



2024 COMBINED DRIVING NATIONAL CHAMPIONSHIPS BID APPLICATION

UNITED STATES EQUESTRIAN FEDERATION
4001 WING COMMANDER WAY, LEXINGTON, KENTUCKY 40511

SUBMIT TO: ANNA BROOKS THOMAS, DIRECTOR OF DRIVING
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Application Due Date: August 31, 2023

COMPETITION USEF DC 901.4 / 901.5

Name of Competition: _____ Dates: _____
Dates to be approved by USEF
Venue & Address: _____

ORGANIZERS

Competition Organizer Name & Contact Information: _____
Secretary Information: _____

CHAMPIONSHIP BIDS

- USEF Advanced National Championships:
[] Single Horse [] Pair Horse [] Four-in-Hand Horse [] Ponies (all classes)
USEF Intermediate and Para-Driving National Championships:
[] All Classes
USEF Preliminary National Championships:
[] All Classes
USEF Training National Championships:
[] All Classes

Also sanctioned by: [] FEI

The USEF National Championships must be USEF licensed and therefore subject to applicable USEF Rules.

VENUE REQUIREMENTS & DETAILS USEF GR 1216

Describe the facilities available & attach diagram if possible
Horse Inspection Area: Length _____ Surface _____
Dressage Arena: Dimensions/Perimeter _____ Surface _____
Warm up: Dimensions/Perimeter _____ Surface _____
Obstacle Driving Arena: if different Dimensions/Perimeter _____ Surface _____
Warm up: Dimensions/Perimeter _____ Surface _____
Electronic Timers? [] Yes [] No

Refer to USEF Rulebook DC 934 & DC 956 for Arena requirements

Marathon Track: Describe the facilities available & attach maps if possible
Section A/Controlled Warm-up _____
Transfer _____
Section B _____
Number of Obstacles _____

Additional Comments: _____

Refer to USEF Rulebook DC 944 & DC 945 for Course requirements

Transportation for officials to inspect course: _____

Ambulance available in case of injury: _____

Qualified Medical Personnel required, as described in USEF Rulebook GR 1211.5

Veterinary Emergency resources during Event: _____

Remote Communication (i.e. radios): _____

To include: Ground Jury, Organizers, Veterinary staff, Technical Delegate, Safety Coordinator, Obstacle Judges & Section Timers.

Announcer Communication: _____

STABLING & GROUNDS

USEF GR 1215 / DC 919

Describe Training Areas: _____

Describe Stable Security: _____

Stabling Type: _____ Number of Stalls available: _____

Describe water access for Stabling & Marathon: _____

Describe wash areas for horses: _____

Describe restroom facilities available: _____

Resources for Feed/Hay/Stall Bedding nearby: _____

Access to Farrier & Veterinary Services: _____

Food services available on grounds: _____

HOSPITALITY

Nearest Airport: _____

Distance to Hotels / Accommodation: _____

Hospitality / Transport for Officials: _____

Show Office & Competitor briefing areas: _____

Facilities available for Officials to meet: _____

Facilities available for Scoring: _____

Vendor area: _____

Describe Seating available: _____

Describe VIP area, if any: _____

Area for Media/Press: _____

OFFICIALS & STAFF

USEF GR 1211 / DC 966 - 975

Ground Jury President: _____ Jury Member: _____

Name / Country of origin / License held

Jury Member: _____

Jury Member: _____

Jury Member: _____

Technical Delegate: _____ Steward: _____

Course Designer: _____ Farrier: _____

Scorer: _____ Medical Personnel: _____

Veterinarian: _____ Vet Staff: _____

If Officials are not named at time of application or change after submission, the Driving Sport Committee can approve them at a later date.

MARKETING

USEF GR 308

Competition Management acknowledges and agrees that USEF owns and retains all worldwide copyrights, media rights, broadcast rights, and exploitation rights in and to all championships across all media platforms, including but not limited to all

traditional media (television, film, print, etc.) and digital media (social, internet streaming, mobile streaming, digital recordings, etc.), which may be granted to third parties in the sole discretion of USEF. Competition Management agrees to provide USEF access to exercise these rights.

Competition Management will ensure that only properly licensed music is audible at the championship(s). Competition Management agrees to only use music from USEF's Warner Chappell library of music at the championship(s). In the event, Competition Management uses music not included in USEF's Warner Chappell library, Competition Management must represent and warrant that it has obtained and will maintain the proper licensure and copyright coverage of said music, which extends to and includes USEF. Upon termination or expiration of said licensure, Competition Management must agree to provide USEF immediate written notice of such termination or expiration.

Upon mutual agreement, Competition Management may stream and make otherwise available, including on-demand, on the USEF Network and social media platforms, any other classes taking place at the competition at which the championship(s) are being hosted. This must be agreed to between USEF and Competition Management no later than thirty (30) days prior to the start of the championship(s).

Competition Management shall accept all current, future, and exclusive sponsors of the event. Sponsors shall receive all contract benefits per their agreements with USEF, to include signage, communications, VIP amenities, branding, social media promotions and/or other deliverable. All benefits provided to the sponsors will be at no additional cost to USEF. USEF will supply a full list of the deliverables to be executed during the event to the Competition Management. Competition Management shall acknowledge that the list may be amended if sponsorship or deliverables change during the term of the agreement.

