

USEF/NCEA JUNIOR HUNTER SEAT MEDAL FINAL- WEST BID PACKET

CHAMPIONSHIP PROTOCOLS

The USEF/NCEA Junior Hunter Seat Medal Final- West (“Medal Final”) is designed to provide college seeking equitation riders the experience of riding on a college equestrian team by exposing them to the competition format used by the National Collegiate Equestrian Association (NCEA). To accomplish this goal, attention will be given to the affordability and accessibility of the Medal Final and quality of the venue for potential participants.

The purpose of conducting a bid process for host site selection is to provide the United States Equestrian Federation (hereinafter referred to as “USEF”) with a group of potential host venues which offer facilities and amenities worthy of hosting the Medal Final.

The Medal Final must be offered with three phases: Fences Phase, Flat Phase, and Bracket Phase. The fences phase is to be set at 3’3” in height. The flat phase is conducted with the top ten riders from the fences phase. The top four riders move onto the bracket phase on donated horses.

Any applicant host venue submitting a bid for the Medal Final does so with the understanding that USEF is seeking to award the bid for three competition years beginning in 2025, at the same location and under the same licensee/management. USEF will provide specific language regarding these terms in the host Agreement once the host is selected. USEF reserves the right to award the bid for a lesser period of time, in its sole discretion.

APPLICATION AND NOTIFICATION TIMELINE

1. Bid application process opens the week of October 21, 2024
2. Completed bids and any supporting materials must be received by USEF on or before 5:00 pm EST on November 18, 2024, the closing date of bid applications.
3. Bid applications must be accompanied by a nonrefundable three hundred dollars (\$300.00) fee made payable to USEF.
4. USEF will conduct follow up calls with all applicants who submit completed bids to review their application. USEF reserves the right to request additional information from applicants as part of the review process.
5. USEF will notify the selected host site within fourteen (14) days following its decision on a host site.
6. Additional requirements to host the Medal Final will be sent with the host Agreement. The host will be required to execute and return the host Agreement, along with an application for the applicable competition license, within fourteen (14) days of USEF’s verified receipt of delivery.
7. The following fees will apply for 2025-2027 Medal Final:
 - a. One-time three hundred dollar (\$300) bid fee, to be paid upon bid submission.
 - b. Thirty dollars (\$30) per entry competing in the Medal Final, payable to USEF within (30) days of completion of the competition.
 - c. Processing fee for applicable competition license application each of the three years (2025, 2026, 2027).

MARKETING

1. Copyright and Exploitation Rights. The host grants to USEF the exclusive license to use and exploit the content from the Medal Final. The host agrees to provide to USEF HD broadcast quality audio-video and still image of the content for USEF’s use and exploitation in accordance with the terms of this Agreement. The host hereby grants to USEF the irrevocable exclusive right to distribute said content worldwide, in perpetuity, in all manner and media now known and hereafter devised, including without limitation via live and on-demand streaming, on the USEF Network and across all media platforms owned, controlled, licensed, or selected by USEF, including but not limited to all traditional media (television, film, print, etc.) and digital media (social, internet streaming, mobile streaming, digital recordings, etc.). Without limiting the foregoing, host’s license to USEF includes (i) USEF’s right to edit and modify the content in USEF’s sole discretion, (ii) USEF’s right to create live programs or highlight programs, which may be distributed in the same manner as the content as enumerated above, and (iii) USEF’s non-exclusive right to advertise and promote the Medal Final and the right to use host’s name (and trademarks) in advertising and promoting the content. Notwithstanding the foregoing, USEF is not obligated to distribute the content in whole or in part or create any programs.

2. Music Licensing. The host agrees to only use music from the Warner Chappell library of music licensed to USEF. If the host uses music not included in the licensed Warner Chappell library, the host represents and warrants that it, or its contracted production company, has obtained and will maintain the proper licensure and copyright coverage of said music, which must include a sublicense to USEF for content made available on the USEF Network. Upon termination or expiration of said licensure, the host agrees to provide USEF immediate written notice of such termination or expiration.

3. Live Results and Additional Benefits. The host agrees to provide the orders of go for all Medal Final classes in a CSV file or compatible XLS format, in advance of the Medal Final but at least the night before the relevant classes. The host agrees to provide live results for the Medal Final, including but not limited to the following information: faults, times, scores, placings, and falls or eliminations for each horse and rider combination, in an API format to be determined. The host agrees to work closely with USEF to share data, over time, to improve accuracy and timeliness of data reporting to USEF.

