



UNITED STATES DRESSAGE FEDERATION™

Results, Fees, and Paperwork Submission Guidelines

The following is a checklist that you should use to ensure that your results, fees, and paperwork are submitted properly. Your cooperation is needed so our competitors may have their results entered in our database efficiently and accurately. Failure to follow these guidelines may result in fines and/or denial of recognition in future years, so please follow this list carefully!

Deadlines for Submitting Results, Fees, and Paperwork

There is a fine for submitting fees and/or competition results late. (Refer to the USDF Competition Fee and Penalty Structure)

- Within 10 days after the final day of the competition, results must be submitted to USDF via the USDF Electronic Results Submission Standard (ERSS) format (using the USEF Universal Spreadsheet Template) or a processing fee of \$100 per competition will be assessed when results are not submitted in the USDF ERSS format. E-mail results to results@usdf.org.
- Competition-related fees and fee-related paperwork must be submitted (postmarked, via certified mail service with delivery verification is required or sent electronically online or fax) with a valid form of payment, or proof of online payment (transaction ID number), within 10 days of the last day of the competition.
***Please do not submit credit card information via email, you may submit credit card payment online at <http://www.usdf.org/online-services/fee-reports/compfees.asp>
- For competitions held during the last two weekends of September the results, fees and paperwork must be **received** in the USDF office by the 3rd day following the last day of a USEF-licensed/USDF-recognized competition.
- Special results, fees, and paperwork submission requirements exist for FEI North American Youth Championships (NAYC) and Great American/USDF Regional Championship qualifying competitions held towards the end of the qualifying period. Contact USDF for more information.

Results: General

- Results must include the following:
 - *Class Name * Owner Name * Owner USDF # * Level, Test, Category * Horse USDF # * Raw Score
 - * Rider Name * Rider USDF # * Percentages *Total Score * Judge's Name(s) for each class
 - *Great American Insurance Group/USDF qualifying rides marked (Q)
- Scores must be submitted, whether or not numbers are included.
- Scores for all completed rides must be given, whether or not the horse and rider placed in that class.
- All rides must be listed regardless of scratches or eliminations and must be labeled as such.
- All horses that competed in USDF Breeders Championship Series qualifying classes must be named in the results and the top 3 horses must be placed in the results.
- Record the raw score from each judge and the percentage reported to three (3) decimals (i.e., 62.543%). Round up from 5 to determine the third decimal (60.0015 = 60.002%).
- Designate the level and test for test of choice classes. Designate the level ridden for each ride in freestyle classes.
- Clearly designate NAYC qualifying scores by listing the class name in the results exactly as follows: NAYC Junior Team Test, NAYC Junior Individual Test, NAYC Junior Freestyle, NAYC Young Rider Team, NAYC Young Rider Individual, NAYC Young Rider Freestyle. If this requirement is not met the scores may not be recorded correctly.

Fees

- Ensure that the number of Great American/USDF Regional Championship qualifying rides in the results match the number of qualifying rides listed on the Report of Fees. 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. USDF does not refund qualifying fees for any reason.
- Include the correct payment for all affidavits, horse and membership applications sent to USDF.
- For each USDF non-member (NM) owner/lessee and USDF NM rider there will be a USDF NM fee of \$55 per competition that must be collected by the show secretary and submitted to USDF along with the USDF Report of Fees. Owners/lessees or riders exempt from the NM number requirements are also exempt from paying the USDF NM fee. If all the owners of the horse are non-members, only one of the owners must pay the NM fee. If the horse has at least one owner who is a current USDF Group Member (GM), Participating Member (PM) or Business Member (BM) there is no NM fee assessed. Competition management will be invoiced for all applicable USDF NM 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 NM fees within 30 days to USDF.
- Include, 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.

Paperwork: Horse Applications, Member Applications, Affidavits, and Report of Fees Form

- Forward all completed applications and fees for USDF Horse Identification (HID) numbers and/or USDF Lifetime Horse Registration (LHR) numbers to USDF.
- Forward all completed applications and fees for USDF NM numbers, USDF Affidavits, and USDF PM and BM applications to USDF.
- Include the completed Report of Fees Form with any competition-related payment.