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CHAPTER 12 COMPETITION OFFICIALS, EMPLOYEES, AND VOLUNTEERS

SUBCHAPTER 12-A COMPETITION OFFICIALS

GR1201 Licensee - Operation of Competition

The Licensee of a Licensed Competition is responsible for the operation of the competition. The Licensee may appoint a Show Committee or Competition Management of at least three responsible people who must be available at all times to act in executive capacity. It is the duty of the Licensee to enforce all the rules of the Federation from the time entries are admitted to the competition grounds until their departure.

GR1202 Manager

1. An individual acting in this capacity is required to be a Senior Active Member of the Federation. Any individual acting as the **Competition** Manager of a hunter and/or jumper Open (not restricted to a breed) competition must be a Senior Active member in good standing of the United States Hunter Jumper Association, Inc. The competition manager of a Federation- licensed/USDF-recognized competition must be a current USDF Participating or Group member in good standing at the time competition recognition is granted and on the date of the competition. **Anyone acting in the capacity of Competition Manager at a Federation licensed competition must complete applicable Federation education requirements or Federation approved Affiliate education requirements prior to the start date of the competition. BOD 1/14/17 Effective 12/1/18**
2. Licensed Competitions should exercise extreme care in the selection and appointment of a competition manager for the mutual benefit of committees, exhibitors and spectators. Any member of a Show Committee or Competition Management who performs the duties assigned herein to the competition manager, in lieu of an appointed manager, is in fact the responsible officer within the meaning of these rules and must be so named in the prize list. A thorough knowledge of the rules of the Federation is one of the requisites of a person serving as a competition manager.
3. Any competition manager who violates or knowingly permits violation of the rules of the Federation at his competition is subject to disciplinary action by the Committee on Charges, Protests and Hearings in accordance with Chapters 6 and 7.
4. A manager cannot serve as judge, steward or technical delegate of his own competition. A member of a manager's family cannot officiate as judge, steward or technical delegate at said manager's competition.
5. A manager or secretary of a Dressage Competition or an organizer of an Eventing Competition may not compete as rider or handler in his/her own competition. However, he or she may show Hors de Concours if he or she designates an assistant in charge while he or she is showing. This does not absolve the manager's or secretary's duties and responsibilities.
6. A manager of a Dressage Competition must be present throughout the competition he/she is managing while classes are underway. However, he or she may leave the competition grounds if he or she designates an assistant manager in charge during the time of his/her absence. This does not absolve the manager's duties and responsibilities.
7. The manager of a Level 3, Level 4 or Level 5 Dressage Competition must be eligible according to the criteria listed in DR126 and listed in the Dressage Levels chart posted on the USEF website.

GR1203 Competition Secretary

1. An individual(s) who processes entries or performs such other duties as assigned by the Board of Directors, the Show Committee or Competition Management, and manager. A secretary of a Dressage Competition may not serve as judge or compete as rider or handler in his/her own competition. However, he or she may show Hors de Concours if he or she designates an assistant in charge while he or she is showing. This does not absolve the secretary's duties and responsibilities. An individual acting in this capacity must be an Individual Senior Active member of The Federation.

2. The secretary of a Level 3, Level 4 or Level 5 Dressage Competition must be eligible according to the criteria listed in DR126 and listed in the Dressage Levels chart posted on the USEF website. The competition secretary of a Federation-licensed/USDF-recognized competition must be a current USDF Participating or Group member in good standing at the time competition recognition is granted and on the date of the competition.

