



## USEF CHECKLIST OF USEF **LITE** PRIZE LIST REQUIREMENTS

### Cover Page Requirements:

- Competition Name
- Competition Date
- Competition Location
- Statement that this competition is a LITE Competition

### General Requirements/USEF Required Statements:

- 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 competition name, competition number, and competition rating.
- 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.
- 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.
- A tentative schedule of classes, by sessions.
- Exhibition Classes - If the competition is offering exhibition classes, they must be clearly stipulated 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 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 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 **NON-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.
  - No unrecognized classes cannot be held on a Federation licensed date unless they are non-affiliated National Breed or discipline association classes.
- "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."
- Motorized vehicle statement. If motorized vehicles are prohibited from show grounds, the motorized vehicle statement must still be published in the prize list. (**GR1301.7 AND GR1301.8**)
- Safe Sport statement.
- Statement concerning post entries and whether they are accepted.



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- A map and/or directions to the competition grounds.
- Statement as to type of stabling (temporary or permanent) and whether stall doors will be provided.
  - Include the dimensions of the stalls
- Statement of type of footing available in warm-up areas and competition arenas; the dimensions of the competition arenas must also be included.
- Statement concerning a particular system of judging to be used.
- 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.
  - **Prize Money Payment** - Statement as to when and how the prize money will be paid – maximum of 30 days following the competition.
- Refunds policy (if canceled due to severe weather or other emergency) - If a licensed competition's prize list does not state a policy on this, competition is subject to comply with Federations policy: refunds of entry fees must be made upon request by the exhibitor within 30 days of the cancellation.
- 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**)

### **USEF Recommended Statements:**

- Drug testing – while the exhibitors are not subject to the USEF Drug & Medication fee of \$23, they are still subject to being randomly drug tested at the competition.

### **Officials:**

- Judges/Stewards/TDs - 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 **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).
- 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



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the competition has classes that have height requirements.)

- Farrier - Name and telephone number of the farrier – is 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 at the competition.