

USEF EVENTING PRIZE LIST (OMNIBUS) REQUIREMENTS



Checklist for Eventing Requirements

If you have any questions regarding the rules, please refer to the Eventing rule book at <https://www.usef.org/forms-pubs/KIV5P9prkmM/ev-eventing-division> . If you have any further questions, you can find the Eventing staff's contact information at <https://www.usef.org/compete/disciplines/eventing> .

GENERAL

- **Cover Page**
 - Competition Name
 - Competition Date(s)
 - Opening Date and Closing Date
 - Opening Date - The opening date for national entries must be the Tuesday prior to the date that falls 6 weeks before the first day of the Event. The opening date must be published in the Omnibus for the Event. (EV110.3)
 - Closing Date - The closing date for entries must be four weeks after the opening date. This date must be published in the Omnibus of the Event. In the case of insufficient entries, the Organizer may accept entries after the closing date. If this is done, the Organizer may charge an additional fee for the entries accepted after the original date, not to exceed an amount equal to the original entry fee. (EV110.4)
 - Competition Location
 - City, State
 - Cross Country Close Date
 - The last day to school/practice at the facility
 - Must state if the cross country course is not open for schooling/practice
 - The levels of the competition must be stated on the cover page
- **Class Specifications**
 - Competition Level
 - Unrecognized divisions must be labeled as "Unrecognized"
 - Endorsed Competitions = Training, Novice, Beginner Novice ONLY
 - USEF Licensed/Recognized Competitions = Modified, Preliminary, Intermediate, Advanced (but can include USEF endorsed levels at the same competition)
 - Requirements for Levels to be Listed
 - Course length and speed (for cross country)
 - Dressage test to be ridden
- **Footing**
 - Type of Footing in:
 - Warm up
 - Competition rings
 - Cross country terrain type and difficulty

- Dimensions of Competition Areas
- **A Tentative Schedule** of Competition
 - Can be as simple as the time when the competition starts on each day
- **Fees:** Statement regarding entry fees and registration fees pursuant to GR206, in which the Federation will assess fees to certain participants who are non-members.
 - **Entry Fees for Levels**
 - **Post Entry Fees**
 - A statement as to whether post entries will be accepted and if so, the fee must be listed.
 - **Refund Policy**
 - Cancellation policy by act of god, severe weather, natural disaster, etc.
 - If a 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. (GR901.11)
- **Awards and Prize Money**
 - Awards (Ribbons)/prize money being offered
 - If prize money is offered then a statement as to when and how the prize money will be paid (*maximum of 30 days following the competition*)
- **Stabling** (It must be stated if there is no stabling available)
 - Type of stabling – temporary or permanent
 - Stall dimensions
 - Must state if stall doors are provided
- **Sharps Containers (GR1210.4).**
 - Must state sharps container location (Even if stabling is not provided)
 - The statement "Competition Management may fine any individual up to \$100 for improper disposal of needles or other sharp disposable instruments"
- **Headgear Laws**
 - Must state the GR801 rule
 - 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. (GR901.30)
- **A Map and/or Directions** to the competition grounds

USEF REQUIRED DOCUMENTS & STATEMENTS

- **Membership Statement**
 - Must be printed in its entirety and in **bold** type. (GR901.9)
- **Motorized Vehicle Statement**
 - If motorized vehicles are prohibited from show grounds, the motorized vehicle statement must still be published in the prize list. (GR901.29)
- **Safe Sport Statement** (GR901.29)
- **"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."**
- **Entry Blank:** (Use USEA Entry Blank)
 - Emergency contact space
 - USEF fees
 - USEF \$23 fee for Drugs/Medications (\$15 D/M + \$8 fee)

- 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)**.
 - DO NOT include the USEF \$45 show pass fee. A show pass can only be purchased online through USEF. Competition management MAY NOT accept show pass fees.
- **USEF Entry Agreement**
 - Competition name must be filled in the blank.
- **USEF State 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.
 - There are state specific USEF waivers, so make sure that the waiver is correct for the state the comp is being held in.
 - Competition name must be filled in the blank.
- **Federation Page**
 - This page must be printed in its entirety and placed in a conspicuous position in the prize list of each licensed competition.
 - Include competition name
 - Competition number
 - Competition rating
 - Can simply state 'Eventing' as the rating

OFFICIALS

- **All licensed officials must be listed in the prize list.**
- **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. **(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.
- **Management:** List of competition officials.
 - **Manager**
 - Must meet manager requirements
 - Must be an active member
 - Must complete Safe Sport Training
 - Manager Education Training
 - Background Check
 - **Secretary**
 - Must be an active member
 - Must complete Safe Sport Training
 - Background Check
 - **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.

The following officials must be entered on the Officials List tile on your Competition Dashboard:
(Please contact loinquiry@usef.org for any questions pertaining to licensed officials. Please refer to Chapter 10 and the Eventing Chapter of the USEF Rulebook for licensed official requirements.)

- **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). Please see the current USEF Rule Book for Affiliate membership requirements. (GR901.4)
 - President of the Ground Jury
 - Ground Jury Members if applicable
 - Ground Jury
 - BN-P = minimum USEF 'r' Eventing Judge
 - Intermediate = minimum USEF 'R' Eventing Judge
 - Advanced = minimum USEF 'S' Eventing Judge
 - Additional Judges
 - BN-P = Additional Judges for the Dressage phase must be Federation licensed Eventing or Dressage Judges. Additional Judges for the Show Jumping phase must be Federation licensed Eventing Judges, Jumper Judges, or Eventing Technical Delegates.
 - Intermediate = Additional Judges for the Dressage phase must be Federation licensed 'R' Eventing, 'S' Eventing, or 'r', 'R', or 'S' Dressage Judges. Additional Judges for the Show Jumping phase must be Federation licensed Eventing Judges, Jumper Judges, or Eventing Technical Delegates.
 - Advanced = Additional Judges for the Dressage phase must be Federation licensed 'S' Eventing or 'R' or 'S' Dressage Judges. Additional Judges for the Show Jumping phase may be Federation licensed Eventing Judges, Jumper Judges, or Eventing Technical Delegates.
- **Technical Delegate(s)**
 - BN-P = minimum USEF 'r' Eventing TD
 - Intermediate = minimum USEF 'R' Eventing TD
 - Advanced = minimum USEF 'S' Eventing TD
- **Cross Country Course Designer(s)**
 - BN-T = minimum USEF Certified Eventing Cross Country Course Designer
 - M-P = Minimum USEF 'r' Eventing CD
 - Intermediate = minimum USEF 'R' Eventing CD
 - Advanced = minimum USEF 'S' Eventing CD
- **Show Jumping Course Designer(s)**
 - BN-P = not applicable
 - Intermediate and Advanced = USEF 'R' Eventing Jumping Course Designer, Jumper Course Designer, or FEI Jumping Course Designer
- **Any Foreign or U.S. FEI Officials that will Officiate for a National Division.**