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# CHAPTER 1 DEFINITIONS

## SUBCHAPTER 1-A DEFINITIONS

### GR101 Adult or Senior (Individual).

1. An individual who has reached his 18th birthday as of December 1st of the current competition year.
  - a. For competition purposes, in the Dressage division, competitors shall compete as Adults from the beginning of the calendar year in which they reach the age of 22.
  - b. For the Eventing Division, see EV104.
  - c. For Paso Fino Division, see PF106.1.

### GR102 Age (of Equine).

1. For competition purposes any horse is considered to be one year old on the first day of January following the actual date of foaling.
  - a. Exception: In the Paso Fino Horse Division, a horse's age is determined by the age it is on the first day of January during the twelve month period September 1 through the following August 31.
  - b. Some breed/disciplines may, for purposes of eligibility to compete, use the actual age of the animal (of foaling date). (See GR149.1)
2. A mature horse is one that is over four years of age.
3. A junior horse is one that is four years of age or younger. *Exceptions:*
  - a. Junior Breeding or In-Hand classes are open to horses two years old and under. Junior Horse performance classes held in the Arabian, Friesian, National Show Horse, and Western Division(s) are open to horses five years old and under. Senior *Breeding or In-Hand* classes are open to horses three years old and over.
  - b. Friesian: six and older.
  - c. *For Andalusian/Lusitano, see division rules. BOD 1/13/08 Effective 4/1/08*

### GR103 Age (of Individual).

1. The age of an individual on December 1st will be maintained throughout the entire competition year.
2. Persons born on December 1st will assume the greater age on that date.
3. If a competition is in progress on any November 30th, an individual's age at the start of the competition will be maintained throughout the competition.
4. Exceptions: see GR148, EV104, DC110, DR119.3, RN104.3 and PF106.1-4.

### GR104 Agent.

Any adult or adults, including but not limited to any groom(s), veterinarian(s), coach(es) or other persons who act on behalf of an exhibitor, owner or lessee of a horse, trainer, rider, driver or handler at or in connection with a Licensed Competition.

### GR105 Amateur.

See GR1306 and GR1307.

### GR106 Amateur Classes.

1. Every contestant must hold amateur status. See GR1306 and GR1307.
2. Amateur classes may be restricted to riders, drivers or handlers who are no longer eligible to compete as a junior exhibitor.
  - a. In the Dressage Division, individuals are only eligible to compete as amateurs from the beginning of the calendar year in which they reach age 22. See DR119.3.

### GR107 Clients.

1. As used in GR1304, GR1035 and GR1036, "client" and "clients" of a judge, steward or technical delegate shall include any person who has received or who has a member of his or her family who has received horse training or instruction in riding, driving or showing in hand or in halter from the judge, steward or technical delegate or from said official's employee, whether or not remuneration has been given or received, and whether or not such training or instruction took place at a Licensed Competition;

- a. also included are any persons who pay horse board (excluding stud fees and broodmare board) to the judge, steward, or technical delegate, or to a member of his or her family and
- b. also included are any persons entered in a Licensed Competition as rider, driver, handler, exhibitor, owner or lessee, and members of the family of the foregoing, on an entry blank signed in any capacity by the judge, steward or technical delegate or his or her agent, employee or member of his or her family, whether or not remuneration has been given or received.
- c. The conducting of clinics or assistance in group activities such as Pony Clubs, unless private instruction is given, will not be considered as instruction, coaching or tutoring.

**GR108 Coach.**

For purposes of these rules, a coach is defined as any adult or adults who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills. See also GR906.4 and GR908.

**GR109 Commencement and Completion of Classes.**

1. Refer to GR804.2 and GR1031.
2. In classes where horses compete collectively, a warning is issued and the in-gate must be closed two minutes after the first horse enters the ring.
  - a. Judging must not commence until the gate is closed or at the end of the two-minute call. An official timer must be appointed to enforce this rule.
    - (1) Exception: Dressage division.
    - (2) For Paso Fino, see PF102.5.
3. In a class where horses compete individually, a class is considered completed when all horses have completed the class routine as designated by the rules.
4. In classes where horses compete collectively, a class is considered completed when the class has been judged in accordance with the rules and the judge(s) submit their cards to the ringmaster or announcer.
5. None of the above applies to the Jumper division. Refer to Chapter JP.

