



UNITED STATES DRESSAGE FEDERATION™

USDF Competition Fee and Penalty Structure

It is the United States Dressage Federation's (USDF) goal that all USDF-recognized competitions are conducted in a manner which assures a fair, well-run competition in full compliance with all USDF competition regulations and guidelines. However, to accomplish this goal we must have your cooperation in receiving accurate, complete, and timely information, both prior to and after the event. **If rules and guidelines are not followed, or information is not supplied in an accurate or timely manner**, a competitor may be unfairly penalized or USDF staff may have to spend an inordinate amount of time tracking down the missing information. To this end, we have had to institute a fee and penalty structure. USDF does NOT want to assess fines but MUST do so when necessary. **These fees will be strictly enforced.** This document shall serve as the **official policy** of USDF with respect to competition fees and penalties. Please note that failure to comply with USDF rules and refusal to pay assessed fees may affect recognition of subsequent competitions.

Once competition recognition has been granted, the following fees will be applied for changes less than 30 days prior to competition:

Change of location \$75
Change in name of competition \$50 (does not apply to USDF Regional Championships or USDFBC Series Finals)
Change of date \$75

Fee for late competition recognition:

USDF competition recognition must be made on the appropriate form via the USEF website. Application for competition recognition via USEF must be made at least 60 days in advance of a competition and must be accompanied by the appropriate fees. USDF will allow late competition recognition and charge the applicable late fee (listed below). The late fee is in addition to all normal fees required of a competition.

59-45 days prior to competition	\$ 50
44-30 days prior to competition	\$150
29-1 day prior to competition	\$250
Non-compliance with competition recognition	\$350

Fee for late or missing prize list:

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. If changes are made to the prize list, per USEF GR903, after it is submitted, the USDF office 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.

Fees for violations of results reporting requirements:

In order to adequately and precisely enter correct scores for each competition, USDF requires cooperation from each competition management to submit complete, accurate and timely results. Processing errors and delays may occur because of late, incomplete or incorrect results.

a. "Late" is defined as postmarked or electronically submitted more than ten days after the last day of dressage and/or DSHB competition. Exceptions:

(1) Results for competitions held the last two weekends of September must be received in the USDF office by the third day following the last 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.

(2) Competitions held two weeks prior to the Regional Championship closing date, in the region where the championships is held, must submit the

results, fees and paperwork so that they are received in the USDF office within seven days following the end of the competition.

(3) Competitions held within the week immediately prior to the Regional Championship closing date, in the region where the championships is held, must submit the results, fees and paperwork so that they are received in the USDF office within four days following the end of the competition.

b. "Incomplete" is defined as missing any of the items listed on the USDF Results, Fees, and Paperwork Submission Guidelines. Competitions missing only a small percentage of the required information may, upon review by staff, be excused from paying this fine.

USDF will no longer accept electronic results in any format other than ERSS. A processing fee of \$100 per competition will be assessed when results are not submitted to the USDF in the USDF ERSS format. The following fees will be assessed separately:

- Incomplete results and/or fees (per USDF Results, Fees, and Paperwork Submission Guidelines) for results submitted on time: \$50.
- Late results and/or fees: \$50 per day up to a maximum of \$1000

Fee for failure to submit proof of insurance:

The fee for failure to submit to USDF a certificate of insurance for at least \$1 million liability coverage which cites USDF as an "additional insured" is \$100. The certificate must include the competition name, date and number and must be postmarked at least 15 days prior to the competition.

Other fees and penalties:

Fees for other violations of USDF regulations and guidelines: To be determined, on a case-by-case review. Examples: overcharging USDF regional championship qualifying class fee; allowing two judges to collaborate on, and/or submit, one score instead of two independent scores at a USDFBC series final; and incorrectly formatting USDF qualifying rides.

Dispute of competition fees

If competition management disputes any competition fees or penalties imposed by USDF, they may appeal in writing to USDF within 30 days of the postmarked date of the competition-related invoice, specifying the reason for the appeal. The appeal is brought forward by the Executive Director to the USDF Management Committee which will review the appeal and, upon finding good cause, may waive a part or all of the fee or penalty.

Acceptance of non-applicable regional championship Q fees

A fee will be assessed for accepting qualifying ride fees from competitors in classes that are not correctly listed as Great American/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.