



UNITED STATES DRESSAGE FEDERATION™

USDF Competition Management Checklist

Produced by the USDF Competition Management Committee

This checklist may be used to plan and organize your activities before, during and after your dressage competition. It may be adapted to fit individual needs. **REMEMBER:** this checklist is NOT a substitute for a thorough knowledge of the United States Equestrian Federation (USEF) Rule Book and the United States Dressage Federation (USDF) *Show Biz*, contracts, and other USDF program rules and guidelines.

QUESTIONS? Your regional coordinator on the USDF Competition Management Committee is ready to assist. Contact the USDF office, competitions department, or review at www.usdf.org.

Per USEF GR1202 - Anyone acting in the capacity of competition manager at a federation licensed competition must complete applicable federation education requirements or federation approved affiliate education requirements prior to the start date of the competition.

ONE YEAR -- Before Competition

- Review USDF's online publication, *Show Biz*. Become familiar with the Competition Management Forms and Documents page on the USDF website, as well as the items that are published on it.
- Study the current USEF Rule Book (available at www.usef.org). Specifically review the dressage levels chart that can be found in the USEF Rule Book at DR126. Determine what level your show will be, and throughout the year ensure that you are meeting the requirements for your competition's level.

USEF: 4001 Wing Commander Way, Lexington, KY 40511
859/258-2472, www.usef.org

USDF: 4051 Iron Works Parkway, Lexington, KY 40511
859/971-2277, www.usdf.org

- Form show committee or otherwise make certain the following areas are covered:
 - Manager* Hospitality Advertising Treasurer Personnel Stabling
 - Grounds Secretary* Scoring Sponsorship Awards
- Contact facility and inspect for suitability of grounds, footing and stabling (size, doors, lights). Check warm-up footing. It should be comparable to the arena footing. Confirm availability and placement of USEF compliant sharps containers. If suitable, draw up a written contract.
 - Check watering equipment and drags. Make sure they meet your needs.
- Register management, competition licensee and competition license with USEF.
- New competitions must request dates from USEF at least 60 days prior. Prior to applying for joint USEF- license/USDF- recognition, check with USEF website for existing license dates and locations. (USEF GR302)
- Apply for local group recognition, where applicable.
- ** Hire judges. Be sure they are licensed for the classes you wish to offer. Ask if they are doing other shows in your area - it is a good idea to consider hiring two years in advance for the best pick of judges.
- ** Hire dressage technical delegate (TD). For regional championships you must hire an "R" TD from outside your region. Please refer to GR1211 for the number of TDs needed per ring or previous year's entries.
- Verify that judges and TDs are current USEF and USDF members and have completed Safe Sport and background check. Double check again one to four weeks before the competition.
- ** Retain and contract veterinarian, in attendance or on-call. You must have a contract with the veterinarian and provide a copy for the TD's inspection at the show. (USEF GR1211)
- Locate the nearest equine surgical facility to the showground and obtain permission to post their information before and during the competition. Post the equine surgical facility's information at the showgrounds prior to the arrival of competitors.

- ** Retain farrier, on grounds or on call. It is a good idea to have proof of the agreement.
- ** Retain emergency medical services with agreement for hours and duties. Prepare an accident preparedness plan and an isolation protocol for horses, as described in GR846. Give these plans to the TD prior to the start of the competition. A copy of these plans must be sent in with the TD report. If you have an electronic version, send it to the TD before the show.
- ** Retain announcer.
- ** Retain competition photographer and/or videographer.
- Order tents, portable stalls, public announcement system and portable toilets, if necessary.
- Contact food service operations/caterers. Determine hours of service and menu. Check facility and county requirements.
- Put together sponsorship packets and begin to contact potential sponsors.
- Check out available computer programs for dressage competition organizers - check compatibility with USDF and USEF electronic results submission standards.

*Manager and competition secretary must be individual USEF Senior Active Members. The competition manager and secretary must have a USDF Participating or Group Membership at the time of recognition and at the time of the competition.

** All officials, including judges and TDs, as well as all employed services should receive contracts or letters of confirmation. This must be done before show officials' names can be published. Copies of these contracts/letters of confirmation are to be signed and kept on file by the committee.

FIVE TO SIX MONTHS -- Before Competition

- Order ribbons, trophies, badges, bridle numbers and prizes.
- Grounds manager prepares details for food service, portable toilets, P.A. system, judges' stands, stalls, feed, bedding, competitors' party, arenas, signage, and locations for manager, secretary, scorers, and hospitality.
- If applicable and necessary, apply to USEF for guest-judge's cards (See GR1010 & 1011). Send fees.
- Follow up with sponsors and begin to acquire advertisers.
- Prepare the prize list. If an omnibus is available, check the closing date for inclusion.
- Determine what competition software will be used for the competition.
- Submit ProElite/USDF Breeders Championship Series Qualifier application to USDF if applicable. By February 1st of the year of the final, submit ProElite/USDF Breeders Championship Series Final Host Site application, if applicable.