GR1204 Veterinarian

1. The official veterinarian shall be a licensed graduate of an accredited veterinary school in good standing in his/her state of practice, be familiar with the current USEF Equine Drugs and Medications Rules and have experience in equine veterinary practice. He/she shall not rule on soundness in classes in which he/she or a family member may have a horse or pony entered or measure any horses or ponies in which a conflict of interest exists due to personal or family interest in the equine. The official veterinarian may be a competitor and the competition will still be in compliance with the requirements of GR1211.4 (Exception: Eventing). Veterinary emergencies shall take precedence over competing.
2. He shall render complete veterinary service to visiting International Teams and feature attractions; the cost of drugs, x-rays, laboratory procedures and expendable equipment is to be paid for by the competition or as otherwise provided prior to the competition. The examination and treatment, except when requested by the judge, of all other horses in the competition shall be on a private practice basis.
3. The veterinarian shall assist management in all matters pertaining to the health and welfare of the animals in the competition.
4. The official veterinarian's decision, if requested by the judge as to the serviceable soundness of a horse (i.e., whether the horse shows evidence of lameness, broken wind, or complete loss of sight in either eye), will be final for the purpose of awarding ribbons in the class for which he has been called.
5. The official veterinarian, if called upon by the judge, will act as consultant in regard to structural faults, defects and blemishes in areas which might impair a horse's activity and durability. Having received the benefit of the veterinarian's consultation, the judge will then place the horses in question at his own discretion, based on their relative merits in light of the entire class specifications.
6. The veterinarian will immediately, after leaving the ring, file a statement of his findings with the competition secretary, setting forth therein the number and title of the class, the number of the horse, the date and time of day. The veterinarian must have his certificate of finding read and signed by the steward of the competition on duty during the particular class.
7. Examination of a horse in the ring by a veterinarian must be done as inconspicuously as possible and in such manner as not to draw public attention thereto. Cooperation of judges to this end is required.
8. It is the duty of the veterinarian to assist the steward/technical delegate in the measurement of any animal requiring measurement in accordance with the rules of the Federation. (See Chapter 5, Chapter HU (HU135-HU147).
9. Veterinarian(s) for Federation Licensed Endurance rides must be selected a) from a list of Federation Endurance Sport Committee approved veterinarians, or b) from the FEI list of Contact and Event Veterinarians in the Endurance Category.

GR1205 Course Designer

1. The Jumper course designer is responsible for laying out the course, building the obstacles and for the measurement of the course. An "R" license is required to officiate alone for all classes offering \$25,000 or more in prize money. An "r" license is required to officiate any competition with a Jumper rating 2 or higher. To obtain recognition as a course designer, an individual must apply to the Federation for recognition.
2. The Jumper Course Designer must be on the grounds during the classes for which he is building. He or his designated

representative must be present at the ring(s) during all Jumper classes for which he has responsibility and be available to report to the judge at any time that the course is properly set for the competition.

3. The Hunter course designer, or his designated representative, must be present at all sessions of a competition and be available to report to the judge at any time that the course is ready in all respects. The Hunter course designer is responsible for the correctness of the course and must give consideration to any suggestions made by the judge. Copies of the courses must be given to the judges. The Hunter course designer must be a Senior member of USEF and must be knowledgeable in the rules relating to the Hunter classes being offered. At non-breed restricted USEF Licensed Competitions the hunter course designer must also be a Senior Active member of USHJA.
4. A minimum of a "r" Hunter course designer license is required to officiate alone at a National or Premier rated Hunter/Jumper competition with a Hunter class offering up to \$4,999 in prize money. A "R" Hunter course designer license is required to officiate in any class at an National or Premier licensed Hunter/Jumper competition with a Hunter class offering \$5,000 or more in prize money.
5. Eventing Course Designer.
 - a. A course designer, a member of a course designer's family, or a Course Advisor at Eventing Competitions shall not compete at the following competitions: Three Day Events, National Championship Horse Trials, competitions being used for Federation selection purposes, and similar competitions designated by the Eventing Sport Committee when the Course Designer or Course Advisor is officiating.

GR1206 Farrier

A farrier cannot officiate in any class in which he is an exhibitor. He must report promptly when called to the ring to make repairs during a class.

GR1207 Designated Competition Office Representative

1. A Designated Competition Office Representative need not be appointed at all competitions. It is at the discretion of the Steward/Technical Delegate to appoint one if the circumstances so require. Some examples that may require the Steward/Technical Delegate to appoint a Designated Competition Office Representative are:
 - a. Large competition grounds or eventing courses that may cause an extraordinary amount of time to reach the competition office.
 - b. Many arenas that require the Steward's/Technical Delegate's attention.
 - c. Special classes that require the Steward/Technical Delegate to remain at the schooling area.
 - d. A large number of entries at the competition, which may cause many trips to the competition office for collection of the Drugs and Medications Report Form.
2. Further the Designated Competition Office Representative must be a Federation Senior Member and an office staff person mutually agreed upon by the Competition Management and Competition Steward/Technical Delegate.
3. The Designated Competition Office Representative will be responsible to collect, date, sign, and issue receipt for all the Medication Report Forms submitted. Additionally, all Medication Report Forms are to be given to the Steward/Technical Delegate on a daily basis. It is the Steward's/Technical Delegate's sole responsibility to inspect, sign and return all the Medications Report Forms to the Federation office.