Competition Management shall:

- Not use any sponsor (business, individual, or any other entity) to endorse or participate in the Competition without prior written approval from the USEF Marketing Department. Approval shall not be unreasonably withheld.
- If applicable, provide for the production, at no cost to USEF, of the Competition to be live streamed exclusively to USEF through the USEF video platform
- Display the official USEF logo on all posters, schedules, programs and official printed materials regarding the Competition.
- Affix USEF Banners in a prominent and visible location in:
 - All competition arenas
 - At least one Obstacle
- Place a full page ad in any event program produced
- If available, play :30 second – 1 minute USEF video ads on jumbotron/scoreboard
- Provide for an allotment for PSA announcements during the event
- If offered, provide for a 10'x10' booth space
- Provide access to at least 5 professional photos per day from the event at no cost to USEF for USEF's non-commercial use for promotional efforts, including, but not limited to, press releases, social media accounts, US Equestrian magazine, digital/web use, and the ad campaigns. Furthermore, such photographer must grant USEF to convey non-commercial use to third parties for the purpose of fulfilling USEF's promotional efforts. This required written permission from Competition Management's photographer must be provided to USEF prior to the start of the championship(s) and such permission must survive the termination of this Agreement. USEF further retains the rights to include photos from the championship(s) on usef.org and USEF's social media accounts. As an alternative to providing such written release from such photographer, Competition Management may instead procure such rights directly from said photographer and then license the rights to USEF as per the provisions of this paragraph (at no cost to USEF).

Describe the Prize Giving Ceremony: _____

Describe Post Event Publicity / Press Releases: _____

FINANCIAL RESPONSIBILITY

USEF GR 303.6

Competition Management shall bear all expenses and risk of loss generated by conducting the Event, and is entitled to retain any income generated from entry fees, ticket sales, VIP sales and vendor fees.

Summarize your financial plan and/or sponsorship strategy: _____

Competition Management shall acquire and maintain, at their own expense, a policy of general liability insurance with limits no less than \$1,000,000 per occurrence, including a \$50,000 limit for equipment and property. The competition management must be the Named Insured, with the USEF listed as an Additional insured. A **certificate of insurance** with said coverage must be provided to the USEF at least **two weeks prior** to the first day of the Event.

USEF SAFE SPORT RESPONSIBILITY

USEF prioritizes the safety and welfare of its participants. As the Competition Management of a USEF owned event and national championship, Competition Management and all participants, including vendors, media, volunteers, staff, officials, trainers, owners, coaches, and riders, etc. are subject to and bound by the [U.S. Center for SafeSport Code](#), and [USEF Safe Sport Policy](#), including the [Minor Athlete Abuse Prevention Policies](#) (MAAPP).

Competition Management agrees to comply with all requirements memorialized in the USEF Safe Sport: Competition Quality Control System document, including the enforcement of suspensions and bans imposed by the U.S. Center for SafeSport and/or USEF by ensuring such individuals are prohibited from participating in any manner, including as a spectator. If any suspended or banned individual appears on the grounds, Host agrees to have the person removed and promptly report the violation to USEF.

As it relates to performance of the services as Competition Management of a championship, Competition Management agrees not to hire or contract or engage as a volunteer any individual who is on a Sex Offender Registry or has a criminal conviction involving child abuse/neglect, animal cruelty, drugs, sexual misconduct, or a violent crime. Any individual who will have a position of authority over athletes or who will have regular contact with athletes must successfully complete and maintain through the conclusion of the championship(s), the background check and SafeSport Training required by the USEF Safe Sport Policy.

Competition Management agrees to post USEF safeguarding signage in conspicuous and high traffic locations throughout the venue including the office, restrooms, stabling area, and concession areas.

Further, Competition Management and USEF recognize that safeguarding athletes from abuse in sport is of paramount importance to USEF. Competition Management agrees not to engage in any actions or inactions that would compromise the safety of athletes or USEF's reputation regarding the same.

Competition Management acknowledges that the championship(s) may be selected by the U.S. Center for SafeSport for an audit against safeguarding criteria required for all USEF Licensed Competitions (See Attachment A for details regarding an Event Audit). Consistent with the standards of a USEF Licensed Competition, Competition Management agrees to be in compliance with the USEF competition standards at all times. Competition Management agrees to fully cooperate with the Center during an audit and provide any and all access necessary for the Center to perform such audit.

CHAMPIONSHIP PROTOCOLS

- All bid applications will be determined against the Host Criteria for Combined Driving National Championships, which is published on the Combined Driving pages of the USEF website.
- Participation: Athletes or Grooms may only compete one turnout in the USEF National Championships and must complete the Event without elimination or disqualification in order to win the title. *USEF DC 928.2.1.1*
- Marathon: Athletes and Grooms participating in the National Championship that also have a non-Championship entry must compete the Championship entry first in the marathon. *USEF DC 928.2.1.2*

- The USEF Driving Sport Committee (DSC) will review all Championship bid applications in consideration of the outlined host criteria then submit their recommendation to U.S. Equestrian's CEO for approval. Any members of the DSC who have financial or personal interest in the bidding competitions must recuse themselves from the selection process.
- Competitions selected to host the USEF National Championships will be required to sign a contract with the USEF.
- Once a bid to host a USEF National Championship is approved, the organizers must immediately advise the USEF Driving Sport Committee of any changes. If such changes fail to meet the necessary standards for the National Championships, the USEF Driving Sport Committee reserves the right to withdraw the selection and award the USEF National Championships to another applicant, with the approval of the U.S. Equestrian CEO or Board of Directors.
- If no acceptable bid applications have been received by the closing date, USEF reserves the right to extend the deadline and accept more applicants or choose a host at its discretion.
- Event Secretaries must provide the list of qualified National Championship entries, per the published USEF Combined Driving national Championship Criteria, to the USEF Director of Driving at least one week prior to the event.

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