



2020 HORSEWARE IRELAND/USEF  
YOUNG RIDER DRESSAGE  
NATIONAL CHAMPIONSHIP  
CHAMPION



# FESTIVAL OF CHAMPIONS BID APPLICATION



# 2022, 2023, and 2024 U.S. Dressage Festival of Champions

## Host Site Application Form

Thank you for your interest in hosting the U.S. Dressage Festival of Champions (Event). Please complete the following application about the host facility. Upon recommendation of the USEF Dressage Sport Committee and the USEF International Disciplines Council, the US Equestrian Board of Directors has final approval on the allocation of the Event.

### APPLICATION AND NOTIFICATION TIMELINE

1. Completed applications and any supporting materials must be received by Kristen Brett ([kbrett@usef.org](mailto:kbrett@usef.org)) on or before 5:00pm, ET on Friday, April 23, 2021. USEF is not responsible for any late, lost, delayed, misdirected, or stolen correspondence either electronic, postal, commercially shipped or voice activated. It is the Organizing Committee's (OC) responsibility to ensure that the application and any supporting materials are received by the published deadline.
2. USEF reserves the right to extend all timelines.
3. Prior to selection of a host site, requirements not listed below to host the Event may be discussed with a prospective host(s), including a site visit. Any additional requirements not listed below will be discussed with potential bidders prior to selection and will be fully outlined in the successful bidders Host Agreement between the OC and USEF.

### ANTI-DISCRIMINATION

The Federation does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or economic status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members and volunteers.

### COVID ACTION PLAN

The OC must comply with the USEF COVID-19 Action Plan in all aspects of running the Event, including performing a risk assessment utilizing the World Health Organization Mass Gathering for Sports Risk Assessment Tool. A detailed plan of specific safeguards the OC intends to implement must be provided to USEF at least thirty (30) days prior to the Event.

### SAFE SPORT

USEF prioritizes the safety and welfare of its participants. As the Competition Organizer of a USEF owned event, you are subject to and bound by the U.S. Center for SafeSport Code, and USEF Safe Sport Policy including the Minor Athlete Abuse Prevention Policies. These can be found at <https://uscenterforsafesport.org/response-and-resolution/safesport-code/> and <https://www.usef.org/safe-sport>.

OC must enforce the suspension and bans imposed by the U.S. Center for SafeSport and USEF by ensuring such individuals are prohibited from participating in any manner, including as a spectator. If any suspended or banned individual appears on the grounds, OC must have the person removed and promptly report the violation to USEF.

As it relates to performance of the services related to the Event, OC must agree not to hire or contract or engage as a volunteer any individual who is on a Sex Offender Registry or has a criminal conviction involving child abuse/neglect, animal cruelty, drugs, sexual misconduct, or a violent crime. Any individual who will have a position of authority over athletes or who will have regular contact with athletes must successfully complete and maintain through the completion of the Event, the background check and Safe Sport training required by the Safe Sport Policy.

### TECHNICAL REQUIREMENTS

- A. OC must have demonstrated the ability to meet the expectations of a Level 5 event ([see USEF Dressage Levels Chart in DR126](#)).
- B. The Event will be conducted under USEF Rules and the OC must obtain a USEF License Agreement to conduct the Event. OC will be responsible for the overall management of the event in accordance with USEF rules.

- C. The Event may be held as a stand-alone or within an existing competition. However, if held with an existing competition, it must be held in the main arena(s) with each competition (class) given premier timing in the schedule throughout the entire event. The OC may be required to apply for Special Competition Status for the Event.
- D. The Event must be held in mid to late August. The dates of the Event must fit into the overall Dressage calendar and not coincide with any major event such as NAYC, Olympic Games, etc. USEF may require selection trials/mandatory outings to be held in conjunction with the Event.
- E. OC will be responsible for all expenses incurred as a result of hosting the Event, including but not limited to those for the venue, staff, housing, travel, equipment, officials, volunteers, hospitality/food and beverage etc.
- F. OC must provide breakfast and lunch for officials and volunteers starting from day one of the Event through the end of the Event.
- G. OC must provide the prize list with input from USEF Dressage and Para Dressage Staff to ensure the technical specification accuracy.
- H. OC must provide night security in stabling. This expense may be passed on to the exhibitors.

