

COMPETITION MANAGEMENT

CHECK LIST



USEF Requirements

PRE-COMPETITION LICENSING REQUIREMENTS

- **Licensee Registration**
 - Due date: Prior to submitting a license application
 - See the [Licensee Registration Guide](#)
- **License Application or Renewal**
 - Due date: Regular Competition - 60 days prior to the competition start date
Local or Lite Competition - 30 days prior to the competition start date
Eventing Competition - 120 days prior to the competition start date
 - See the [License Application & Renewal Guide](#) and [SUBCHAPTER 3A](#)
- **Mileage Exemption Request (if applicable)**
 - Due date: 180 days prior to the competition start date
 - A Competition Licensing Coordinator will email the required paperwork upon review of the License Application or Renewal.
 - See [SUBCHAPTER 3C](#) and [SUBCHAPTER 3D](#)
- **Change Requests (if applicable)**
 - Due date: Location change - 60 days prior to the competitions start date
Rating, Section, and/or Division changes - 30 days prior to the competitions start date
Date change - 30 days prior to the competitions start date (*10 days if Eventing*)
 - Request changes on the Competition Dashboard.
 - See [GR302.1.h](#) for changes to Eventing competitions

PRE-COMPETITION MANAGEMENT REQUIREMENTS

- **USEF Rules**
 - Each Licensed Competition **must always**:
 - Have a physical copy or access to the [online rulebook](#) of the current Federation Rulebook available for reference during the competition.
 - Enforce all rules of the Federation from the time entries are admitted to the competition grounds until their departure.
 - Prevent the abuse of a horse anywhere on the grounds and see that the welfare of the horse is a priority.
- **Facility & Stabling**
 - See [GR1215](#) and [GR1216](#)
- **Prize List**
 - Due date: 30 days prior to the competition start date
 - See the [Competition Prize Lists](#) webpage for checklists for each discipline and [SUBCHAPTER 9A](#)

- **Certificate of Insurance**
 - Due date: 15 days prior to the competition start date
 - See the [Insurance FAQs](#) and [GR303.6](#)
- **Entries**
 - See [SUBCHAPTER 9C](#) and [GR1213](#)
- **Manager Requirements**
 - Due date: Prior to the competition start date
 - See [GR 1202 and 1210](#)
 - Senior Active USEF Member - Renew your Membership on your My USEF dashboard or [join USEF](#)
 - Safe Sport training - Complete on your My USEF dashboard
 - Manager Education course - Complete on your My USEF dashboard or [sign up](#)
 - Background Check -Complete on your My USEF dashboard
- **Appointment of Officials**
 - It is the **responsibility of the Licensed Official** to ensure that they are eligible to officiate by complying with all licensure and membership requirements prior to the first day of competition.
 - It is the responsibility of Competition Management to hire the appropriate number and type of licensed officials. (See [GR1005](#) and [GR1211](#))
 - Judges – See [SUBCHAPTER 10C](#)
 - Steward or Technical Delegate – See [GR1211.4](#) for appointment, [SUBCHAPTER 10D](#), and [SUBCHAPTER 10E](#)
 - Secretary – See [GR1203](#)
 - Course Designer – See [SUBCHAPTER 10F](#)
 - Safety Coordinator – See [GR846](#)
 - Veterinarian – See [GR1211.5](#) and [EN107](#) for Endurance competition requirements
 - **On call** at all competitions with rated or non-rated divisions
 - **On site** if
 - Previous year’s competition’s entry number was 300 or more horses
 - First-year multi-day competition with National or Premier rated hunter sections
 - Farrier – See [GR1211.6](#)
 - **On call** at all competitions with rated or non-rated divisions
 - **On site** if
 - **Hunter:** National and Premier rating
 - **Jumper:** Level 5 and 6
 - **Breeds:** Arabian, Morgan, Hackney, Roadster, American Saddlebred, or National Show Horse competitions
 - **Dressage:** Level 4 and 5
 - **Eventing:** Preliminary through Advanced levels during Cross Country and Show Jumping phases
 - A Guest Card may need to be submitted for individuals that are not licensed officials with the Federation.
 - Any questions regarding Judges, Stewards, Technical Delegates, or Course Designers can be directed to the USEF Licensed Officials Department at loinquiry@usef.org.
- **Accident Preparedness Plan & Isolation Protocol**
 - Due date: 14 days after the competition end date
 - Give to the Steward/Technical Delegate prior to the start of the competition (*to be submitted with the Steward/Technical Delegate report*)

- **Equine Vaccination Documentation**
 - See [GR844](#)
- **Qualified Medical Personnel & Ambulance**
 - Qualified Medical Personnel (as defined under [GR847](#)) must be present during all scheduled performances at all competitions and during all paid scheduled schooling sessions over fences, including 1 day prior to the start of the competition, if applicable.
 - Dressage and Endurance competitions **require at least 1 Qualified Medical Personnel** (*refer to charts below for other disciplines*).

Hunter, Jumper, or H/J Competitions

IMPORTANT: At Premier rated and/or Jumper Level 5 or higher competitions, at least one of the required qualified medical personnel must be a paramedic.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site or on call
4 or more	2	-	On site or on call

Eventing Competitions

IMPORTANT: Dressage arenas do not count as performance areas for the 2023 competition year.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site or on call
3 – 6	1	1	On site or on call
7 or more	1	2	On site or on call

Breeds, Vaulting, and Western Dressage Competitions

IMPORTANT: If holding Hunter or Jumper divisions, please refer to the Hunter, Jumper, or H/J chart above.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site or on call
3 – 6	1	1	On site or on call
7 or more	2	-	On site or on call

DURING COMPETITION

- **Facility Standards**
 - See the Facility Standards Checklist

POST-COMPETITION REQUIREMENTS

- **Post Competition Report**
 - Due date: 10 days after the competition end date

- See the [Post Competition Reporting](#) webpage and [GR1210.5](#)
- **Results**
 - Due date: 10 days after the competition end date
 - See the [Competition Results](#) webpage and [GR1214](#)