



UNITED STATES DRESSAGE FEDERATION™

USDF

2025 Competition Licensee's Guide to Hosting Great American/USDF Qualifying Classes

(FOR COMPETITIONS LICENSED AS "DRESSAGE COMPETITIONS" ONLY)

In 2025, a single Regional Dressage Championship program organized by The United States Dressage Federation (USDF), licensed by United States Equestrian Federation, Inc. (USEF), will be held in each of the nine USDF Regions. In addition, Alaska and Hawaii may each hold state championships. The following information should answer your questions about hosting Great American/USDF qualifying classes at your competition. Please refer also to the comprehensive 2025 Regional Championship Program Rules which can be found on the USDF website or in the current *USDF Member Guide*.

Hosting Great American Insurance Group/USDF qualifying classes:

Great American/USDF Qualifying classes may only be offered at competitions which are licensed by USEF as "Dressage Competitions" and recognized by USDF. A "Dressage Competition" must be open to horses of any origin and cannot be breed-restricted. Great American/USDF qualifying classes must also be open to horses of any origin and cannot be offered as breed-restricted classes, divisions or sections. Any show that is licensed by USEF as a "Regular Competition" or "Local Competition" is not eligible to host Great American Insurance Group/USDF qualifying classes.

There is no fee assessed to competition management for hosting a Great American/USDF qualifying class. Management should keep in mind that any usage of the championship title must be worded as:

Great American Insurance Group/USDF Region (#) Dressage Championships,
licensed by United States Equestrian Federation, Inc.

List of Great American/USDF qualifying classes you may offer in your prize list:

The Great American/USDF qualifying class will be the highest or single test of the level and the class must be designated as Great American/USDF qualifying in the prize list.

Training Level Test 3
First Level Test 3
Second Level Test 3
Third Level Test 3
FEI Junior Team
FEI Young Rider Team

Fourth Level Test 3
FEI Prix St. Georges
FEI Intermediate I
FEI Intermediate II
FEI Grand Prix

USDF First Level Freestyle
USDF Second Level Freestyle
USDF Third Level Freestyle
USDF Fourth Level Freestyle
FEI Intermediate Freestyle
FEI Grand Prix Freestyle

Horse/rider combinations may enter more than one qualifying test, and one qualifying freestyle, at each level per day as Great American/USDF qualifying. (USEF DR127.4).

Eligible competitors must be given the option to enter the class as "USDF qualifying" for a maximum additional fee of \$20 which must be paid to the show secretary prior to riding in the class and is not refundable.

USEF/USDF qualifying and/or championship classes must be designated as such in the prize list and the results. (USEF DR127.4). The \$20 qualifying fee will be sent to USDF from the show secretary along with the Report of Fees. All qualifying rides must be marked as such in the results. Once qualifying fees are received by USDF they will not be refunded to competitors for any reason. **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 clearly states that these fees will be refunded to the competitor; or fees are reapplied to cover indebtedness to the competition not paid by the**

competitor. Fees must be collected by show management before the start of the qualifying class. **ONLY** one entry fee plus the \$20 qualifying fee may be charged. Managers may **NOT** change the qualifying fee.

Separate ribbons or trophies are not awarded for Great American/USDF qualifying entries. Competitors in qualifying classes must not be placed separately from competitors not entered as qualifying.

Classes designated as Great American/USDF qualifying must be listed in the prize list, as follows:

EXAMPLE: Class 12. First Level Test 3 (Open and Great American/USDF qualifying)

Entry Fee: Normal Class Fee + \$20 (if Great American/USDF qualifying entry*)

* Eligible competitors must designate their entry as “Great American/USDF qualifying” on the entry blank and submit documentation to verify eligibility to enter the class. Except for CDI/CDI-Y entries, competitors in freestyle qualifying classes must submit a photocopy of a test, or copy of the USDF score verification, verifying eligibility to enter the class.

FEI-Recognized Competitions:

FEI classes at CDI/CDI-Y/CDI-J/CDI-P or USEF (High Performance) qualifying competitions must be designated as Great American/USDF qualifying in the prize list in order for classes to be counted as qualifying by USDF. Prior to riding in the class, riders must pay the \$20 qualifying fee to the competition secretary.

Reporting Results:

All horse/rider combinations entered in Great American/USDF qualifying classes should be clearly indicated.

The following information must be reported: qualifying class total points, percentages, judges, total points from each judge, rider, owner and horse names; USDF membership numbers for rider, owner, and horse.

USDF does not refund qualifying fees to competitions for any reason, including allowing tests to be ridden as qualifying without required memberships and horse registrations. You MUST check your entries carefully! Do not accept qualifying fees if the entry is not eligible OR if entry is made into a class that is NOT considered qualifying. Refunds may be made to affected competitors ONLY if competitions are in violation of USDF Policies and Procedures.