## **SPECIFIC TECHNICAL REQUIREMENTS**

The 2022, 2023, and 2024 Event must be held over a minimum of five (5) consecutive days, including the initial jog day. The OC must provide the following services and facilities and will be required to conduct the Event according to the specifications outlined herein:

- A. Entry and stabling fees are permitted to be charged for the Event and retained; however, they may not exceed \$75 per class. Stabling fees must not exceed \$300 per single stall and \$700 per double stall for the Event. Any additional fees require USEF approval.
- B. OC must provide early arrival stabling. OC and USEF Dressage Staff will coordinate on the start of early arrival stabling.
- C. OC is responsible for building double stalls prior to a horse's arrival into stabling areas if applicable.
- D. OC must be able to host the following divisions:
  - Grand Prix, Intermediaire I, Brentina Cup, Young Rider, Junior, Pony Rider, Children, Young Horse (4, 5, 6, and 7-year-old divisions), Developing Horse (Prix St. Georges and Grand Prix divisions), the Dressage Seat Medal Finals (13 & Under and 14-18 divisions), and Para Dressage (Grades I through V).
- E. USEF will verify eligibility status of competitors and issue invitations to the competitors following the qualifying period for each division and will notify the OC.
- F. The Judges and Technical Delegate(s) will be appointed by USEF. OC must obtain approval from USEF on remaining competition officials and competition management.
- G. OC must provide staff/employees such as but not limited to Competition Manager, Competition Secretary, Scorer(s), Stable/Feed Manager, Officials Hospitality Coordinator, Official Competition Veterinarian, Ring Steward/Bit Checkers, Volunteer Coordinator, and appropriate number of announcers and volunteers. The OC will be responsible for all expenses and/or fees for these staff/employees.
- H. The Competition Manager and Secretary must be approved by USEF and eligible to serve in these positions at a Level 5 competition.
- I. OC must work directly with USEF Dressage Staff regarding scheduling, entries, and prize list to ensure all aspects of the Event are compliant with Championship Procedures and Policies.
- J. OC must provide three (3) Championship rings and dedicated warm-up rings as well as a lunging arena(s).
- K. OC must be able to provide a minimum of one (1) score board and services requires to run/maintain score board during the Event.
- L. OC must be able to provide flowers, greenery, shrubs, trees, etc. for dressage in the Championship rings.
- M. OC must be able to provide biosecurity measures and protocols including but not limited to stall sanitization prior to horse arrivals in stabling areas.
- N. OC must provide a minimum of one (1) accessible port-a-john if onsite facilities do not have an accessible restroom.

**MEDIA AND COMMERCIAL RIGHTS**

OC acknowledges and agrees that USEF owns and retains all copyright media rights, and exploitation rights in and to the Event across all media platforms, including but not limited to all traditional media (television, film, print, etc.) and digital media (social, internet streaming, digital recordings, etc.) which may be granted to third parties at the discretion of the USEF. OC will provide USEF access to exercise these rights. OC agrees to accept the photographer, live scoring platform, and live stream production company chosen and contracted by USEF. USEF agrees to accept the videographer chosen by the OC solely for the purpose of clipping rides for sales to competitors. No further use is permitted without express written permission from USEF. USEF and the OC agree that regards to broadcast rights, the USEF may grant these rights to OC upon written request. OC must agree to grant USEF access, at no cost to USEF, the livestream and recorded video footage for use on all properties and media partners.

