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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, or as Assistant Manager, 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.
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 their competition is subject to disciplinary action by the Hearing Committee in accordance with the Federation Bylaws.
4. A manager cannot serve as Judge, Steward or Technical Delegate, or Certified Schooling Supervisor of their own competition. A member of a manager's family cannot officiate as Judge, Steward or Technical Delegate, or Certified Schooling Supervisor 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 their own competition. However, a manager or secretary may show Hors de Concours if they designate an assistant in charge while they are showing. This does not absolve the manager's or secretary's duties and responsibilities.
6. A qualified manager of a Federation Licensed Competition must be present throughout the competition they are managing while classes are underway. However, they may leave the competition grounds if they designate a qualified assistant manager in charge during the time of their absence. This does not absolve the manager of their 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 Federation 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 their own competition. However, a secretary may show Hors de Concours if they designate an assistant in charge while they are showing. This does not absolve the secretary's duties and responsibilities. An individual acting in this capacity, or as Assistant Secretary, 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 Federation 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 their state of practice, be familiar with the current Federation Equine Drugs and Medications Rules and have experience in equine veterinary practice. The official veterinarian shall not rule on soundness in classes in which they 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 GR1211.5 (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 they have 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 their 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 their 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 their 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 HJ (HJ126.8).
9. Veterinarian(s) for Federation Licensed Endurance competitions must be selected a) from a list of Federation Endurance veterinarians.

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 they are building. The Course Designer or their designated representative must be present at the ring(s) during all Jumper classes for which they have 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 their 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 Federation and must be knowledgeable in the rules relating to the Hunter classes being offered. At non-breed restricted Federation 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 they are an exhibitor. The farrier 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 paper Medication Report Forms submitted. Additionally, all paper 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. Paper Medication Report Forms may only be used when it is impossible to submit an online form.

SUBCHAPTER 12-B COMPETITION EMPLOYEES AND VOLUNTEERS

GR1208 Ringmaster

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

GR1209 Timekeeper

A timekeeper cannot officiate in a class in which a member of their family or any of their 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 per entry fee 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 per entry fee in each class.
 - f. Following the holding of USEF Western Equitation Junior Medal and Adult Amateur Medal Classes, Competition Management shall forward to the Federation a fee per rider 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 must place a minimum of one (1) sharps container per competition, regardless of whether stabling is provided.
 - a. If stabling is provided, for every fifty (50) occupied stalls, one (1) sharps container must be provided for the disposal of needles and other disposable sharp instruments. These containers must be placed in visible, accessible, and convenient locations in barns housing competition horses.
 - b. Sharps Containers: A sharps container is made of puncture-resistant plastic with leak-resistant sides and bottom. It has a tight fitting, puncture resistant lid, which does not allow sharps to come out of the container. Sharps containers must be properly labeled to warn of hazardous waste inside the container. Sharps containers must not be altered in any way from its manufactured form, such as removal of security measures or drilling of the plastic. Sharps containers must be protected from the elements as to not collect rainwater
 - c. It is competition management's responsibility to dispose of contents of sharps containers when the container is three-quarters (3/4) full, in accordance with community guidelines for proper disposal methods. Competition management may fine any individuals including trainers, owners, exhibitors, or their agents up to \$100.00 for improper disposal of needles or other sharp disposable instruments.
 - d. If local law has more stringent requirements than the above, related to sharps containers or disposal, local law will prevail. Competitions that fail to place the required number of containers on the competition grounds or dispose of the contents properly will be considered in violation of the rules and may be subject to penalty as determined by the CEO or their 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 their 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 their 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 a fee in all classes for the Equine Drugs and Medications Program, except where prohibited by law. (See GR407). **Exception: Lite Competitions. (See GR401.1.h&i)**
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, **course maps for USEF Hunter Seat Medal, USEF Pony Medal, ASPCA Horsemanship classes, and USEF Show Jumping Talent Search classes**, 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. Federation Recognized Affiliates may require a Licensee to collect a mandatory participation fee from exhibitors and remit such fees to the applicable affiliate, unless the Federation objects to such fees in advance of the competition and in writing.
- 13. Competition Management is not permitted to delegate administrative tasks or any other responsibilities of Competition Management to the Steward or Technical Delegate.**
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 Federation website. **BOD 6/20/22 Effective 12/1/22**

GR1211 Appointment of Officials and Employees

1. **Apply for Special and Guest Officials' card in accordance with GR1005, GR1011, GR1015, GR1024, and GR1025.**
2. **It is the responsibility of competition management to hire the appropriate number and type of licensed officials.**
3. Judges.
 - a. **It is the responsibility of the Licensed Official to ensure that they is eligible to officiate by complying with all licensure and membership requirements prior to the first day of competition.**
 - 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 their 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.
4. 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. **Exceptions:**

