



USEF CHECKLIST OF GENERAL PRIZE LIST REQUIREMENTS

General

- Federation Page** – this page must be printed in its entirety and placed in a conspicuous position in the prize list of each Licensed Competition. This page must also include the classification of the Competition as well as the division or section ratings.
- Entry Blank** – must contain the current disclaimer and entry agreement. It must also include the name, age, sex, color and in case of all horses four years old or over, the height of each horse entered in any class (exception Four-in-Hand, Team, Collection, Championship and other classes in which the conditions state that the entry need not be named.) The entry blank must contain a space for an emergency contact phone number. For disciplines recognized by the FEI at non-breed-restricted events, the entry blank must contain the citizenship of the riders, drivers, and vaulter. (GR906) All USEF fees appearing on the entry blank must be grouped together in one section of the page, preferable in a box separating them from other fees. (GR908)
- Class Specifications** - Complete class description and judging specifications for all classes that are offered which are not included in the USEF Rule Book. These must be included in the prize list or referred in the prize list to a conspicuous place on the competition's web site.
- Fees & Prizes** - Statement regarding entry fees, prizes offered in each class, and registration fees pursuant to GR206 which the Federation is assessing certain participants who are non-members of the Federation. If a licensed competition's prize list does not state whether or not the competition will refund entry fees in the event of a cancellation due to severe weather or other emergency, refunds of entry fees must be made upon request by the exhibitor within 30 days of the cancellation.
 - **Prize Money Payment** - Statements as to when and how the prize money will be paid – maximum of 30 days following the competition.
 - **USEF Drugs/Medications Fee** is \$23.00 (\$15 D/M + \$8 fee). For competitions held in the State of California, \$31 must be collected for each horse entered – \$8 to the CDFA, plus the Federation Fee of \$23 (\$15 to Drugs and Medications, \$8 to USEF). Please list these fees separately on the entry blank and in the prize list.
 - **USEF Show Pass Fee** of \$45.00 (Does not apply to Local shows)
 - **Prize List Availability** - The prize list for competitions offering "A" rated sections and/or Jumper sections of \$10,000 or more must be printed and available to exhibitors at least 21 days prior to the closing date of entries. For competitions offering a Jumper Class of \$25,000 or more, the prize list must be printed and available to exhibitors at least 30 days prior to the closing date of entries.
- Local Headgear Laws**- If local laws are more restrictive than the requirements of GR801 relating to protective headgear, Competition Management is required to publish the more restrictive local law (which shall control) in the prize list.
- Sharps Containers** – Competition management must place a notice of this requirement in either the prize list or on a specific handout given to trainers on check in at the competition (GR1210.4).
- Exhibition Classes** - If the competition is offering exhibition classes, they must be clearly stipulated in the prize list.
- Local Classes** - If the competition is offering Local Classes or sections, it must be stated in the prize list, and the territory of reasonable size and character must be printed in the prize list.

- Opportunity Classes** - If the competition is offering Opportunity Classes, the classes in the prize list must include “opportunity” in the name of the class. The prize list must also state whether or not horses and/or riders/drivers/handlers entered in Opportunity Classes can cross enter into the rated/recognized divisions. Unless the competition is using existing USEF class specifications, the prize list must list the class specifications for each Opportunity Class, to include but not be limited to: gaits required; judging criteria; and attire, tack, and equipment allowed. For breed restricted competitions, it must be stated in the prize list if the classes will be restricted to one breed or open to all. See GR821 for further specifications.
- Unrecognized Classes** - If offering unrecognized classes on a licensed date (see GR301), the prize list/omnibus must clearly state that the classes are not recognized by USEF, and a separate entry blank must be used.

