



# UNITED STATES DRESSAGE FEDERATION™

## How to run a Dressage Division at a Regular or Local USEF-Licensed Competition

Competitions recognized by the United States Equestrian Federation (USEF) as Regular or Local competitions may host a dressage division that may be recognized by the United States Dressage Federation (USDF). Regular and Local competitions may host an open dressage division and/or a breed restricted dressage division. An open dressage division offers dressage classes open to any breed of horse. A breed restricted dressage division would be restricted by breed or breeds.

USEF-licensed Regular competition: A competition hosting open and/or breed restricted dressage classes in addition to other disciplines. USDF recognition is optional. Divisions and sections are classified by USEF per GR307.

USEF-licensed Local competition: A competition hosting open/or breed restricted dressage classes in addition to other disciplines. Competition must abide by the restrictions outlined in USEF GR310. USDF recognition is optional. Divisions and sections are not USEF rated.

USEF-licensed/USDF-recognized Dressage competition: A competition hosting non-breed restricted dressage classes only (exception: IBC classes). USDF recognition is required. Competition is not rated but categorized by USEF level.

### A. USEF-Licensing and USDF-Recognition

1. 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.
2. USDF competition recognition must be made on the USEF/USDF Joint Application for License Agreement available from USEF. 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 upon payment of applicable late fees. The late fee is in addition to all normal fees required of a competition.
3. USDF recognition is optional for Regular and/or Local competitions.
4. USDF will only record applicable scores from USDF-recognized competitions.
5. The USDF competition number will be the same as the USEF competition number.

### B. Competition Management

1. Complete information for the competition manager, competition secretary, and competition contact must be provided on the USEF/USDF Joint Application for License Agreement. 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 or Group Membership 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.

### C. Officials

1. A USEF Dressage Technical Delegate must officiate at Regular and Local competitions offering open dressage classes or when offering breed restricted classes above Third Level (Exception: A Category 2 or Combined Category steward may officiate through Fourth Level in the Andalusian, Arabian, Friesian, Morgan or other breed restricted divisions USEF GR1211).
2. A USEF Senior (S) dressage judge can officiate at all dressage levels and is required if offering Prix St. Georges level or above.
3. A USEF Registered (R) dressage judge may only officiate in classes at Fourth Level and below except for FEI dressage tests for 5 and 6-year-old horses. Registered dressage judges may not officiate in any classes above Fourth Level.
4. A USEF Recorded (r) dressage judge may only officiate in classes at Second Level and below.

#### D. Prize List

1. Dressage classes must be listed in the prize list.
2. The USDF Recognition page must be included in the prize list.
3. The prize list must be sent directly to USDF for review no later than 30 days prior to the competition.
4. USDF Membership and Horse Registration Requirements
  - i. Open dressage division
    - a. Rider: required to have a USDF Participating Membership, Group Membership, or pay the USDF non-member fee of \$55 per competition.
    - b. Horse: required to have a USDF Horse Identification Number or USDF Lifetime Horse Registration.
    - c. Owner: required to have a USDF Participating Membership, Group Membership, Business Membership or pay the USDF non-member fee of \$55 per competition.
    - d. Trainer/Coach: no USDF membership or non-member fees required.
  - ii. Breed restricted dressage division
    - a. Rider/owner/trainer/coach: no USDF membership or non-member fees required.
    - b. Horse: not required to have any type of USDF horse registration.

Note: Scores will only be recorded by USDF if rider/owner/horse has a USDF number.

5. Regular or Local competitions **may not** host qualifying classes for the following programs: Great American Insurance Group/USDF Regional Dressage Championships, USDF Breeders Championships and North American Youth Championships.
6. Horses competing in a dressage division (open or breed restricted) must comply with saddlery and equipment guidelines as outlined in USEF DR121 except as stated within the applicable breed section of the USEF Rulebook.

#### E. Score Sheets

1. USDF score sheets/tests (USDF Introductory, Pas de Deux, Quadrille, Training through Fourth Level Freestyles, etc.) and USEF/USDF score sheets/tests (Training through Fourth Level etc.) may be found on the USDF [website](#)
2. FEI score sheets/tests (Prix St. Georges, Intermediate I, Intermediate II and Grand Prix, etc.) may be found on the FEI [website](#).

