

USEF DRESSAGE LEVEL 3, 4, & 5 PRIZE LIST REQUIREMENTS



Checklist for Dressage Requirements

If you have any questions regarding the rules, please refer to the Dressage rule book at <https://www.usef.org/forms-pubs/F3p8pgrWgAo/dr-dressage-division> . If you have any further questions, you can find the Dressage staff's contact information at <https://www.usef.org/compete/disciplines/dressage> .

GENERAL

For qualifying competitions please review the [2024 USEF/NAYC Dressage Qualifying Calendar Competition Manual](#) for headers and tests that are required to be offered. If you would like more information regarding a qualifying competition please see the [Information for Dressage Qualifying Competition Management](#) page.

- **Cover Page**
 - Competition Name
 - Competition Date(s)
 - Competition Level
 - USEF Competition Number
 - Competition Location
 - City, State
- **Class Specifications**
 - Test to be ridden
 - All classes must be listed in the prize list and may be divided into separate divisions or sections based on qualifications, age, or other eligibility of horses or riders.
 - If Sport Horse Classes are being offered the list of officials must state who is judging the classes
 - If the competition is offering Dressage Sport Horse Breeding In-hand classes, the prize list must specify Sport Horse Prospect or Breeding Stock (DR204.2.a)
 - If the competition is offering Dressage Sport Horse Breeding classes, the prize list must list the eligibility requirements for the classes
 - Levels 4 and 5 may not offer Opportunity classes
 - Level 3 may offer classes as Opportunity but Prize List should clearly state which classes are Opportunity.
 - Only three classes per level per day may be offered at Introductory – Second Level.
- **Footing**
 - Type of footing in:
 - Warm up
 - Competition rings
 - Must state that the Lunging area is separate from warm up arenas
 - Dimensions of competition areas
- **A tentative schedule** of competition
 - Can be as simple as the time when the competition starts on each day
 - Must state where and when ride times will be posted

- Ride times must be posted by noon prior to day of competition and this must be stated in the prize list.
- **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 entries 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 licensed 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
- **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*)
 - Specific requirements and penalties for failure to participate in prize-giving ceremonies must be announced on the prize list.
- **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.
 - Included competition name
 - Competition number
 - Competition rating (Level)

OFFICIALS

- **All 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)**
 - Level 4 and 5 competitions must have a farrier present on the grounds
- **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.
 - If Pony tests, classes, or awards are offered, the prize list must include the time when the official competition Veterinarian will be available to conduct measurements.
 - Level 4 and 5 competitions must have a veterinarian present on the grounds
- **Management:**

Managers and Secretaries must be qualified based on the competition Level. The USEF Secretary & Manager search can be utilized to verify Level 3 and above Dressage Secretaries & Managers. Instructions to use the search and to apply for Level 3 or above status can be found [here](#).
- **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 via your competition's officials tile on your dashboard:

(Please contact loinquiry@usef.org for any questions pertaining to licensed officials. Please refer to Chapter 10 and the Dressage 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). 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.
 - Judges
 - Senior Dressage judges (S) may officiate in all national and FEI Level Dressage classes at Federation Licensed Competitions.
 - Registered Dressage judges (R) may officiate in classes at Fourth Level and below, FEI Junior Tests, FEI Pony Tests, FEI Childrens Tests, FEI Para-Equestrian Dressage Tests, FEI and USEF Dressage Tests for 4-year old horses, and USEF and FEI Eventing Dressage Tests at all levels. Registered Dressage judges are not permitted to officiate in any classes above Fourth Level or FEI Dressage Tests for 5 and 6-year-old horses.
 - Dressage - A Recorded Dressage judge (r) may officiate at Second Level and below.
 - Technical Delegate
 - A Registered Dressage Technical Delegate (R) must officiate at Level 4 and Level 5 Dressage Competitions.
 - A Recorded Dressage Technical Delegate (r) may officiate as the assistant to the Registered Technical Delegate(s) at Level 4 and Level 5 Dressage Competitions, and may officiate alone at Levels 1-3 Dressage Competitions.