**GR110 Comparable Dates.**

1. For competitions with a start date prior to December 1, 2008, the following provisions will be in effect:
  - a. For competitions with a start date of January 1, 2005 and later, comparable dates are based on a system of numbering the weeks of the year.
    - (1) Calendar weeks are numbered, beginning with the first Sunday in January, the second week of the year shall start on the second Sunday, and so on.
    - (2) The comparable date for the competition will be based on the week of the year the start date falls in and will start on the same day of the week, i.e., a competition starting on Wednesday in Week 25 in 2004, will start on Wednesday in Week 25 in 2005.
  - b. For purposes of determining mileage between competitions, quarters will be defined as follows: first quarter - calendar weeks 49 through 52 and 1 through 9; second quarter - calendar weeks 10 through 22; third quarter - calendar weeks 23 through 35; fourth quarter - calendar weeks 36 through 48. Competitions will be subject to mileage provisions in effect on the first date of the competition, and the lower mileage will apply between competitions in different mileage designated areas.
    - (1) In the case of Dressage Competitions, or Regular or Local Competitions holding "open" Dressage Division classes, a 75-mile radius will apply to competitions held in contiguous regions for which different distances are specified.
2. For competitions with a start date of December 1, 2008 or later, the following provisions will be in effect:
  - a. For the 2009 competition year and thereafter, comparable dates will be based on a competition's 2006 dates using the Memorial Day Date Rotation Axis. Under the Memorial Day Date Rotation Axis, all USEF competition dates rotate in conjunction with Memorial Day.
  - b. For the 2009 competition year, any competition that did not hold a license for the 2006 competition year, but received a license for the 2007 and/or 2008 competition

year, will have priority over new competitions requesting dates. However, competitions with licenses for the 2006 competition year will have priority over any of the above mentioned competitions.

c. Licensed 2006 competitions needing to make changes to their number of days, rating(s), or location in 2007 or 2008 due to hardship caused by the change to the numbered week system must apply for and obtain special permission from the Federation.

d. Licensed 2006 competitions that cancel their 2006, 2007, or 2008 competitions due to Acts of God or hardship caused by the change to the numbered week system will not be affected by the two-year cancellation rule (GR310).

e. For purposes of determining mileage between competitions, quarters will be defined as follows: first quarter - December through February; second quarter - March through May; third quarter - June through August; fourth quarter - September - November. The first day of a competition is the date used to determine the mileage applied to the entire competition.

#### **GR111 Competition Staff.**

Includes and refers to the following persons: Gate Attendants, Ring Clerks, Farriers, Timekeepers, Announcers, Ringmasters and other persons engaged directly by the competition.

#### **GR112 Competition Officials.**

Includes and refers to the following persons: Directors, Officers, Chairman of the Show Committee, Manager, Secretary, Judges, Stewards, Technical Delegates, Veterinarians, and Course Designers.

#### **GR113 Competition Terminology.**

1. For the purposes of USEF rules, the following definitions apply to USEF licensed competitions.

a. Rated class - any class held on a licensed competition date that counts towards the division or section rating. (See Chapter 3)

b. Unrated class - any class held on a licensed competition date that does not count towards the division or section rating, or any class held at an unrated licensed competition. (See GR301.4)

c. Recognized class - any class held on a licensed competition date for which there are USEF division rules. (See GR305 or GR902.3)

d. Unrecognized class - any class held on a licensed competition date in accordance with the requirements of GR305.1 or GR902.3. (See GR902.2)

e. Division - group of rules pertaining to a specific breed or discipline (i.e. Morgan, Jumping)

f. Section - group of rules within a specific breed or discipline division that pertains to a type of class (i.e. Working Western Section within the Arabian Division)

#### **GR114 Competition Year.**

1. For the purposes of these rules, the competition year is defined as starting December 1st and ending November 30th.

a. Exception: Paso Fino competition year is defined as starting September 1 and ending August 31.

#### **GR115 Competitor.**

The horse, rider (handler, driver) or horse/rider combination being judged depending on the judging specifications for a particular competition.

#### **GR116 Disqualification.**

1. To exclude a competitor or horse, for cause, from participation in a given class, division or competition.

2. Competitors may be disqualified by the Licensed Competition.

3. If a competitor is disqualified following the completion of a class, for the purpose of determining the number of horses which have been entered, shown, and judged, said competitor's performance shall count. If the competitor received an award, the award must be forfeited.

- a. A competitor disqualified in this manner may not use this class as a qualifying class for a Championship (see also GR808.2.).
4. Competitors have the right to contest any action taken pursuant to this Rule by filing a protest or grievance pursuant to Chapter 6 of the Rules for hearing and determination by the Hearing Committee.

**GR117 Elimination.**

1. See also GR1305 and specific division rules.
2. To exclude a competitor or horse, for cause, from judging consideration in a class.
3. A competitor who is eliminated is ineligible to receive an award regardless of the number of competitors in the class.
4. If an eliminated competitor completes a class, in accordance with GR116 and GR117, for the purpose of determining the number of horses which have been entered, shown, and judged, said competitor's performance shall count.
5. None of the above applies to the Jumper division. Refer to Chapter JP.

**GR118 Excused.**

1. To have a judge(s) grant permission to, or request that a competitor leave the class.
2. A competitor who is excused is ineligible to receive an award.
3. None of the above applies to the Jumper division. Refer to Chapter JP.

**GR119 Exhibition (Class or Demonstration).**

1. An Exhibition may be held as a recognized but unrated class or demonstration.
2. Exhibition classes must be advertised in the prize list and may be judged and ranked.
  - a. However, results may not be counted for high score awards or championships.
  - b. If published, the rankings report must be clearly separated from competition results and noted as being from an exhibition.
  - c. Judges for breed, hunter, or jumper exhibition classes held at Licensed Competitions are not required to be licensed by USEF. *Judges for Dressage exhibition classes must be licensed by USEF and eligible as described in GR1005-1007. BOD 1/13/08 Effective 4/1/08*
3. Horses used in exhibitions, demonstrations, and retirement ceremonies are subject to the provisions of GR839, but are exempt from the dress and saddlery rules of the competition.

**GR120 Exhibitor.**

1. The owner or lessee of a horse when entered in a class where only the merits of the horse are to be considered.
  - a. In Equitation Classes, Exhibitor refers to the rider.

**GR121 Falls.**

1. A rider is considered to have fallen when he is separated from his horse, that has not fallen, in such a way as to necessitate remounting or vaulting into the saddle.
2. A horse is considered to have fallen when the shoulder and haunch on the same side have touched the ground or an obstacle and the ground.
  - a. Exception: see EV142.4, EV148.8 and RN103.5.I.

**GR122 Family.**

For competition purposes the term family includes husband, wife, parent, step-parent, child, brother, step-child, sister, half brother and sister, aunt, uncle, niece, nephew, grandmother, grandfather, grandchildren, and in-laws of the same relation as stated above.

**GR123 Gender.**

Whenever in these rules the words he, him, or his are used, unless the context requires otherwise, they shall include she, her, or hers.

**GR124 Hand.**

1. The height of all animals is stated in hands. A hand is 4".
2. Horses must be over 14.2 hands. Exceptions:
  - a. Registered Arabians, Half or Anglo Arabians, Connemaras, Morgans, Paso Finos, and Welsh Cobs

- b. Dressage.
- 3. Ponies are 14.2 hands and under. Exceptions:
  - a. Dressage;
  - b. Combined Driving, see DC111.2.

#### **GR125 Horse.**

1. The term “horse” as used in these rules denotes either a horse or pony.
2. In all levels of all Federation licensed Driving and Endurance Competitions and in the case of any other Federation Rule as it relates to the Driving or Endurance disciplines as the context permits it, the term “horse” shall also include a mule. See DC111.4, EN102.1.
  - a. Mules are also eligible to compete in dressage classes with the exception of
    - (1) USEF Championships, USEF qualifying and selection trials, and observation classes,
    - (2) any other classes designated as qualifying or selection classes for international or international high performance competition, and
    - (3) championships where such participation is prohibited in the championship selection procedures. See DR119.1.
3. When the term “Horse” or “Pony” is used or intended in prize lists and catalogues of Licensed Competitions where height is one of the qualifications of the class, the word Horse denotes animals over 14.2 hands.
  - a. Exceptions: Registered Arabians, Half or Anglo Arabians, Connemaras, Friesian, Morgans, Paso Finos, Welsh Cobs and Dressage.
  - b. In the Dressage Division, a Horse is an animal over 148 cm without shoes, and 149 cm with shoes.
  - c. For Combined Driving, see DC111.2.

#### **GR126 Junior.**

1. An individual who has not reached his 18th birthday as of December 1st of the current competition year.
2. The age of an individual on December 1st will be maintained throughout the entire competition year.
3. Persons born on December 1st assume the greater age on that date.
4. If a competition is in progress on any November 30th, junior status at the start of the competition will be maintained throughout that competition.
5. Exceptions: Eventing, Dressage, Reining and Paso Fino Competitions, see EV104.2, RN104.3, PF106.1-3 and DR119.3.

#### **GR127 Ladies’ Classes.**

1. Ladies’ classes may be restricted to riders, drivers or handlers who are no longer eligible to compete as a junior exhibitor.
2. Stallions are not permitted unless division rules allow their use for ladies.

#### **GR128 Lessee.**

See GR1108.

#### **GR129 License Rights.**

Granting of a license by the Federation does not give the Licensee property rights or perpetual rights but constitutes merely revocable licenses which are venue specific and which are governed by the terms and conditions of the license agreement and the rules, policies and procedures of USEF as the same may change from time to time. Approval of all competitions at all times remains a prerogative and property interest of the Federation, and licenses may not be relocated, transferred, sold, assigned, revised, perpetuated, limited, expanded, or otherwise affected without the Federation’s advance knowledge and written consent. By applying for and accepting the license agreement, all applicants and their agents, licensees, employees, officers, representatives, and successors in interest are deemed to agree to and be bound by the foregoing, and agree to hold the Federation harmless in all respects.

#### **GR130 Licensed Competition.**

A competition subject to a license agreement for a fixed term. The parties to the agreement will be USEF and the licensee.

**GR131 Licensee.**

Shall be the party who enters into the license agreement with USEF and is therefore financially and otherwise responsible to USEF for the licensed competition. The Licensee is responsible for and obligated to ensure that the licensed competition is conducted in compliance with all USEF rules, policies and procedures. The Licensee is responsible for ensuring that all the terms and conditions of the license agreement are met. The Licensee may be an individual, corporation, partnership, or sponsoring organization, and the license application must be signed by an officer or principal who is responsible to USEF for the conduct of the competition. Licensee may be further defined in the License agreement.

1. For the purpose of evaluating license applications, the Federation will consider the Licensee to be the party or parties financially responsible for the competition.
2. Licenses are granted to the Licensee and it is the Licensee who is responsible under the rules and is entitled to the benefits of the license agreement.
3. The Licensee of a Licensed Competition must be registered with the Federation (See GR304.2) in order to receive approval to hold a Federation Licensed competition. Once registered, it is the sole responsibility of the Licensee to update the registration to reflect any changes. Failure to properly update the licensee registration may result in cancellation or non-renewal of license or other penalties under the provisions of GR706 and GR707.
4. USEF will provide a copy of the renewal notice to a second addressee at the written request of the licensee.

**GR132 Local Classes.**

1. Entry is restricted by management as to a territory of reasonable size and character and which is so described in the prize list and catalogue.
2. Local classes are not considered in reckoning Competition Championships awarded on points nor do they count toward Horse of the Year Awards.
3. Classes restricted to members of a club are considered Local unless membership is open to and easily obtainable by all exhibitors.
4. In classes which restrict entries by state such as Kentucky Bred, the word bred is defined as foaled in the state (not necessarily mated).
  - a. For competition purposes bred means foaled.
  - b. NOTE: American Bred classes are limited to horses foaled within the borders of the United States. These classes are not considered Local.
5. For Dressage Sport Horse Breeding (DSHB), see DR203.12.

**GR133 Longeur.**

For purposes of these rules, a longeur is the individual responsible for the control of the horse within the vaulting arena during a vaulting competition.

**GR134 Maiden, Novice, and Limit Classes.**

1. Maiden, Novice and Limit classes are open to horses which have not won one/three/six first place ribbons respectively, at Regular or Dressage Competitions of The Federation or Equine Canada in the particular performance division or level in which they are shown.
2. The Maiden, Novice or Limit status of both riders and drivers is affected by winnings at Regular and Local or Dressage Competitions.
3. Ribbons won in one-horse classes do not count in reckoning the maiden, novice or limit status of either horse and/or rider/driver in any division.
4. The status of Maiden, Novice or Limit entries is as of the closing date of entries for any particular Licensed Competition.
5. A Maiden, Novice or Limit Pair is one which has not won more than the specified number of ribbons as a pair.
6. Winnings in Four-In-Hands, Tandems, Teams, Unicorns and Pairs; and winnings in Combination, Local, Model, Breeding and Futurity classes are not considered in reckoning the status of Maiden, Novice or Limit horses.
7. Ponies or horses which lose their Maiden, Novice, Limit or other classification in any division or section will not regain those classifications when shown in the Hunter Pony division or Junior Hunter division.
  - a. Ponies or horses shown in the Hunter Pony division or Junior Hunter division which lose their classification will not regain them when shown in any other divisions or sections, unless specific regulations are set forth (e.g. Jumper division).

8. In the Andalusian, Arabian, Friesian, Morgan, Saddlebred, Roadster, and Western divisions, ribbons won within one section do not count in the reckoning of Maiden, Novice or Limit status if the animal competes in a different section (e.g., Arabian Park to Arabian Western Pleasure, Fine Harness to Five-Gaited, Five-Gaited Show Pleasure to Three-Gaited Show Pleasure, Saddle Horse English Country Pleasure to Saddle Horse Hunter Country Pleasure, Western Pleasure to Trail, or Morgan English [Park or Pleasure] to Morgan Western or Morgan Harness [Park or Pleasure] and vice versa).

*BOD 1/13/08 Effective 4/1/08*

9. In the Hackney division, ribbons won within those sections (i.e. Hackney Harness, Hackney Pleasure) do not count in the reckoning of Maiden, Novice, or Limit status if the pony competes in another section of the Hackney division. However, ribbons won in the Roadster Pony section of the Roadster Division will count towards the maiden/novice/limit status of Hackney Roadster ponies.

10. In all other divisions, ribbons won within one section or division do count in the reckoning of Maiden, Novice, or Limit status if horses and ponies compete in a different section or division.

11. In the Dressage division, ribbons won within one dressage level do not affect a horse's Maiden, Novice or Limit status when shown in a higher level.

12. In a change of status from horse to pony, or vice versa, ribbons won in one height classification do not count in reckoning the Maiden, Novice or Limit status of an entry.

#### **GR135 Not in Good Standing.**

1. Any person referenced in GR701 who has been expelled or suspended by the Federation.

2. Any licensee suspended pursuant to GR703 or GR707 or who is indebted to the Federation pursuant to GR309 or GR1217.

#### **GR136 Open Classes.**

1. An Open class is open to all horses and ponies of any age, size or sex, regardless of previous awards received, in accordance with division rules.

2. There is no qualification for the rider, driver or handler except as specified in division rules for the particular category or level of classes.

#### **GR137 Opportunity Classes.**

1. Unrated, grass roots level classes held at breed restricted, multi-breed, Carriage Pleasure Driving or Western competitions. Opportunity Classes cannot be held at FEI discipline competitions nor can they be held at Hunter competitions.

2. For further information, reference GR821, GR407.1 and GR901.9.

#### **GR138 Owned by Him or Her.**

1. For purposes of applying suspension only, the phrase "owned by him or her" with regard to a horse shall include any individual who is one of the following: an owner, a partial owner, a lessor (pursuant to GR703.1c, a lessee may apply for the release from suspension of a leased horse), a lessee, a holder of a partnership interest in a horse, or an owner of shares in a corporation, limited liability company, syndicate or any similar entity which owns or leases a horse either directly or indirectly, in whole or in part, and spouses or domestic partners of such persons. See GR703.1c, GR1301.4.a, GR1302.2.c, GR1309.2.b, and GR913.1.