**MARKETING**

- A. OC will host a welcome reception. USEF will host a competitors’ party. USEF Dressage Staff will collaborate with the OC on the logistics including the location and time of these events.
- B. OC will accept all USEF Sponsor(s). The OC is able to secure their own sponsors for the Event and must collaborate with USEF to ensure there is no conflict with USEF Sponsors. For more details, email Layson Griffin at [lgriffin@usef.org](mailto:lgriffin@usef.org).
- C. OC must agree to accept the photographer, live scoring platform, and live stream production company chosen and contracted by USEF.
- D. OC will provide a minimum of one (1) to two (2) VIP areas which includes a minimum of three (3) VIP tables as needed for USEF Sponsors and at least one (1) VIP table or six (6) seats in VIP areas for use of USEF Staff.
- E. OC will provide a 10’x20’ vendor space for ShopUSEF with access to a power source and one table with chairs.
- F. OC will provide spaces for at least 15 banners in competition arenas for the USEF and National Sponsors (provided by USEF) and minimum of 10 banners in high traffic areas of the show grounds.
- G. OC will provide a minimum of two (2) 10’x10’ vendors spaces with securable sides for USEF Sponsors with access to a power source and one (1) table with chairs.
- H. OC will provide one (1) 20’x20’ vendor space with securable sides for media with visibility and easy access to the competition arenas with a minimum of five (5) tables and 12 chairs as well as access to a power source.
- I. OC will provide USEF the ability to provide promotional flags to be displayed in high visibility areas and promotional materials to be distributed during the Event.
- J. OC will provide USEF the ability to provide gifts for VIP and athletes and promotional items for tables in VIP areas.
- K. OC must be able to provide proper infrastructure to accommodate a dedicated high-speed network connection with the capacity to handle a 4 Mbps stream for each ring with active competition. And a dedicated high-speed network connection with the capacity to handle vendor, media, office staff, and spectator traffic.

**ORGANIZER**

Name: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Address of Venue: \_\_\_\_\_

Competition Manager & USEF #: \_\_\_\_\_

Competition Secretary & USEF #: \_\_\_\_\_

Bidding to host the Championships in  2022  2023  2024

Proposed Dates (please list proposed dates for 2022-2024):

*Preferred dates: August 23-28, 2022; August 22-27, 2023, and August 20-25, 2024.*

## COMPETITION DETAILS

Indicate any additional competitions or events that would be held on the venue at the same time as the Championships:

If holding another competition, how many competitors are expected? \_\_\_\_\_

Please indicate any other classes that would be featured or highlighted:

## VENUE

Surface area of Venue (size): \_\_\_\_\_

List the size of the competition rings and indicate the type of footing in each ring (all weather footing recommended):

List the number and size of warm-up rings. Indicate the type of footing in each ring (all weather footing recommended):

Please provide additional information about the footing in the competition and warm-up areas (drainage system, maintenance, contingency plans for extreme weather, etc.):

Indicate any indoor or covered rings at the facility:

A lunging area separate from the competition and warm-up areas must be provided. Indicate size, type of footing and hours available each competition day:

List the equipment available to maintain rings and grounds (ring drags, watering system, etc.):

List any additional features offered at facility (lights for evening classes, digital video scoreboard, etc.):

Stables - location, type (permanent or temporary), number and size of boxes:

Please indicate what early arrival stabling options are available for competitors traveling before the start of the competition:

Indicate feed/bedding/ice/golf cart supplier:

Detail hospitality facilities available (area, number of tables & seats, proposed ticket cost):

Concept for vendor area:

RV/Camping parking capacity & location:

Is the venue handicap accessible? \_\_\_\_\_

Do you plan to make any improvements to the venue prior to your proposed dates? If yes, please detail improvements?

**NEAREST AIRPORT**

Accessibility (flights per day):

Distance from airport to venue:

Horse transportation information regarding nearest airport:

**HOTEL (NAME, DISTANCE FROM VENUE, LEVEL, AVERAGE PRICE/NIGHT)**

For Athletes / Owners:

For Grooms:

For Officials:

For Press:

For VIP Guests:

**PRIZE MONEY IF OFFERED**

Prize Money total for Event: \_\_\_\_\_

Prize Money Per Division:

**PROJECTED REVENUE**

Entry / Stabling Fee: \_\_\_\_\_

Ticket Cost: \_\_\_\_\_

Please list any additional competitor costs:

**REQUIRED SIGNATURE**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Submission Deadline is 5:00pm, ET on Friday, April 23, 2021. Please attach any supporting documentation.*

*Questions? Contact Kristen Brett, Director of Dressage Programs ([kbrett@usef.org](mailto:kbrett@usef.org) / 859-225-6919)*