THREE TO FOUR MONTHS -- Before Competition

- Print and plan distribution of posters/promotional materials/advertising packets.
- Plan volunteer training as needed.
- Prepare as much program material as is possible.
- Examine judges' box(es) and arena equipment.
- Plan all printing needs: prize list, program, posters, signs, name tags, admission tickets, parking, boxes, sponsor/advertiser admissions, workers passes, other.
- Order necessary furniture and equipment-tables, tents, chairs, arena markers (etc.) and arrange for timely delivery and pickup.
- Obtain Training through Fourth Level score sheets (including freestyles), pas de deux, quadrille, dressage sport horse breeding, amateur handler, materiale and USDF Introductory score sheets from the USDF website. Obtain Prix St. Georges through Grand Prix, FEI Junior & Young Rider, Intermediate and Grand Prix freestyle score sheets, and FEI Pony and Young Horse tests from the USEF or FEI websites. Ensure that all score sheets are current and up to date. It may be helpful to place PDF documents of all tests in the computer that will be at the show. The week of the competition check to ensure that all are still current.

ONE TO TWO MONTHS -- Before Competition

- Plan awards ceremony, if necessary. Outline awards presentation: (presenters, times, etc.)
- A copy of the prize list and entry form must be sent to USEF and USDF at least 30 days prior to the competition, or as noted in ProElite/USDF Breeders Championship Series or Great American Insurance Group/USDF Regional Dressage Championships contracts.
- Distribute prize lists to competitors, judges and TD and post on website.
- Arrange for flowers and decorations.
- Pick up ribbons, trophies, and numbers. Check for accuracy.
- Clean any perpetual trophies and secure any that are missing.
- Distribute promotional posters.
- Prepare scoring materials.
- Be sure sufficient tests and freestyle score sheets are on hand as entries come in and photocopy more if needed.

- Secure all volunteers/staff/workers: scribes, arena personnel, scorers, stable help, night watchmen, parking attendants, runners, post-show clean-up crew, etc. Make a plan for volunteer, staff or workers' hours and placement and have a few 'floaters' in case of no-shows. See that they are all instructed carefully in their duties. A written agreement with a thank you ahead of time helps to ensure cheerful compliance.
- Acknowledge all entries upon receipt. Check forms for completeness. Inform entrants of any missing information, memberships, or non-member fees for USDF and Show Pass fees for USEF.
- Confirm volunteers/staff/workers. Mail all personnel assignments and work times.
- Check with fire and police departments for coverage - prepare accident preparedness plan.
- Arrange travel, local transportation, and lodging for officials. Purchase airline tickets, if necessary.
- Notify judges, TD, announcer, etc., of arrangements for travel, local transportation, and lodging. Also make sure they have a current show contact phone number in case of problems during travel. Get their cell phone numbers to give to the transport company/volunteer and get an emergency contact number for each official in case they have a problem.
- Engage security personnel for overnight stabling and/or for check-in to facility if required for the level of competition.
- Prepare master chart for personnel: days, work times and assignments.

ONE TO FOUR WEEKS -- Before Competition

- Send proof of insurance to USDF and USEF at least 15 days before competition, (USEF GR303). Note that USDF & USEF must be listed as additional insured. Check and send insurance requirements for the facility and other possible entities.
- Schedule ride times. Don't forget time to work arena and warm-up. Allow for judges' breaks per USEF rules.
- Send remaining entry confirmation letters for all entries received before closing date.
- Reconfirm services and equipment-food service, portable toilets, P.A. system, judges' stands, stalls, feed, bedding, arenas, competitors' party and locations for secretary and scorer.
- Reconfirm all personnel and officials. Prepare personnel nametags, if used.
- Reminder to verify that judges and TDs are current USEF and USDF members, have completed Safe Sport and background check.
- Prepare competitor's envelopes to contain number, program, stable assignment, nametag, tickets, parking pass, Competition Evaluation form and any other pertinent information.
- Prepare judge and TD envelopes to contain program, welcome letter, nametag, official's badge, time schedule, expense record form, 1099-MISC, etc.
- Prepare tests and scoreboards.
- Prepare class envelopes or clipboards with class time schedule, arena, judge, blank tests and all competitors' tests.
- Prepare supplies for: (1) judges (2) scorers (3) secretary's office (4) workers
- If not using a software program prepare master score report forms for scorers. Fill in completely, except for scores and placings, which head scorer will do during the competition. If using a software program, make sure data is saved regularly as scores are inputted.
- Check P.A. system on grounds for sound quality-you will need a P.A. system for announcements, award ceremonies, if scheduled, and freestyle music. Ensure the system is compliant with USEF rules regarding music for freestyles if freestyles are being performed.
- Print out P.A. announcements for ProElite/USDF Breeders Championship Series qualifiers and/or finals, if applicable.
- Type tentative class schedule for program - make sure to note that the competition schedule must be posted by noon the day before the competition.
- Prepare exhibitor and horse lists for program-alphabetically and/or by number.
- E-mail or post on the internet the ride times of all competitors. Send a copy to all officials.
- Prepare last-minute advertising and promotion for local media.
- Check the program for completeness and readability.
- Reconfirm hospitality preparations, including transportation of officials, make sure officials have the contact numbers of the person picking them up at the airport.
- Advise competitors by email of MAAP, biosecurity policies and procedures.