2. This rule is not applicable in determining ownership for any other purposes in the rules.

#### **GR139 Owner.**

See GR1105 and GR1106.

#### **GR140 Owner's Classes.**

1. Every competitor must be an amateur and the owner, or an amateur member of the owner's family, unless the prize list states otherwise. Exception: Paso Fino Division.

2. Owners' classes may be restricted to riders, drivers or handlers who are no longer eligible to compete as a junior exhibitor.

3. Combined ownership is not permitted in Owner's or Amateur Owner's classes unless all owners are members of the same family. Leased horses are not eligible. Exception: Paso Fino Division.

**GR141 Para Equestrian.**

Para Equestrian (PE) is a competition, division or section that provides equestrian competition opportunities for eligible individuals with a diagnosed permanent, physical disability as determined by the USEF Para Equestrian Classification System. (See GR1311.)

**GR142 Pony.**

1. Ponies are animals that do not exceed 14.2 hands.
  - a. Exceptions: for Combined Driving, see DC111.2;
  - b. in the Dressage Division, a Pony is an animal that does not exceed 148 cm without shoes, and 149 cm with shoes.

**GR143 Professional.**

See GR810.

**GR144 Protests, Charges and Grievances.**

1. For a description of a protest, see Chapter 6 in general, and specifically GR603.
2. For a description of a charge, see Chapter 6 in general, and specifically GR604.
3. For a description of a grievance, see Chapter 6 in general, and specifically GR605.

**GR145 Shown and Judged.**

1. To be shown and judged in any class in which horses compete together, an animal must perform at all required gaits both ways of the ring in the original workout and must remain in the ring until excused by the judge. *Exceptions:*
  - a. Roadster Division, see RD103.8.
  - b. *Paso Fino Division, see PF102.4 BOD 1/13/08 Effective 4/1/08*

**GR146 Trainer.**

1. Any adult, or adults who has the responsibility for the care, training, custody or performance of a horse.
2. Said person must sign the entry blank of any Licensed Competition whether said person be an owner, rider, agent and/or coach as well as trainer.
3. Where a minor exhibitor has no trainer, a parent or guardian must sign and assume responsibility of trainer.
4. The name of the trainer must be designated as such on the entry blank. See also GR404.

**GR147 Veterinarian.**

A graduate of an accredited veterinary school.

**GR148 Young Rider.**

Individuals are eligible as Young Riders from the beginning of the calendar year in which they reach the age of 16 until the end of the calendar year in which they reach the age of 21.

**SUBCHAPTER 1-B ADOPTION AND AMENDMENT OF FEDERATION RULES****GR149 Rules.**

1. In the event a division or section rule makes a clear exception to a general rule, or clearly departs from a general rule, the division or section rule shall govern; in all other instances, General Rules Chapters 1-13 shall take precedence.
2. The rules of the Federation take precedence over the rules of any other Association. (Exception: See GR915.3.) All divisions and sections for which rules are provided herein must be conducted accordingly and cannot be held under rules that are not in agreement.
  - a. FEI rules take precedence as to international classes and events over Federation rules at all FEI Sanctioned Competitions.
  - b. Federation rules take precedence as to national classes and events which are not FEI Sanctioned at FEI Sanctioned Competitions.
  - c. In connection with Endurance Riding Events, The Federation shall nationally enforce the prohibition of the gastric ulcer medications ranitidine and omeprazole, in accordance with GR409.1.a.iv.

- d. At FEI Sanctioned Competitions which include no national classes, a licensee is not required to have a Federation steward or technical delegate. (Exception: FEI Sanctioned Jumper competitions licensed by the Federation must have a Federation steward.)
- 3. Any question not covered by the rules of the Federation shall be decided by the Directors of the competition at which it arises. Such decisions by a Show Committee may be reviewable by the Federation. Show Committees are cautioned not to make use of the authority here granted unless completely certain that the Book does not cover the points in question.
- 4. Rules for a current year become effective December 1st unless specified, and take precedence over any previous rules.
  - a. Any Licensed Competition which issues its prize list and begins its competition before December 1st is governed entirely by the rules as in effect on December 1st of the previous year.
  - b. Any Licensed Competition which issues its prize list before December 1st and begins its competition after December 1st is governed by the rules as in effect on December 1st of that year.
- 5. Every Licensed Competition and every person participating at the competition including exhibitor, owner, lessee, manager, agent, rider, driver, handler, judge, steward or technical delegate, competition official or employee is subject to the Bylaws and Rules of the Federation and to the local rules of the competition.