SUBCHAPTER 12-B COMPETITION EMPLOYEES AND VOLUNTEERS

GR1208 Ringmaster

A ringmaster cannot officiate in any class of a competition in which he or a member of his family or any of his clients is an exhibitor.

GR1209 Timekeeper

A timekeeper cannot officiate in a class in which a member of his family or any of his clients is competing (Exceptions: Dressage Classes and Eventing Competitions). See also GR831.1 and GR833.

SUBCHAPTER 12-C DUTIES OF COMPETITION MANAGEMENT IN GENERAL

GR1210 General

Apply annually to the Federation for dates for the competition.

1. Medal Classes.

- a. Competitions offering Hunter/Jumping Seat Medal classes must offer at least three additional classes under Federation rules suitable for those competitors who are eligible to compete in the Medal. These classes do not have to be Equitation classes.
- b. Competitions cannot restrict cross entries between Medal classes.
- c. NOTE: Permission to hold a Medal class will not be granted to more than one, one day Licensed Competition held on consecutive days with the same management at the same location.
- d. Following the holding of the USEF Hunter Seat Medal, the USEF Adult Equitation Class and/or the USEF Pony Medal Class, Competition Management shall forward to the Federation a total amount representing the \$10 per entry in each class.
- e. Following the holding of Federation Saddle Seat Medal and Saddle Seat Adult Amateur Medal classes, Competition Management shall forward to the Federation a total amount representing the \$15 per entry in each class.

2. National competition grounds must have a level surface area for measurement (when there are divisions that require measurement) in accordance with GR507.

3. See that animals required to be measured are correctly measured by the rules and order the measurement of any horse whose height or length of foot is protested by an exhibitor.

4. Competition management shall place a minimum of one sharps container per each competition, whether or not stabling is provided. Additionally, at least one sharps container per fifty occupied stalls for the disposal of needles and other disposable sharp instruments in convenient locations in barns housing competition horses. It is competition management's responsibility to replace such containers when full and dispose of them properly. Competition management may fine any individuals including trainers, owners, exhibitors, or their agents up to \$100 for improper disposal of needles or other sharp disposable instruments. Competition management will place a notice of this requirement either in its prize list or on a specific handout given to trainers on check in at the competition. If local law has different requirements, local law will prevail. Competitions failing to comply with placing the required number of containers on the show grounds will be considered in violation of the rules and may be subject to penalty as determined by the CEO or his designee and/or the Hearing Committee.

5. Competition Management is required to submit a Post Competition Report, along with the appropriate fees, to the Federation, postmarked or electronic date stamped within 10 calendar days after the close of the competition. Fees must be submitted by cashier/company/personal check, money order, credit card or wire transfer; cash will not be accepted as proper payment. For purposes of this rule, a Post Competition Report shall include all appropriate fees and the following properly completed forms: a Post Competition Report Form, Membership Applications and Horse Recording Applications. A fine of \$100 will be imposed on any Competition Management which fails to submit any appropriate fees with the Post Competition Report postmarked or electronic date stamped within 10 calendar days after the end of the competition. Competition Management disputing that the fee/fine is properly owing may appeal in writing to the Federation within 30 days of the date of the notice of outstanding fees and fines. The Federation's CEO or his designee will consider the appeal and may waive part or all of the fine upon a finding of good cause why the payment was not submitted in a timely fashion and/or a finding that extreme hardship results from the automatic penalty.