ONE TO TWO DAYS -- Before Competition

- Complete set up of arenas, office, and judge's stands.
- Complete hospitality preparations, including transportation of officials.
- Confirm all personnel for first morning rides.
- Post schedule of rides by noon of the day proceeding the first day of competition.
- Deliver judge and TD envelopes and baskets to hotel. Be sure they have a current schedule and show program, along with facility maps and any other important information such as directions to the showground.

- Prepare and post stabling charts and stall cards with names and a place for an emergency number where the rider can be reached if needed during the show or overnight for every stabled horse, before horses are due to arrive.
- Post name and telephone for manager, veterinarian, equine surgical facility, farrier, fire/emergency. Also post facility address and directions at emergency phone.
- Post SafeSport posters, MAAP and facility map near the show office.
- Show TD facility after arena is set up.
- Secretary available to hand out packets.
- Follow up with media.
- Post all required documents in show office.

DAY OF COMPETITION

1.5 hours before the first ride

- Secretary arrives. Open show office.
- Manager checks facility.

1 hour before:

- All personnel for morning arrive.
- TD arrives.
- EMS arrives. It is suggested that EMS arrives when warm-up opens but they are only required to arrive by the start of the competition.

1/2 hour before:

- Judge(s) arrive.
- Confirm ring stewards are at the warm-up area.

After start of competition:

- All departments should be checked regularly:

	AM	mid-AM	PM	mid-PM
Judges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Runners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scorers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stabling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility and Footing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Prepare prize money as stipulated in the prize list. For prizes of \$600 or more, you will need to file an IRS 1099-NEC., so obtain the winner's social security number.
- Prepare to pay officials and staff as they finish. For fees of \$600 or more, you will need to file an IRS 1099-NEC., so obtain the person's social security number or employer ID number.
- Get judge and TD off to airport, if necessary. Previously, you should have noted their flight times to determine when they need to leave the showground.
- Prepare to clean up areas as finished, but do not disturb riders in remaining arenas!
- Adjust awards ceremony, if necessary.

AFTER COMPETITION

- Return all rental equipment.
- Repair and store all owned equipment.
- Clean facility.
- Send to USEF within 10 days or late fee will be assessed:**
 - All results using the current electronic USEF universal spreadsheet template.
 - Drug fees, USEF show pass fees, USEF Dressage Ride fees and USEF Competition fee per horse
 - All USEF Show Pass forms and post competition report
 - All fees collected from membership applications, Horse registration applications, etc.
 - All completed membership, HID, etc. application forms
- Send to USDF within 10 days* or late fee will be assessed:**
 - All results using the current electronic USEF universal spreadsheet template.
 - Report of Fees document and Great American/USDF qualifying fees.
 - All fees collected from membership applications, horse applications, non-member fees etc.

- All completed membership HID etc. application forms.
- A list of all non-members being paid for from the competition
- A \$0.45 per ride fee for all USDF Introductory Levels tests and USDF Training through Fourth Level Freestyle tests ridden must be submitted with the Report of Fees

***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. Penalty fees will be assessed for late results and/or fees.**

Special results submission requirements exist for NAYC and Great American/USDF Regional Championship qualifying competitions held towards the end of the qualifying period. 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. 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. "Incomplete" is defined as missing any of the items required on USDF Results, Fees and Paperwork Submission Guidelines. Refer to USDF Competition Fee and Penalty Structure.

- Send results to all sponsoring organizations and publications desired.
- Return banners to advertisers and USDF, if applicable.
- Mail unclaimed ribbons and tests to competitors
- Remove promotional posters.
- Write thank you notes.