#### F. Submitting Results and Post Competition Fees and Paperwork to USDF

1. Within ten days after the final day of the USEF-licensed/USDF-recognized competition, complete results for all competitors in all dressage and DSHB classes must be sent to USDF, electronically, formatted according to the USDF Electronic Results Submission Standard (ERSS) format (USEF Universal Spreadsheet Template) which is published on the USEF website. Exception: 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.
2. Confirmation emails are sent upon receipt of results, if no confirmation is received follow up with USDF to ensure your results have been received.
3. Results must include the following:
  - i. Class name
  - ii. Owner name
  - iii. Owner USDF number
  - iv. Level and test
  - v. Horse name
  - vi. Horse USDF number
  - vii. Rider name
  - viii. Rider USDF number
  - ix. Total score
  - x. Judge's name(s) for each ride.
  - xi. Percentages
    - a. Scores for all completed rides must be listed whether or not the horse/rider placed in the class
    - b. All rides must be listed regardless of scratches or eliminations; if rider scratched or was excused/eliminated the ride must be labeled as such by including S, E or EX in the placing field of the results.
    - c. Scores for dressage seat equitation classes must be listed.

4. Test of Choice classes
  - i. More than one Test of Choice class may be offered, however each Test of Choice class offered, and its results must be submitted in its entirety as its own class.
  - ii. Include information regarding level and test ridden by each competitor.
5. A \$0.45 per ride fee for all USDF Introductory Levels tests and USDF Training through Fourth Level Freestyle tests should be submitted with the Report of Fees document.
6. Any USDF Membership or Horse Registration applications collected at the competition must be submitted with the Report of Fees document.

### **G. Most Critical USEF Rules**

*All Regular and Local competitions must follow USEF Dressage rules unless otherwise specified in the applicable breed section of the USEF Rulebook. (i.e. Arabian, Morgan, etc.)*

1. Mileage
  - i. In the case of a Regular or Local competition holding open dressage division classes, the question of conflict shall be determined with reference only to those dates, inclusive, during which open dressage classes are to be held. See DR127 for a map of USDF regions.
  - ii. A 75 mile radius shall apply to Dressage competitions held in contiguous USDF regions, for which different distances are specified, in the case of Dressage competitions, Regular competitions, or Local competitions holding open dressage classes.
  - iii. A 50-mile radius shall apply for Dressage competitions in USDF Regions 1, 2, 6, & 8 holding open dressage classes (excluding competitions restricted to one breed).
  - iv. A 100-mile radius shall apply for Dressage competitions in USDF Regions 3, 4, 5, 7 and 9 holding open dressage classes (excluding competitions restricted to one breed).
2. Arena Requirements
  - i. The standard arena is 60 meters long and 20 meters wide. The small arena is 40 meters long and 20 meters wide. Arena measurements are for the interior of the enclosure.
    - a. The following tests and classes must be held in a standard arena: First Level dressage tests and above and musical freestyles, except those tests written for a small arena.
3. Scheduling
  - i. When scheduling dressage ride times please reference the [USDF Approximation of Dressage Test Times](#).
4. Ride times and confirmations (postings and scheduling)
  - i. A tentative class schedule must be included in the prize list.
  - ii. Organizers must prepare a time schedule including all rides. If possible, competitors should be notified of their riding times prior to arrival at the competition.
  - iii. The time schedule must be posted in a conspicuous place by noon the day before the competition. Ride times may not be changed after noon the day before the start of the entire competition, except in compliance with GR830 Competitions may reserve the right to fill a competitor's subsequent ride times if that competitor fails to notify the competition secretary of his/her intention to scratch (i.e. is a "no show").
  - iv. Dressage classes must be run in their entirety and rides may only be scheduled out of sequence to allow a reasonable interval between two or more horses entered by the same rider in the same class or in different classes. Also, when preparing a time schedule consideration must be given to riders entered in more than one class or riding more than one horse.
  - v. At least 50 minutes must be scheduled between start times for a rider's tests on different horses unless he/she has agreed, in writing, to a shorter interval between tests. Time intervals should be allowed between rides for judge's breaks and awards presentations.
  - vi. If Grand Prix Freestyle and/or Grand Prix Special classes are offered at a competition, at least one Grand Prix class must be offered and scheduled prior to the freestyle and the special (i.e., only one Grand Prix is required to be offered and scheduled prior to the freestyle and special in a multi-day competition).
  - vii. If a competitor cannot show due to a change in the day a competitor must ride, entry fees must be refunded.