USEF PRIZE LIST REQUIREMENTS

Checklist for **General 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 and the division or section ratings.
- □ **Entry Blank:** Must contain the current waiver 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 **(GR905).** All USEF fees appearing on the entry blank must be grouped together in one section, preferably in a box separating them from other fees **(GR907)**.
- □ **USEF Waiver and Release of Liability**: Must be a Stand-alone document, in at least 10-point font. All words must fit on the front of one page (either normal 8.5x11 or legal size). If this document is signed electronically, the electronic signature language must appear directly above the signature line.
- □ **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 **GR205,** in which the Federation will assess fees to certain participants who are non-members. If a licensed competition's prize list does not state whether 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**: Statement as to when and how the prize money will be paid *(maximum of 30 days following the competition)*
    - **USEF Drugs/Medications Fee:** $25.00 ($15 D/M + $10 fee). For competitions held in the State of California, $31 must be collected for each horse entered ($14 to the CDFA, plus the Federation Fee of $25). Please list these fees separately on the entry blank and in the prize list.
    - **USEF Show Pass Fee:** No longer required; Show Pass must be applied for online.
    - **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.
- □ **Unrecognized Classes:** If offering unrecognized classes on a licensed date, the prize list/omnibus must clearly state that the classes are not recognized by USEF, and a separate entry blank must be used **(GR301).**
- □ **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 horses and/or riders/drivers/handlers entered in opportunity classes can cross enter the rated/recognized divisions. Unless the competition is using existing USEF class

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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.

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 Vets).*
    - 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 **GR133** 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)*.
- □ **Farrier**: Name and telephone number of the farrier. If on call, the phone number where he/she can be reached during the competition. If unknown, the prize list should state where this information will be posted during the competition. See **GR1211.6**
- □ **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 when the veterinarian will be available to conduct measurements *(only if the competition has classes that have height requirements).*

USEF REQUIRED STATEMENTS

- □ "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."
- □ **Membership Statement**: Must be printed in its entirety and in **bold** type. Not required in the prize list for a "Local Member" competition.
- □ **Motorized vehicle statement**: If motorized vehicles are prohibited from show grounds, the motorized vehicle statement must still be published in the prize list.
- □ Statement concerning post entries and whether they are accepted
- □ A tentative schedule of classes, by sessions
- □ The exact name, 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 LITE competitions, "LITE Competition" must be stated on the cover
- □ Statement as to type of stabling (temporary or permanent) and whether stall doors will be provided
- □ Statement of type of footing available in warm-up areas and competition arenas, and the dimensions of the competition arenas
- □ Statement as to which of the USEF Medal Classes, USEF Equitation Classes, and USEF/USDF Qualifying Classes are to be offered *(if applicable)*
- □ Statement concerning a particular system of judging to be used
- □ Safe Sport statement

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