6. If required by management, premiums of the competition will be paid to all competitors that have provided Social Security numbers, Federal ID numbers or Tax Identification numbers to the competition secretary. It is the sole responsibility of the competitor to provide the competition secretary with accurate payee information, including Social Security number, Federal ID number, or Tax Identification number, payee name and address. The above mentioned premiums must be paid within 30 days of the last day of the competition to competitors whose accounts with the competition are current. Pay other indebtedness of the competition within 30 days of the invoice date. A fine of \$100 will be imposed on any Competition Management which fails to pay any competition fees/fines to the Federation within 30 days of the notice of the fees/fines owing. A Competition Management disputing that the fee/fine is properly owing may appeal in writing to the Federation within 30 days. The Federation's CEO or his designee will consider the appeal and may waive part or all of the fine upon a finding of good cause why the payment was not submitted in a timely fashion and/or a finding that extreme hardship results from the automatic penalty.
7. Collect \$15 fee in all classes for the Equine Drugs and Medications Program, except where prohibited by law. (See GR407).
8. It is a violation for Competition Management to assess and/or collect a drug enforcement fee in excess of, or in addition to, that specified and required by GR407.2 of these rules, unless said assessment is approved in writing by the Federation in advance, and then only under the terms and conditions set forth.
9. It is a violation for Competition Management to withhold from the Federation any or all of the drug fees collected in accordance with GR407.3, for any purpose, including to defray the expenses incurred providing stalls, passes, and other items to the Federation drug testing personnel, as required by GR407.4 and .5.
10. At the Federation's request, a competition must furnish entry blanks, judges' cards, class sheets or any other documents within the time requested by the Federation. These records must be kept on the competition grounds during all sessions of the competition. These records must be retained for three years.
11. Be responsible for the construction of courses.
12. Collection of a Mandatory Participation Fee
 - a. Federation International Discipline Associations and Recognized Affiliate Associations, as defined in GR204.1a and .b, may require a Licensee to collect fees from exhibitors and remit such fees to the applicable association, unless the Federation objects to such fees in writing.
 - b. A Licensee may also agree with any Federation Alliance Partner, as defined in GR204.2, to collect a mandatory participation fee from exhibitors and remit such fees to the applicable association only if the following terms and conditions are met. Only one mandatory participation fee may be collected and it must be charged to all exhibitors. No other mandatory fees may be collected on behalf of a Federation Alliance Partner or other entity, except as described in (a) above.
 1. Association must be a member in good standing of the Federation and the Federation Recognized Affiliate(s) representing the breed/discipline competing at competitions where the fees are to be assessed.
 2. Association must apply for and obtain permission from the Federation, in accordance with procedures published on the Federation's website, no less than one hundred twenty (120) days prior to the start of the competition.
 3. Association, upon approval from the Federation, must provide a Licensee with a copy of the Federation Approval Letter prior to collection of fees.
 4. Association fees must be listed separately from Federation, International Discipline and Recognized Affiliate fees on entry blank and all amounts collected must be disclosed to the Federation and reported on the post competition report and are subject to all post-competition reporting requirements.
 - c. Licensee shall not collect non-USEF fees unless they have received approval based on the conditions stated above in GR1210.13.b.
13. It is the responsibility of competition management to hire officials. It is the responsibility of the Licensed Official

- to ensure that he/she is properly qualified and in good standing with the Federation to officiate. Special and Guest officials' cards must be applied for in accordance with GR1009-1010, GR1015, GR1024-1025 GR1028.
14. For all Federation competitions holding Dressage classes, remit to the Federation with post-competition report the required fees for use of Federation copyrighted Dressage Tests, as specified on the post-competition report.
 15. No manager or representative of the manager may hold a prize money class without distributing the prize money.
 16. To ensure that Federation Member Reports and Judge Evaluation Forms are publicly displayed and available for Federation members during the entire competition. Ensure that an announcement is made via the competition's public address system at least once each session, pertaining to the availability of said forms.
 17. Specific duties of Dressage Competition Management are listed in the Dressage Levels chart posted on the USEF website.

GR1211 Appointment of Officials and Employees

1. Obtain the necessary Special, and Guest cards for judges, course designers, stewards and technical delegates.
2. Judges.
 - a. Hire the necessary judges and officials for the operation of the competition and to see that they are properly qualified.
 - b. If a competition finds it necessary to substitute a judge for one who is officially designated in the prize list and/or catalogue and who is unable to serve due to circumstances beyond his control, the restrictions of GR1304.2-.12 and GR1304.21-.24 shall be non-effective.
 - c. Furnish the judges in each class a scorecard containing exact class specifications. (Exception: only the percentage of conformation must be noted for rated Hunter classes.) Fence heights must be noted for all unrated classes. Method of breaking ties in Jumper classes must be included.
3. Stewards/Technical Delegates.
 - a. Appoint and identify in the prize list and catalogue one or more licensed Federation Stewards licensed to officiate in the divisions and sections for which the competition is approved who shall be present at each session of the competition. A technical delegate must be appointed for Eventing Competitions, Dressage Competitions and Regular and Local Competitions offering "open" Dressage Division classes (i.e., classes which are not limited to certain breeds) or 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 at regular or local competitions, only if classes are not part of an "open" Dressage Division.) If required to officiate, a Dressage Technical Delegate must be present and officiate for all Dressage classes held on the day(s) which he/she is in attendance. If no other classes except Dressage are held on a licensed day of a breed-restricted regular or local competition, a steward does not need to be present in addition to the Dressage Technical Delegate.
 - b. If a competition finds it necessary to substitute a steward or technical delegate for one who is officially designated in the prize list and/or catalogue and who is unable to serve due to circumstances beyond his control, the restrictions of GR1304.14 and/or GR1304.25 shall be non-effective.
 - c. Competitions are urged to engage a steward for each ring when classes are held simultaneously and to select individuals who are well versed in the divisions being offered.
 - d. With the exception of Hunter/Jumper competitions (see GR1211.3e), competitions using more than three performance areas simultaneously must have at least two stewards on duty. Dressage arenas do not count as a performance area. If more than six performance areas are used simultaneously, at least three stewards must be on duty. When three stewards are officiating, one steward will not be subject to the provisions of GR1034.4 and will be eligible to serve as steward for a fourth consecutive competition run by the same governing body, Board of Directors or Licensee.

- e. A Hunter/Jumper competition using up to four performance areas simultaneously must have at least one Steward on duty. When five or more performance areas are in use simultaneously, there must be two Stewards on duty. A competition using four performance areas simultaneously that had more than 500 horses competing the previous year must have two Stewards on duty. If more than eight performance areas are used simultaneously, then at least three Stewards must be on duty. A competition in its first year of operation must have two Stewards on duty if there are more than three performance areas in use simultaneously and three stewards on duty if there are more than eight performance areas in use simultaneously. When there is more than one steward required, the licensed Stewards must designate one as the Senior Steward for that competition and must notify competition management.
- f. For each competition day that a Dressage Competition schedules 300 or more rides (including Dressage and DSHB entries), the competition must have at least two Dressage Technical Delegates on duty. When only one competition ring is in session, only one Dressage Technical Delegate need be present on the grounds. Dressage Competitions holding both a national competition and a CDI must have a separate Dressage Technical Delegate in addition to the FEI Chief Dressage Steward.
- g. At all competitions using more than one competition ring, management must provide a hand-held communication device (i.e. walkie-talkie or cell phone) to at least one steward or technical delegate.
- h. A Paso Fino competition with more than 175 Paso Fino horses competing based on the previous competition entry numbers, determined by the amount of Federation fees paid to the Federation, shall be required to have at least two stewards.

4. Veterinarians.

- a. Every competition with rated or non rated division(s) or sections must have a qualified veterinarian present throughout the competition if the previous year's competition's entry number was 300 horses or greater. See individual breed/discipline rules that may require a lower threshold than listed above. At a multi-breed competition, the lowest threshold will prevail.
- b. The previous competition entry number shall be determined by the amount of Federation fees paid to the Federation. Exception: For Dressage Competitions, the number of horses competing the previous year shall determine if a veterinarian must be present on the grounds or on call.
- c. Competitions without a qualified veterinarian present throughout the competition must have a written agreement with a veterinarian to be on call.
- d. First year multi-day competitions with "A" rated divisions must have a veterinarian present throughout the competition. Exception: First year multi-day Breed or Multi-breed restricted competitions with "A" rated divisions must have a veterinarian either on call or on the grounds throughout the competition. All other first year multi-day competitions and first year one-day competitions must have a written agreement with a veterinarian on call.
- e. At competitions where the official veterinarian is on call, the prize list must include the time period when the veterinarian will be available to conduct measurements. This information must also be posted in the show office. If the veterinarian is required to measure at any time other than as stated in the prize list, the owner is responsible for paying veterinarian fees.

