either a USDF LHR or a USDF HID. Exception: Horses competing only in Individual Breed Classes (IBCs) at DSHB competitions, horses competing only in breed restricted dressage or DSHB classes at Regular or Local competitions (e.g., all Arabian, all Friesian, all Morgan classes, etc.), or in USDF Introductory Level tests, pas de deux or quadrille are exempt from this requirement. Also exempt are horses ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot, academy, and opportunity classes. For foreign-owned horses competing in a CDI, USDF accepts copies of the horse identification pages from an FEI passport in lieu of a USDF HID or LHR number.

**11. Affidavits & Membership Applications:** Riders and owners wishing to participate in a USEF-licensed/USDF-recognized competition, and not able to present either a USDF membership or non-member identification card or verification certificate, or a USDF LHR or HID card or verification certificate to the competition secretary, must complete a USDF Competition Affidavit form, and pay the \$5 affidavit filing fee, in order to participate. A copy of a completed affidavit form from another competition may also be used for verification purposes for up to 60 days. (Exception: Affidavits cannot be used at regional championships). All USDF-recognized competitions must use only the current membership and affidavit forms.

**12. USDF Dressage Ride Fee:** Competition management are required to submit, with the Report of Fees document, a \$0.45 per ride fee for all USDF Introductory Levels tests and USDF Training through Fourth Level Freestyle tests ridden at USDF-recognized competitions.

**13. Great American Insurance Group/USDF Regional Championship Qualifying Classes:** Qualifying classes may only be held at USEF-licensed/USDF-recognized Dressage competitions. They may not be held at Regular or Local competitions, even if open dressage classes are offered. There is no fee to hold these classes. Classes listed in your prize list must be designated as Great American Insurance Group/USDF qualifying. Only certain classes may be offered as Great American Insurance Group/USDF qualifying. Qualifying rides can only be paid for and ridden if the class is designated in the prize list as qualifying. If USDF receives scores designated as qualifying in the results, and the classes are not designated in the prize list as qualifying, they will not be entered as qualifying by USDF. These classes must follow the current Great American Insurance Group/USDF Regional Championship rules in the *USDF Member Guide*, and in the *Competition Licensee's Guide to Hosting Great American Insurance Group/USDF qualifying classes*. There are specific membership/registration requirements for these classes.

**14. Great American Insurance Group/USDF Regional Championship Qualifying Fees:**

USDF Regional Championship qualifying scores must be indicated as such. A \$20 fee for each qualifying ride must be submitted to USDF with the Report of Fees form. Competition managers that do not include full payment as detailed on the USDF Report of Fees form will be subject to the penalties detailed in the current USDF Competition Fee and Penalty Structure. USDF Regional Championship qualifying fees collected from competitors and submitted to USDF will not be refunded. All regional championship qualifying fees paid to show management must be submitted to the USDF, including fees from riders that scratched, were eliminated, excused or did not show up for the class. Exceptions: Competition refund policy must clearly state that these fees will be refunded to the competitor; or fees are reapplied to cover indebtedness to the competition not paid by the competitor. Qualifying fees collected from competitors and submitted by competition management to USDF will not be refunded.

**15. Regarding the Acceptance of Regional Championship Qualifying Fees for Ineligible Classes:**

A fee will be assessed for the acceptance of qualifying ride fees from competitors in classes that are not correctly listed as Great American Insurance Group/USDF qualifying classes in the prize list and/or when an updated prize list pertaining to these classes is not sent to USDF. The amount of the fee is two times the class fee, plus two times the office fee, plus two times the qualifying fee for each horse/rider combination in each affected class. Half of each horse/rider combination fee collected will be paid to the affected horse owner by USDF. The USDF portion of the fee will be a maximum of \$300 per competition.

**16. USDF Benefit Classes:** USDF Benefit Classes support dressage education in the United States through USDF educational programs. For a pledge of \$100 per class, USDF will provide the competition management with an engraved silver tray and set of ribbons to be awarded at the competition. USDF will recognize competitions offering Benefit Classes on the USDF website and in the yearbook issue of *USDF Connection*.

**17. Certificate of Insurance:** All USEF-licensed/USDF-recognized competitions are required to carry at least \$1 million insurance liability coverage and provide a copy of a certificate of insurance to USDF postmarked at least 15 days prior to the date of the competition, to include the USEF/USDF competition name, number and date; USDF is an “additional insured”; policy effective dates; and dates of covered activity. Failure to comply will result in a fine of up to \$100. Please email the certificate of insurance to [compins@usdf.org](mailto:compins@usdf.org).