1. A C2 Steward may officiate through Fourth Level of breed restricted Dressage classes at Licensed Breed Restricted Competitions.
 2. C2 Stewards who are also licensed Dressage Technical Delegates may serve in both roles at Licensed Breed Restricted Competitions offering Open Dressage classes. When a dually licensed C2 Steward/Dressage Technical Delegate is officiating, the Open Dressage classes must be their sole responsibility until those classes are complete. If there are additional non-Open Dressage classes occurring at the same time as the Open Dressage classes, a separate Dressage Technical Delegate must officiate for the Open Dressage classes.
- b. If required to officiate, a Dressage Technical Delegate must be present and officiate for all Dressage classes held on the day(s) which **they are** in attendance. If no other classes except Dressage are held on a licensed day of a **Breed-Restricted Competition**, a steward does not need to be present in addition to the Dressage Technical Delegate.
 - c. 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 their control, the restrictions of GR1304.14 and/or GR1304.25 shall be non-effective.
 - d. 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.
 - e. With the exception of Hunter/Jumper competitions (see GR1211.4f), 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.
 - f. A Federation licensed Hunter/Jumper competition must appoint C1 Stewards as follows:
 1. When one to four performance areas are in use simultaneously, at least one Steward must be on duty.
 2. When five to eight performance areas are in use simultaneously, at least two Stewards must be on duty.
 3. When nine or more performance areas are used simultaneously, at least three Stewards must be on duty.
 4. A competition using four performance areas simultaneously that had more than 500 horses competing the previous year must have two Stewards on duty.
 5. A competition in its first year of operation must have two Stewards on duty if four to eight performance areas are in use simultaneously.
 6. When more than one steward is required, the licensed Stewards must designate one as the Senior Steward for that competition and must notify competition management.
 - g. 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.
 - h. 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.
 - i. A Paso Fino competition with more than **250** 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. *BOD 4/17/23 Effective 5/1/23*
 - j. **The Federation is required to provide competition stewards and technical delegates with some form of discernable identification (such as a badge with lanyard) which must be worn at the competition by the official. BOD 6/20/22 Effective 12/1/22**
5. 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 **National or Premier rated hunter sections** must have a veterinarian present throughout the competition. 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. *Effective 5/1/23*
 - 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.
6. 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.
7. 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.
8. Specific requirements for staff and officials for Dressage Competitions are listed in the Dressage Levels chart posted on the Federation website. *BOD 6/20/22 Effective 12/1/22*

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 . 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 request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Co-Chairs of the Hearing Committee or their designees 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.
4. *See GR310 for Lite Competitions for rules regarding Prize List requirements. BOD 6/20/22 Effective 12/1/22*

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, their 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 applicable Recognized Affiliate Associations as defined under Bylaw 222, Section 1 (1) and 1 (2), **the Affiliate Show Pass fee, if applicable. Verify that a Federation** the Show Pass fee, if applicable, as provided in GR205 and GR206 **has been purchased** by each rider, driver, handler, owner, lessee **or** agent who is a non-member and participates in any Regular Competition, Eventing Competition at the Modified Level or above, Dressage Competitions, Combined Driving Competitions, 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. **Effective 5/1/23, 2/1/23**
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 **Federation Licensed** Competitions, Eventing Competitions at the Modified Level or above, Driving Competitions at the Advanced Level, Dressage Competitions, Endurance and Vaulting Competitions unless all provisions of .1-.6 (above) are met. **Effective 2/1/23**
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 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. For Dressage Materiale, Dressage Sport Horse Breeding Materiale, and Under Saddle classes, two numbers (min. 3" x 5") must be provided to and worn by Materiale class and Under Saddle entries and they must be positioned on each side of the saddle pad to be clearly visible at all times. (DR207.8). **BOD 9/26/22 Effective 12/1/22**

GR1214 Results

1. All competition results and other data as specified by Federation in the license agreement must be electronically transmitted to Federation 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 with all required fields as published by the Federation and must be submitted as outlined in the license agreement. A fee will be assessed for any required data not received electronically. Full results include but are not limited to the names and Federation numbers of all horses, riders and owners in all classes, the number of entries, all placings, and money paid out. 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).
 - a. Hunter, Jumper, and Equitation
 1. Results for all non-breed competitions restricted to Hunter, Jumper, and Equitation classes over fences must also include the fence height for each exhibitor.
 2. For Young Jumper classes the first round fault scores for each entry must also be included.
 3. Results must include faults of each round in jumper classes held at 1.30m or above and in all Junior Jumper classes.
 4. Results must include faults from each round of Pony Jumper classes.
 5. 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 HU118.10

b. Dressage

1. 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.
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 full results with all required fields.
3. 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. **Exception: See the USEF Fee Schedule for the Lite Competition fee structure.**
4. If management disputes that the results were not timely filed or that the above fine is not properly owing, it may request a procedural review of these issues before the Co-Chairs of the Hearing Committee or their designees, provided that the request is made within 30 days of management's receipt of the Federation's notice of fine, specifying the grounds for the appeal. The Co-Chairs of the Hearing Committee or their designees 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.
5. 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.
6. The Federation must be notified of any retirement ceremony held at any Licensed Competition. See GR812. **BOD 6/20/22 Effective 12/1/22**

SUBCHAPTER 12-E DUTIES CONCERNING FACILITIES

GR1215 Stabling

1. At Level 3, Level 4 and Level 5 Dressage Competitions, and competitions offering **National or Premier** 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. **Effective 5/1/23**
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. If a competition offers temporary stabling, tent poles or other structures used to support the covering must not be placed in any stall to be occupied by a horse or pony. 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 Federation 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. Potable water must be available for the entire duration of each competition day beginning one hour prior to the start of the first class and ending at the completion of competition each day.
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 their own use, and use any farrier or veterinarian of their 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 Federation website.

SUBCHAPTER 12-F DUTIES CONCERNING ENFORCEMENT OF FEDERATION RULES

GR1217 Rules

1. Each Licensed Competition must have a copy of the current Federation Rulebook 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, as amended. Copies of this law and lists of associations that provide D.Q.P.s can be obtained from the Federation office.
4. Prevent 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 Disciplinary Action Complaints in accordance with Federation Bylaws 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 their entries and to cause a person to forfeit their 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 Federation may be subject to penalties. See GR704.
4. In the event that any person participating at a competition commits an offense or violation described in Chapter 7, Competition Management may in their discretion disqualify that person and/or their entries from further participation in their competition only (See GR908). Any such offense must be reported to the Federation 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 their 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.