5. Farrier

- a. Every competition that offers a Hunter division or section with a National rating must have a farrier qualified in those divisions or sections offered at that competition on competition grounds and available during all performances (Exception: "A" rated Welsh competitions).
- b. Competitions restricted to Arabians, Morgans, Hackneys, Roadsters, American Saddlebreds or National Show Horses must have a qualified farrier on competition grounds and available during all performances. (Exception: Arabian competitions restricted to sections exempt from shoeing regulations are not required to have a farrier on the grounds).
- c. A farrier must be on the grounds or on call at all other competitions.

6. It is required that all Licensed Competitions must have a 'Competition Secretary', i.e. a secretary who is a Senior Active Federation member, present in the competition office during the competition.
7. Specific requirements for staff and officials for Dressage Competitions are listed in the Dressage Levels chart posted on the USEF website.

SUBCHAPTER 12-D DUTIES CONCERNING COMPETITION RECORDS

GR1212 Prize Lists

1. A copy of the prize list must be received by the Federation Office at least thirty (30) days prior to the competition. Prize list must be forwarded by mail with proof of delivery or submitted electronically via e-mail, with staff confirming receipt. If the prize list is not received thirty (30) days prior to the competition, the competition will be invoiced as outlined in GR1212.2. Copies also must be forwarded to the Federation steward or technical delegate and to the judges.
2. If the prize list is not received thirty (30) days prior to the competition, the Federation shall assess a fee of \$200. If the fee is not paid, it shall be added to the amount of dues for the ensuing year and future competition dates will not be awarded until both penalty and dues have been paid.
3. If management disputes that the prize list was not timely filed or that the above fine is not properly owing, it may appeal in writing to the Federation within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Federation's CEO or his designee, a special committee appointed by the President or the Hearing Committee will consider the appeal and may waive a part or all of the fine upon a finding of good cause why the prize list was not timely filed and/or a finding that extreme hardship results from the automatic penalty. See Chapter 9 for requirements regarding prize lists.

GR1213 Entries

1. The name of any exhibitor whose fees are not negotiable must be reported in writing to the Federation within 90 days of the close of the competition. (See GR913).
2. If there is a closing date, the competition must acknowledge all entries made by that date.
3. Ensure that no entry will compete until or unless the exhibitor and the rider, driver, or handler and trainer, or agent(s) of such person(s), have signed an entry blank, including all post entries. In the case of a rider, driver or handler under 18, his/her parent or guardian, or if not available, the trainer, must sign an entry blank on the minor's behalf.
4. Have available applications for amateur status. If a rider or driver in amateur classes does not possess current amateur certification, the secretary must require the individual to complete the necessary application (see GR1307).
5. Collect and remit promptly to the Federation and its applicable Recognized Affiliate Associations as defined under Bylaw 222, Section 1 (1) and 1 (2), the Show Pass fee, if applicable, as provided in GR205 and GR206 for each rider, driver, handler, owner, lessee, agent and trainer who is a non-member and participates in any Regular Competition, Eventing Competition at the Preliminary Level or above, Dressage Competitions, Combined Driving Competitions at the Advanced Level or above, Endurance and Vaulting Competitions who has not produced a valid Federation membership card or copy thereof. Lessees are considered owners in connection with this membership requirement. In the event of an entry under multiple ownership, where no owner is a Member, only one owner need pay a Show Pass fee.
6. When classes or divisions are recognized by The Federation under the same competition number, duplicate Federation fees (drug, Show Pass, etc.) may not be charged to exhibitors, regardless of whether different competition secretaries officiate in these classes or divisions. See GR407.
7. Ensure that riders, driver, handlers, vaulters, longeurs, owners, lessees, agents and trainers who are not members as required by the provisions of Bylaw 203, are not allowed to participate in Regular Competitions, Eventing

Competitions at the Preliminary Level or above, Driving Competitions at the Advanced Level or above, Dressage Competitions, Endurance and Vaulting Competitions unless all provisions of .1-.6 (above) are met.

