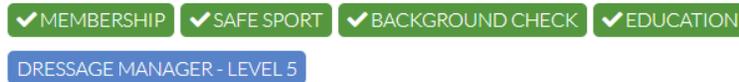




## USEF Dressage Secretary & Manager Search

USEF competition management is encouraged to use the USEF Secretary & Manager Search available [here](#) to verify the status of a manager or secretary. Individuals can be searched by Member ID, Last Name or State. Status will display in **blue** on the bottom of the member tile.



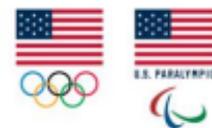
*This listed is monitored manually. If you believe there is a mistake, please contact the USEF Dressage Department.*

How to apply for Level 3, 4, or 5 status:

- Review your current status through the USEF Secretary & Manager Search [here](#).
- Individuals who wish to apply as a Level 3 / 4 / 5 competition secretary or manager should review DR 126.3 (Dressage Levels Chart) to ensure they meet all requirements for the applicable level (see page 2).
- Gather all competition IDs and prize lists where experience was gained to meet the applicable Level.
- Complete and submit the [online application](#).

FAQS:

- How is experience tracked? **Individuals must be listed in the competition prize list as the Manager/Secretary or Co-Manager/Co-Secretary for experience to count towards application for a Level.**
- Must you meet the requirements of Level 3 Competition Manager to be listed as a **Co-Manager** of a Level 3 Competition? **Yes**
- Does being listed as a **Co-Manager** of Level 3 Competitions count as experience for Level 5 Competitions? **Yes**
- Must you meet the requirements of a Level 3 Competition Manager to be listed as an **Assistant** Manager of a Level 3 Competition? **No**
- What is the benefit of being list as an Assistant Manager or Assistant Secretary? **These positions do not count towards experience for the requirements listed in the levels chart, but may be listed as extra experience to fulfill USEF Dressage Technical Delegate application requirements.**
- Does being an Assistant Manager or Assistant Secretary at a Level 5 Competition/CDI count as an apprenticeship at a CDI? **No**
- How is the number of horses determined when reviewing manager/secretary requirements? **Post Competition Reports**
- Must you be listed in the prize list as an apprentice for Level 5 status? **Yes**





Current Manager/Secretary Experience Requirements Per DR 126.3 - Updated 12.1.2023

	Level 1	Level 2	Level 3	Level 4	Level 5
Management	Experience not required	Experience not required	Minimum of 2 years experience and 4 shows for both mgr and secy at USEF/USDF Dressage Comps prior to application for Level 3 status	Minimum 4 years experience of both manager and secretary at Federation/USDF Dressage and have managed or secretaried four or more Level 3 competitions two of which must have 125 or more horses entered for min. two years prior to application for Level 4 status.	Minimum 5 years experience of both manager and secretary at Federation/USDF Dressage Competitions must be eligible as Level 3 mgr or sec'y and have managed or secretaried four or more Level 3 or 4 competitions for min. two years + apprentice at 2 CDIs prior to application for Level 5 status.
Manager and Secretary	No req. One person may do both during comp. Manager and secretary must be current USDF Participating or Group members in good standing at the time competition recognition is granted and on the date of the competition.	No req. One person may do both during comp. Manager and secretary must be current USDF Participating or Group members in good standing at the time competition recognition is granted and on the date of the competition.	Separate individuals during competition. Manager and secretary must be current USDF Participating or Group members in good standing at the time competition recognition is granted and on the date of the competition.	Separate individuals during competition. One or more full-time asst secretaries required. Manager and secretary must be current USDF Participating or Group members in good standing at the time competition recognition is granted and on the date of the competition.	Separate individuals during competition. One or more full-time asst secretaries required. The competition manager and secretary must be current USDF Participating or Group members in good standing at the time competition recognition is granted and on the date of the competition.

**Questions?** Contact the USEF Dressage Department, [dressage@usef.org](mailto:dressage@usef.org).