A fee will be assessed for the acceptance of 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.

Horse/rider combinations must earn a total of two qualifying scores, which must be the average of all judges officiating in official Great American/USDF qualifying classes, at two different USEF-licensed/USDF recognized Dressage Competitions, from two different judges, or combination of judges. In addition, the same judge may not have officiated in classes from which qualifying scores are earned, unless the following conditions are met: A panel of judges will be considered as a different judging entity if 50 percent or more of that panel is changed (e.g. a panel of two judges must have one new person, a panel of three judges must have two new people and a panel of five judges must have three new people; exception, CDI panels exempt from this requirement. Scores earned where CDI panels officiate are eligible to be used for qualifying if there are no changes to the judging panel in two separate CDI competitions where both scores are earned).

Attention – Results **MUST** be submitted promptly, and for competitions that occur within a close time frame to any Regional Championship, results must be submitted as follows.

1. Competitions held two weeks prior to the Regional Championship closing date, must submit the results, fees and paperwork so that they are received in the USDF office within 7 days following the end of the competition.
2. Competitions held within the week prior to the Regional Championship closing date, must submit the results, fees and paperwork so that they are received in the USDF office within 4 days following the end of the competition.

Qualifying Season:

The qualifying season will vary for each region. The season during which qualifying scores may be earned for a particular Regional Championship begins the day after the closing date of that region's previous year Championship, to the closing date of that region's current year Championship. The closing date for all Regional Championships will be the fourth Monday PRIOR to the competition.

Membership Requirements:

All memberships and registrations/recording must be correct and current at the time qualifying scores are earned and at the time of the championships.

Rider:

- Must have a USDF Participating* Membership (PM)
- Must have a USEF membership (Active or Life)

Horse:

- Must have a USDF Lifetime Horse Registration (LHR)
- Must have a USEF (Annual or Lifetime) Horse Recording
- USDF horse registration and USEF horse recording must be in the name(s) of the current owner(s) or lessee(s)
- A horse is not required to have registry papers
- Horses must be entered in qualifying and championship classes under their official recorded names and ownership as specified in USEF GR1102.3, and transfers of ownership or lease registrations must be completed in compliance with USEF rules GR1105 and GR1108 prior to the competition in order for the horse to compete under the name of the new owner or lessee. (USEF DR127.2)

Owner:

- Must have a USDF Participating or Business Membership and a USEF membership (Active or Life or Annual or Life Recorded Farm/Business). If the horse has more than one owner, at least one owner must have both active USEF membership and active USDF Participating or Business Membership and must be the owner of record with USEF and USDF. For a business or farm to be the valid owner under this requirement, it must be listed as an owner of the horse with both USEF and USDF.

* PMs are USDF members who join USDF directly. USDF Group Members (GM) are ineligible.

Horses must be entered in qualifying classes under their official recorded names and ownership as specified in USEF GR1102.3 and transfers of ownership or lease registrations must be completed in compliance with USEF rules prior to the competition in order for the horse to compete under the name of the new owner or lessee. (USEF DR127.2)

Special Notice:

Competitions are reminded that USEF rules require that competition managers of USEF Dressage Competitions which hold USEF/USDF qualifying and/or championship classes are responsible to USEF for knowing and complying with all USEF rules and USDF guidelines regarding qualifying and/or championship classes.

Technical Delegates for these competitions must investigate incidents of non-compliance and report violations to USEF. In addition, competitions will also be responsible to USEF to ensure that horses in qualifying classes are both USEF recorded and USDF Lifetime registered, and that rider and owner memberships are current as specified in the current championship requirements.

Copies of documents submitted by competitors to verify USEF and USDF membership and horse recording must be available the show office.

In the event a competitor is unable to produce copies of the USDF membership and/or LHR documents required to enter a qualifying class, a USDF membership affidavit may be completed and filed with the competition secretary. A fee of \$5 is required for each affidavit filed. A copy of the affidavit and the \$5 must be submitted to USDF. Affidavits will not be accepted for USDF membership or horse recording verification purposes for entry in championship classes.

Competitions are also reminded that USEF/USDF qualifying classes at ALL levels, including Training Level, MUST be held in a standard-size arena. USEF rules state that grass arenas are not recommended for qualifying classes, and if qualifying classes may be held on grass, this fact must be stated in the prize list.

Finally, please give careful consideration to the scheduling of judges for qualifying classes in multiple day shows. Riders need scores from different judges for their qualifying rides and too often shows are scheduling the same judges in the same qualifying tests on multiple days. The riders will appreciate you help in this matter.