8. Ensure that every rider, driver, longeur, and vaulter in a non-breed-restricted event in an FEI recognized discipline has complied with GR828.
9. Eliminate without waiting for a protest to be made, a competitor who has made an entry of horse, rider or driver that is ineligible.
10. If management accepts unpaid entries, it thereby subjects the competition to the provisions of GR913.
11. A number card for each competitor must be provided. For Dressage: A separate number must be issued for each horse/rider combination (DR126.1j(4)). For Dressage Sport Horse Breeding: One number must be issued for each horse showing In Hand. A separate number must be issued to each entry (combination of horses) showing in group classes. Entries in Materiale and Under Saddle classes must be issued a separate number only if the rider did not also show the same horse in hand (DR207.8).

GR1214 Results

1. All competition results and other data as specified by USEF in the license agreement may be electronically transmitted to USEF within 10 days following a Licensed competition including all corrections, changes and additions to the prize list. All results must meet the criteria and format of the Federation result template as published by USEF and must be submitted as outlined in the license agreement. A fee may be assessed for any required data not received electronically. Full results are defined as the names and Federation numbers of all horses, riders and owners in all classes. In the event of an entry under multiple ownership, only one owner need be a Member or pay a Show Pass fee. The competition is responsible for listing either the active member or the person that paid the Show Pass fee in the results. (Exception GR901.9). For all Jumper Classes offering \$500 or more in prize money (including add back) the competition must submit the following in addition to the above: the number of horses competing in the class, the Level under which the class was conducted, the identification/recording number for each horse in the class, and the placings with the money paid out to each placed entry. For Young Jumper classes the first round fault scores for each entry must also be included. For classes with \$25,000 or more in prize money a copy of the starting order (showing the rider) and judges card(s) are required. At Jumper Rating 4 or higher competitions, results must include faults of each round in jumper classes held at 1.40m or above. Results must include faults from each round of Pony Jumper classes. Results for Dressage Competitions and Regular or Local competitions holding open Dressage or Dressage Sport Horse Breeding classes must include the Federation and USDF membership and identification/recording numbers for all owners, riders, handlers and horses for whom this information is required for the competition. This material is needed in order to include the winnings of exhibitors in the Federation's permanent records. **Results in Hunter Competitions in over fences classes must record the following information, if applicable: (i) Did Not Compete and (ii) Did Not Place. See HU132.9 BOD 1/20/18 Effective 12/1/18**
2. The secretary of each Federation Licensed Competition must, within 10 calendar days of the competition, send to the Federation, either electronically or by mail with proof of delivery, a list of judges, stewards, technical delegates and competition officials, as well as the names and addresses of all ribbon winners, the amount of money won if applicable, and number of entries in the Federation Medal classes and USEF/USDF dressage qualifying and championship classes, the first place winners of all other Equitation classes.
3. Competitions offering Medal classes must make a complete report to the Federation in order that Federation memberships can be checked and credit given winners. Names and addresses of all ribbon winners and the numbers of entries in a class must be included.
4. If the competition fails to file a full set of results postmarked within 10 calendar days of the closing of the competition, the Federation will levy a fine of \$250. If the fine is not paid, future competition dates might be retracted or not awarded. The competition has the right to request a waiver of this fine, provided they can show good cause.

5. If management disputes that the results were not timely filed or that the above fine is not properly owing, it may appeal in writing to the Federation within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Federation's CEO or his designee, a special committee appointed by the President or the Hearing Committee will consider the appeal and may waive a part or all of the fine upon a finding of good cause why the application was not timely filed and/or a finding that extreme hardship results from the automatic penalty.
6. Within 30 days of the deadline for filing any report or paperwork required under the Rules, the Federation must notify the Official Competition Contact responsible for filing such report or paperwork in the event that it has not been received.
7. The Federation must be notified of any retirement ceremony held at any Licensed Competition. See GR812.

SUBCHAPTER 12-E DUTIES CONCERNING FACILITIES

GR1215 Stabling

1. At Level 3, Level 4 and Level 5 Dressage Competitions, and competitions offering "A" rated hunter sections, overnight stabling, on the competition grounds, must be provided for any accepted and confirmed entry in a section held on multiple days that has requested and paid for the stall(s) by the closing date of entries.
2. Stalls provided must be of sturdy construction, in good condition and safe for horses and ponies. The recommended minimum dimensions for box stalls for horses are 9' wide by 9' deep by 7' high or comparable square footage. It is essential that the covering over the stalls is weatherproof. Prize list must specify type of stabling and whether stall doors will be provided.
3. At competitions which offer overnight stabling, adequate lighting must be provided.
4. It is recommended that at Level 4 and Level 5 Dressage Competitions, and at competitions with an A rated division provide, upon request of the official competition veterinarian, a suitable area, protected from the elements, secured from public view, adequately lighted, with adequate electrical supply and running water, to serve as a first aid station for the emergency treatment of ill and injured horses.
5. Additional stabling requirements for Dressage Competitions are listed in the Dressage Levels chart posted on the USEF website.