**GR150 Rule Change Procedures.**

These rules may be added to, altered or amended at any meeting of the Board of Directors or Executive Committee by a majority vote of those present as provided herein below. The USEF Legislative Committee is responsible for review, analysis, and oversight of the Federation's rule change process, subject to review and approval by the Executive Committee. (See Bylaw 502, Section 15.) Rule Change Categories: Standard, Clarification, Extraordinary, and FEI.

- 1. Standard Rule Changes. Individual Federation members, Federation Staff, Federation Committees, Affiliated Entities, and Affiliated Associations (Recognized Associations and International Discipline Associations) may propose standard rule changes. See Bylaw 221 and 222.
  - a. Standard rule changes must be submitted to the Federation in writing on the USEF official form within the following deadlines in order to be considered within the current rule change year.
 

(1) Individual Federation members	June 1
(2) Federation Staff	June 1
(3) Federation Committees	September 1
(4) Affiliated Entities (Bylaw 221)	September 1
(5) Affiliated Associations (Bylaw 222)	September 1
  - b. The proponent's name must be clearly listed on the official rule change form. When the proponent is other than an individual, such submissions shall be accompanied by minutes or certification signed by the Committee Chair or Affiliated Association's President that document the review and action taken at a meeting.
  - c. Standard rule change proposals generated by Federation Staff should be submitted with a Committee or Affiliate being listed as the proponent, whenever possible.
  - d. The Rule Change Coordinator (RCC) will review each rule change proposal to see that it is filed timely, properly filled out, and has all required documentation. The RCC will then determine which Federation departments need to review and comment on the proposal with particular attention to the following:
    - (1) clarity of language;
    - (2) enforceability;
    - (3) financial impact;
    - (4) legal ramifications;
    - (5) attempting to amend a rule in effect for less than one year;
    - (6) resubmitting a proposal that was disapproved the previous year;
    - (7) proposing to change a rule that is solely within the Federation's purview
  - e. Any opinion or comments made by USEF departments shall be dated, documented and included with the rule change proposal. The RCC shall input this information into

the system, compile the data received, and then forward the rule change proposals and comments to the Legislative Committee prior to assignment to Federation Committees or other assigned entities for review.

