



MEMORANDUM

TO: Jumping Show Managers
FROM: Lizzy Chesson, US Equestrian Managing Director of Show Jumping
DATE: November 22, 2021
RE: Application for Rolex/USEF Show Jumping Ranking List

The United States Equestrian Federation requires that United States-based competitions offering classes with \$25,000 or more in prize money submit an application and pay an annual fee if they wish to have their class(es) included on the Rolex/USEF Show Jumping Ranking List. All FEI U.S. Events are *required* to apply for certification. U.S. Grand Prix classes must be held at either the National or High Performance Standard, American Standard and below are not eligible.

Applications and fees for classes being held in January, February and March 2022 are due no later than **December 15, 2021**. For all other classes being held in 2022, applications are due **90 days prior to the start date of the show**. Please see the [Rolex/USEF Show Jumping Ranking List website](#) for the online application form.

Please note that applications will not be processed until payment is received in full.

Application Fee:

Shows taking place in the United States that wish to hold Rolex/USEF Show Jumping Ranking List class(es) (see definition below under Classes to Count) will pay an annual fee of \$250 per event to Ryegate Show Services. Payment details can be found on the last page of the online application.

Certification:

Upon receipt of your application and payment, you will be sent a copy of your Rolex/USEF Show Jumping Ranking List Certification Form.

This information **must be reproduced exactly in your prize list** adjacent to the listing of your Rolex/USEF Show Jumping Ranking List class(es). Please forward a copy of your prize list(s) to Ryegate Show Services at results@ryegate.com or to the above address.

Certifications will not be sent out until full payment and a completed application have been received by Ryegate. **No exceptions will be made.**

Please note that classes must follow the specific criteria to be included on the Rolex/USEF Show Jumping Ranking List (please see the Classes to Count Section below). Regardless of prior approval, competitions that do not adhere to these requirements will not have their classes count.

Application Deadline:

- Shows whose classes take place in January, February and March 2022 must submit an online application to join the Rolex/USEF Show Jumping Ranking List and pay the annual fee of \$250 **no later than December 15, 2021**. For all other classes being held in 2022, applications are due **90 days prior to the start date of the show**.
- Shows will be charged an additional \$250 late fee if the application/fee is not received by **December 15, 2021** for show taking place in January, February and March 2022 or **90 prior to the start date of the show for all other classes being held in 2022** (i.e., a total payment of \$500 will be required).
- Shows will not be permitted to be included on the Rolex/USEF Show Jumping Ranking List if their application and fee are not received at least 30 days prior to their class(es).
- Please ensure that you are using the online Application Form, which is available on the [Rolex/USEF Show Jumping Ranking List website](#).

Classes to Count:

To be counted in the Rolex/USEF Show Jumping Ranking List, classes must fulfill the criteria listed below. Note that only a maximum of two classes per event will count towards the Rolex/USEF Ranking List but you should **submit all classes that meet these criteria on the Application**. Please see the [Rolex/USEF Show Jumping Ranking List Guidelines](#) for additional details. Please do not submit only the two which you believe will count.

1) Specifications

- a) USEF classes must be conducted using the National or High Performance Standard (JP123.4.c or JP123.4.d).
- b) Classes held at CSIs and CSIOs at the 2*/3*/4* and 5* Level.

Please note that classes held at the American or Regional Standard will not be included in the Rolex/USEF Show Jumping Ranking List. It should also be noted that the results of Puissance, Six Bar, Accumulator, Derby classes and classes on borrowed horses will not be included in the Rolex/USEF Show Jumping Ranking List. In addition, the results of Table C classes outside of Championships and World Cup Finals will not be included in the Rolex/USEF Show Jumping Ranking List.

2) Prize Money – The following minimums in prize money will apply:

- a) Classes in the United States - Offer US\$25,000 or more;
- b) Classes in Europe – Offer 20,000 Euros or more;
- c) Classes in Canada – Offer CAN\$25,000 or more; or
- d) The equivalent according to the country in which the class takes place, including VIK, e.g. a car (values to be determined either according to information provided in the Definite Schedule or online search).
- e) There is no prize money minimum for classes at CSIOs and Selection Trials for the World Championships and Olympic/Pan American Games.

In addition, provided a class meets the other minimum specifications as outlined above, “bonus” money may be included in determining the Prize Money Coefficient.

Steward’s Report:

There is a NEW Rolex/USEF Ranking List Steward’s Report that must be used for competitions/events starting December 1, 2020. Additionally, please be reminded that as of December 1, 2021 as per JP 123.7, Stewards are to submit the Course Diagram with the specifications for each of the Rolex/USEF Show Jumping Ranking Lists to Ryegate within 48 hours of the completion of the competition/event. This form will serve to verify that the Rolex/USEF Show Jumping Ranking List class(es) was conducted under the criteria set forth by USEF.

Please note, the Steward’s Report may be filled out online and sent to Ryegate via email (annettel@ryegate.com) or mailed to the following address.

**Ryegate Show Services
1298 Royal Road
Annville, PA 17003-2174**

Please see the [Rolex/USEF Show Jumping Ranking List website](#) for the Steward’s Report form.

Submission of Results:

All results for Ranking List classes are to be submitted by email to results@ryegate.com, on either the FEI Results Template or the USEF Results Universal Template. In the USEF Template, only the information that would have been previously submitted is necessary (names, scores, etc.). Please include the event name, class names and dates, and course designer in the body of the email and ensure the template data is complete and accurate.

All results must be received **by 12 PM on the Thursday following the ranking week** (defined as Tuesday through Monday) in which an event is held to be included in the Rolex/USEF Show Jumping Ranking List for that week.

If your results are not received by the deadline, your exhibitors will not have their points published in that week’s Rolex/USEF Show Jumping Ranking List. Late results will be entered as if they had been received on time, but the relevant List will not be republished.

Thank you for your cooperation in this important matter. Should you have questions or require additional information, please contact Nancy Sullivan at (859) 225-7687 or via email at nsullivan@usef.org. You may also contact Ryegate directly at (717) 867-5643 for additional support.

cc: Annette Longenecker

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