GR1216 Facilities

1. Convenient and ample water facilities must be provided.
2. Adequate and sanitary toilet facilities must be provided.
3. All competition grounds (where there are divisions that require measurement) must have a level surface area for measurement in accordance with GR507.
4. Food must be provided on the grounds.
5. A secretary's office with adequate personnel and proper communication between secretary, announcer, in-gate, each ring and stables must be provided.
6. Proper schooling and exercise areas must be provided. See Rules GR834-GR838.
7. Subject to local law and contract requirements, any owner or trainer stabled on the grounds of a competition must be permitted to haul in hay, grain and bedding, meeting management's specifications as published in the prize list, for his own use, and use any farrier or veterinarian of his choice.
8. Directions to the competition grounds must be posted outside the competition office so that directions can be relayed to the EMS.
9. Before the first day of competition, competition management must post the name, address, and telephone number of the closest veterinary emergency and surgical facility. The competition management must have notified and obtained assurance that such facility can handle competition related emergencies. The name, address, and

telephone number of this facility must be posted in the same location as the telephone and/or other emergency call priority system.

10. Lighting at sunrise and sunset that provides full and complete visibility is a requirement for the competition ring and schooling area. Horses may not be required to be exhibited in the competition ring or schooled in the designated warmup areas before the official hour of sunrise or after the official hour of sunset unless lighting is provided that assures full and complete visibility.
11. Competition management is required to make an effort to provide the best possible footing in competition and warm-up areas. Provisions must be made (by having on hand proper equipment and scheduling sufficient breaks in the schedule) to maintain the footing in those areas, e.g. by dragging, watering, and raking, if necessary, throughout the competition.
12. Additional requirements for Dressage Competitions regarding facilities, services and amenities are listed in the Dressage Levels chart posted on the USEF website.

SUBCHAPTER 12-F DUTIES CONCERNING ENFORCEMENT OF FEDERATION RULES

GR1217 Rules

1. Each Licensed Competition must have a copy of the current Federation Rule Book available for reference at all times during the competition.
2. Enforce all rules of the Federation from the time entries are admitted to the competition grounds until their departure.
3. Comply with and enforce the 1979 Horse Protection Act. Copies of this law and lists of associations that provide D.Q.P.s can be obtained from the Federation office.
4. Prevent manual poling with unauthorized poles, or the abuse of a horse anywhere on the grounds and to see that GR844 and GR839 are rigidly enforced.

GR1218 Protests, Charges and Violations

1. Receive and act upon protests and charges in accordance with Chapter 6 and report whatever action is taken to the Hearing Committee.
2. It is within the jurisdiction of a Licensed Competition to disqualify a person and/or his entries and to cause him to forfeit his winnings and ribbons at that competition and for cause to have the horses removed from the grounds without being held for damage. All such disqualifications must be reported to the Federation.
3. Any Licensed Competition which allows a person not in good standing to judge, serve as steward or technical delegate, manage, exhibit, ride, drive, or participate in any manner after due notice has been received from the Secretary of the Federation, is liable to suspension or expulsion from the Federation. See GR704.
4. In the event that any person participating at a competition commits an offense or violation described in Chapter 7, the Directors of the Competition may in their discretion disqualify that person and/or his entries from further participation in their competition only (See GR908). Any such offense must be reported to the Hearing Committee for whatever further action is deemed necessary.
5. Report in writing to the Federation any act on the part of any person named in GR701 deemed prejudicial to the best interests of the Federation. Matters to be so reported include withdrawal by an exhibitor of his horses from the competition grounds, or from the competition after it has commenced, without permission.
6. Report in writing to the Federation within ten (10) days of the close of the competition the names and addresses of exhibitors and horses that were eliminated or disqualified from the competition for a rule violation and reasons for said elimination or disqualification.