Officials

- Judges** - Name of officiating judges with the division(s) in which they will adjudicate and the names of the Federation stewards or technical delegates, provided they have accepted to serve (include the city and state that they live in). Both division and sections to be adjudicated must be listed for breed division judges, provided they have accepted to serve. Please see the current USEF Rule Book for Affiliate membership requirements.
- Management** - List of competition officials (Directors, Officers, Chairman of the Show Committee, Manager, Secretary, and Veterinarians).
 - Manager and Secretary must be Senior Active members of USEF. See USEF and Affiliate rules for affiliate membership requirements.
- Licensee** - The name of the Licensee (see GR132 and GR901.6) and the name of the Chief Executive Officer or the person with the largest ownership interest.
- Course Designers** - Name of the Hunter and Jumper and/or Trail Course Designer (Exception: Arabian, Saddlebred, Morgan, and Andalusian/Lusitano divisions).
- Veterinarian** - Name and telephone number of the veterinarian – if on call, the phone number where he/she can be reached during the competition; if unknown, the prize list must state where this information will be posted during the competition.
 - 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. (Only if the competition has classes that have height requirements.)

Statements

- Include the statement** – “EVERY CLASS OFFERED HEREIN WHICH IS COVERED BY THE RULES AND SPECIFICATIONS OF THE CURRENT USEF RULE BOOK WILL BE CONDUCTED AND JUDGED IN ACCORDANCE THEREWITH.”
- Statement concerning post entries.**
- A tentative schedule of classes, by sessions.**
- The exact date and location of the competition.**
- A map and/or directions to the competition grounds.**
- The rating of the competition must be stated on the cover.**
- For local member competitions, *LOCAL* competition must be stated on the cover.**

- Statement as to type of stabling and whether stall doors will be provided.
- Statement of type of footing available in warm-up areas and competition arenas; the dimensions of the competition arenas must also be included.
- Statement as to which of the USEF Medal Classes, USEF Equitation Classes, and USEF/USDF Qualifying Classes are to be offered.
- Statement concerning a particular system of judging to be used.
- Membership Statement** – must be printed in its entirety and in **bold** type. Not required in the prize list for a “Local Member” competition.

Life, senior active and junior active members shall be eligible to participate in all classes at Regular Competitions, Eventing Competitions at the Modified Level or above and Combined Driving Competitions at the Advanced Level, Dressage, Reining and Vaulting Competitions and Endurance Rides. A nonmember may participate as a handler, rider, driver, owner, lessee, agent, coach or trainer at Regular Competitions, Eventing Competitions, Dressage Competitions, Reining Competitions and Combined Driving Competitions upon payment of a \$45 Show Pass fee. Participants in the following classes are exempted from the Requirements of this rule: 1) leadline; 2) exhibitions; 3) games and races; 4) classes for 4-H members; 5) walk trot (exception: Friesian performance FR222) and academy classes (academy classes are classes limited to horses used regularly in a lesson program); 6) USDF introductory level tests, pas de deux and quadrille classes; 7) NRHA Endorsed Reining Competitions. 8) Opportunity classes, 9) citizens of other nations who have proof, in English, of current membership in good standing of their own National Federation, 10) USEA beginner novice division; and 11) assistant handlers in Dressage Sport Horse Breeding classes.

- Driver’s License Statement** - GR901.29 requires that the following rule be printed in the prize list for every licensed competition. If your competition prohibits the use of motorized vehicles on the competition grounds, this statement must still be printed in the prize list along with a statement prohibiting the use of motorized vehicles.

Minors who do not have a valid driver’s license which allows them to operate a motorized vehicle in the state in which they reside will not be permitted to operate a motorized vehicle of any kind, including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles, on the competition grounds of licensed competitions. Minors who have a valid temporary license may operate the above described motorized vehicles as long as they are accompanied by an adult with a valid driver’s license. The parent/legal guardian or individual who signs the entry blank as a parent or guardian of a minor operating a motorized vehicle in violation of this rule are solely responsible for any damages, claims, losses or actions resulting from that operation. Violations of this rule will be cause for penalties against those responsible for the child committing the offense. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule.

The unsafe use of personal electronic transport devices, as determined by the competition officials and management in their sole discretion, that do not require a driver’s license to operate, including but not limited to segways, hover boards, and single wheeled scooters is prohibited on competition grounds. Operating such devices in areas where people gather may be deemed “unsafe use” if there is a risk of harm to others. If the operator of the device is a minor, the parent/legal guardian or individual who signs the entry blank as a parent or guardian of a minor operating the device in violation of this rule is accountable and may be subject to penalties. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule.