

COMPLIANCE DEPARTMENT FACILITIES AND OPERATIONS CHECKLIST



USEF Requirements for All Competitions

RIDING AND LUNGING AREAS REQUIREMENTS

- Footing in all riding and exercise areas; **See** [GR1216.11](#)
 - Competition management is required to make an effort to maintain the footing in all riding and exercise areas.
 - Footing must be appropriate for the level of class being held in the arena.
 - Rocks, debris, or other safety hazards must not be present in any riding or exercise area.
- Lighting must be provided if offering or holding night classes; **See** [GR834.2](#)

FACILITIES REQUIREMENTS

- Stabling (if provided): **See** [GR1215](#) and [GR1216](#)
 - Stalls provided must be of sturdy construction, in good condition and safe for horses and ponies.
 - If a competition offers temporary stabling, tent poles or other structures used to support the covering must not be placed in any stall to be occupied by a horse or pony.
 - Adequate lighting must be provided for competitions offering overnight stabling.
 - For six consecutive hours overnight, stabling must have minimal lighting and noise to allow stabled horses to rest adequately.
 - All permanent barn structures and temporary stabling on competition grounds must have clearly visible identification, such as numbers, letters, or names.
- A Level measurement area must be provided if the competition is offering classes which require a measurement card; **See** [GR1216.3](#)
- Adequate and sanitary toilet facilities must be provided; **See** [GR1216.2](#)
- PA system and portable communication devices must be clear and audible. **See specific discipline charts for detailed requirements.**
 - [HJ105-107](#)
 - [DR126](#)
 - [Eventing Annex 5](#)

OPERATIONS AND SAFETY REQUIREMENTS

- The accident preparedness plan must be in place prior to the start of the competition. **See** [GR845](#)
- The isolation protocol must also be in place. **See** [GR845.1](#)
- All appropriate officials and staff must be advised of both policies and that they are distributed accordingly. **See** [GR845.2](#).
- Qualified Medical Personnel
 - 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.
- Sharps containers must be provided. **See** [GR1210.4](#).
 - At least one container per 50 horses entered in the competition must be provided.

- Each sharps container(s) must be puncture-resistant with leak-resistant sides and bottom.
- Lid(s) must be tight-fitting and puncture-resistant and should not allow sharps to come out of the container.
- Sharps container(s) must be placed out of the elements so they do not collect rainwater, labeled with hazardous warning sign(s), and must be disposed of when they are three-quarters (3/4) or more full.
- Veterinarians must be: See [GR1211.5](#) and [EN107](#) for Endurance competition requirements
 - **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
 - **On call** at all other competitions with (rated or non-rated divisions)
 - Contact information must be posted at the show office.
- The farrier must be: See [GR1211.6](#)
 - **On site** if the following breeds and/or disciplines are offered:
 - **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
 - **On site or on call** at all other competitions
- Potable water must be available; See [GR1216.4](#).
- Food must be provided on competition grounds; See [GR1216.4](#).
- Signage
 - Directions to the facility must be posted at the show office; See [GR1216.8](#).
 - Name, address, and telephone number of the closest veterinary emergency and surgical facility must be posted; See [GR1216.9](#).

USEF SAFE SPORT COMMUNICATION REQUIREMENTS

- MAAPP poster must be posted at the show office in English and Spanish.
- USEF Safe Sport Awareness and Resources poster must be posted at the show office in English and Spanish.
- Direct communication must be delivered to participants as per USEF Safe Sport Quality Control System: [USEF Safe Sport Competition Management Toolkit](#).

USEF Recommendations for all Competitions

SUGGESTED BEST PRACTICES

- Riding and Lunging Areas:
 - Unevenness, inconsistency, or holes should not be present in any riding or exercise area.
 - Barriers (if any) surrounding arenas should be well-maintained.
 - Arenas should have signage indicating their name/number to assist those who may be new to the facility.
 - Any jumps/obstacles should be in serviceable condition.
- Facilities:
 - General
 - Landscaping, fencing, buildings, officials' booths, roads and pathways, facility equipment, seating areas, etc. should be in in serviceable condition.
 - Stabling (if provided)
 - Stabling should be well-maintained, clean upon exhibitors' arrival, with effective drainage, safe installments of electricity, airflow, lighting, and convenient water sources.
 - Nails, broken boards, unlevel floors, holes, or gaps where horses could become entangled should not be present in stalls, doorways, or stabling aisleways.
 - Sliding stall doors, kick stops, and latches should be functional and well-maintained.
 - Wash areas (if provided)
 - Wash areas should be kept tidy, with the ability to drain, and sufficient in number.
 - Any barriers surrounding the wash area should be well-maintained and free of potential safety hazards (exposed nails, broken boards, degraded or severely uneven base, etc.).
 - Manure waste containment and removal
 - The placement of manure waste containment areas should be separate from heavy traffic areas.
 - Waste containment areas should be emptied as often as needed.
 - Water should not accumulate in the waste containment area.
 - Trash containment and removal
 - Trash receptacles should be available in convenient locations throughout the competition area.
 - Trash receptacles should be emptied as often as needed.
 - Restrooms
 - Restrooms should be available in convenient locations throughout the competition area, including with USEF Safe Sport signage.
 - Restrooms should be well-stocked with bathroom tissue and soap/hand sanitizer.
- Operations and Safety:
 - Management, office staff, and competition staff (in-gate and grounds crew) should be sufficient in number, knowledgeable and provide friendly and effective customer service.
 - Onsite medical personnel should be easily identifiable.
 - Signage
 - Directions within the venue for those who may be new to the grounds
 - Parking/no parking areas
 - USEF Safe Sport Awareness and Resources and MAAPP poster in English and Spanish posted in high traffic areas such as stabling and restrooms
 - Contact information for the farrier
 - Where possible and if required by the specific discipline rules, provide separate pathways for motor vehicles and horses/pedestrians.