- f. The Legislative Committee may reject a proposal for:
    - (1) failure to comply with the requirements of the official form;
    - (2) lateness;
    - (3) incompleteness;
    - (4) inexact or confusing language;
    - (5) a proposal that was disapproved the prior year;
    - (6) attempts to amend a rule or rules in effect for less than a year;
    - (7) proposing to change a rule that is solely within the Federation's purview
    - (8) any other specified reason in the Committee's discretion.
  - g. In the event the Legislative Committee rejects a proposal, the proponent must be notified in writing. Proponents of a rejected proposal may revise and resubmit a proposal. Any decision to reject a proposal made by the Legislative Committee shall prevail subject to review by the Executive Committee.
  - h. The Legislative Committee will designate review of the proposed rule change by any and all standing Federation Committees and each assigned entity deemed appropriate. The RCC will compile the rule change proposals together with their assignments and comments, post them on the USEF website, and produce a proposed rule change summary document.
  - i. Each designated Committee or assigned entity shall review the proposed rule change and recommend to the Board approval or disapproval of the proposal. It is appropriate for each assigned entity to propose an amendment to a proposed rule change and an amended proposal may move forward in the process providing the proponent agrees to the amendment. In accordance with .j.(5) below at the third Board meeting at the Annual meeting, the Directors may amend any proposal at its discretion.
  - j. The Federation Annual Meeting.
    - (1) Each Federation Committee, Task Force or assigned entity (committee or Affiliate) that has been assigned one or more rule change proposals to discuss and comment upon should meet prior to the Annual Meeting to do so, and if necessary, have a representative present the Committee's or Task Force's comments at the respective General Forum at the Annual Meeting.
    - (2) All standard rule change proposals will be discussed before relevant sessions of the Federation Annual Meeting if they have been considered at a meeting of the designated assigned entity (committee or Affiliate). If a proposal has NOT been considered, it will automatically be moved for consideration in the next rule change year.
    - (3) During the various debates regarding a given rule change proposal, different drafts of a proposal may be made. However, these later drafts should be signed off by the designated Committee or assigned entity in order to go forward to the Board for action at the Third Directors' meeting.
    - (4) The proponent of a proposed rule change, if present, may address the Board regarding his/her proposal at the Third Director's Meeting, regardless of designated Committee or assigned entity action.
    - (5) At the Third Meeting the Board of Directors is empowered to adopt any such rule change proposal, to not adopt the same, or to revise or amend the same at the Board's discretion.
    - (6) The Rule Change Coordinator shall record action taken at the Third Meeting of the Board of Directors at the Annual Meeting in the system.
    - (7) The Rule Change Coordinator shall be responsible for posting all rule changes adopted by the Board of Directors on the web, and forwarding notice of changes to the editor of EQUESTRIAN for publication.
  - k. Standard rule changes progressing through the above process and which are adopted at the Annual Meeting will unless otherwise specified by the Board of Directors be effective as of the following December 1.
2. Rule Clarifications:
    - a. The Rule Change Coordinator, with approval of the Executive Director and General Counsel, may immediately correct misspelled words, minor punctuation errors, missing

- or incorrect references and other similar clarifications deemed minor by posting on the USEF website and inclusion in the next available Federation Rule Book.
- b. Contradictory language, missing or incorrect phrasing, and other wording or punctuation errors that cause inconsistent interpretations of the intent of a rule, may be clarified via a Federation Official Rule Clarification form. This form will be submitted to the Rule Change Coordinator, who will obtain comments from relevant Federation Departments and Committees. When comments are received, the Legislative Committee may, at its discretion, forward a clarification directly for inclusion on the USEF web site and in the next available Federation Rule Book, upon approval of the Executive Committee.
3. Extraordinary Rule Changes.
- a. An Extraordinary rule change is defined as one that, unless expedited, would create or continue a severe hardship or a gross unfairness to the Federation, its members or their horses, its Licensed Competitions, or its Affiliated Associations. The rule change proposal form MUST contain a statement describing clearly how the proposed change meets the above criteria. The Rule Change Coordinator must then get certification that the proposed extraordinary rule change in fact, does meet the necessary criteria to bypass the normal rule change process. Such certification will come from the Legislative Committee in conjunction with the Executive Director and General Counsel, or at least two USEF Officers.
- b. Once the proposal is certified, and with a required minimum five business days notice, the Board of Directors or the Executive Committee at any meeting may entertain and take immediate action on such an Extraordinary Rule Change. However, the five-day notice requirement may be waived upon the affirmative vote of a majority of the Board or Executive Committee present with the reasons for the waiver stated in their meeting minutes.
- c. Extraordinary Rule Changes shall be effective as specified by the Board or Executive Committee and if not specified, shall be effective immediately upon passage.
- d. Following adoption of any Extraordinary Rule Change, prompt written notice must be given via the Federation's web site.
4. FEI Rule Changes. In order to comply in a timely manner with changes in FEI rules which may be published by the FEI outside the Federation's normal rule change schedule, certification is waived and the Executive Committee or Board of Directors may consider and act to conform to any FEI rule change as deemed necessary.

#### **GR151 Presidential Modifications.**

1. Modifications may be made in the application of the Federation Rules under special circumstances (see Bylaw 332.1.e). Requests should be submitted to the office of the President and will be forwarded to appropriate committee chairmen for their recommendations before being submitted to the President for consideration.
- a. Senior Active Members of the Federation may submit a request for Presidential Modification to the Rules with supporting documentation and a non-refundable \$50 processing fee.
- b. The President has the authority to waive the processing fee.