4. Photographer. USEF may accept a videographer chosen by host for the sole purpose of clipping rides of the Medal Final for sales to competitors. No further use is permitted without express written permission from USEF. In addition, USEF agrees to accept the photographer chosen by the host so long as the host provides USEF with written permission from such photographer granting worldwide rights to use at no cost to USEF at least five (5) photos per day from the Medal Final for USEF’s non-commercial use for promotional efforts, including, but not limited to, press releases, social media accounts, digital/web use, US Equestrian magazine, and ad campaigns. Furthermore, such photographer must grant USEF permission to convey this right to third parties for the purpose of fulfilling USEF’s promotional efforts. This required written permission from host’s photographer must be provided to USEF prior to the start of the Medal Final and such permission must survive the termination of this Agreement. USEF further retains the rights to include photos from the Medal Final on usef.org and USEF’s social media accounts. As an alternative to providing such written release from such photographer, the host 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). The host site shall accept all USEF Sponsors. Any additional sponsorship activities related to the Medal Finals require prior written approval from the USEF Marketing Department. USEF maintains first option to sell the title and the presenting sponsorship of the Medal Final. The host may



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request permission to secure additional sponsorship support upon receiving written approval from USEF and recognizes the sponsor cannot conflict with USEF Sponsors.

5. Provide USEF with 10'x20' booth space with tent, side walls, 1 table and power for ShopUSEF

6. USEF owns the event name and logo for use on retail merchandise.

7. At least (2) spaces for USEF Sponsor promotional/vendor opportunities. Each space to be equivalent to 10'x10' and to include 1 table, power, and tenting or space within a covered area. USEF to confirm use of spaces no later than 30 days prior to the start of the Medal Final.

8. The host must agree to work with USEF to provide onsite branding and promotional elements including but not limited to signage, program ad, PSA announcements, branded jump etc. Branded elements to be provided by USEF but the host will be responsible for installation and takedown of signage, feather flags etc.

- a. Two (2) full pages in the Prize List, the back cover and the inside front cover;
- b. Space, including a lockable storage area within 200 feet of the competition ring, for use as a temporary USEF office;
- c. At least one (1) VIP table or six (6) VIP seats for use by USEF staff and sponsors;
- d. Space for at least twenty-four (24) banners in all competition ring(s) for each the USEF and sponsors;
- e. f provided by USEF and by sponsor(s), ability to have US Equestrian and a Sponsor branded jump/jump elements used in competition ring and award photos
- f. Space for at least five (5) additional banners in a prominent location for each the USEF and sponsors;
- g. Organizer agrees to provide promotional announcements during the Medal Finals for USEF and sponsors;
- h. Ability to place feather banners and flags for USEF and Title Sponsor at entrance to facility;
- i. Ability to provide: 30 second promotional commercial for USEF and Sponsors to be played on video scoreboard if available;
- j. Area available for educational session(s);
- k. Ability to host Sponsor Activations with costs covered by the sponsors;
- l. One (1) golf cart for exclusive use by USEF staff; and
- m. Minimum of two (2) VIP parking passes for USEF.

9. The host must provide storage for branding & promotional elements provided by USEF if hosting for multiple years.

10. The host must agree to work with USEF staff to send informational emails/communications in advance of event to competitors regarding schedule, sponsor activations, travel discounts, special awards, merchandise available, etc.

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, the host 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 \(MAAPP\)](#).

The host 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, the 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, the host 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 USEF/NCEA Medal Final- West, the background check and SafeSport Training required by the USEF Safe Sport Policy.

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

The host acknowledges that the Medal Finals 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, the host agrees to be in compliance with the USEF competition standards at all times. The host agrees to fully cooperate with the Center during an audit and provide any and all access necessary for the Center to perform such audit.

BIOSECURITY AND AIR QUALITY

The host must comply with USEF biosecurity and air quality requirements, including the confirmation of vaccination records, negative Coggins test, and health declaration for the event, in effect at the time of the Medal Finals.

OFFICIALS

The host agrees to provide the requisite number of USEF licensed officials at the Medal Final from the list of approved officials provide to the host by USEF in advance of the competition.



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The host agrees to host the Medal Final in accordance with the specifications contained in Exhibit B.

COMPETITION SPECIFICATIONS

List all possible dates to hold the competition (dates to be approved by USEF)

Venue Name & Address: _____

Indicate any other events at the site which may be being conducted during or in connection with this event:

ORGANIZATION

Competition Organizer Name & Contact Information: _____

Secretary Information: _____

CHAMPIONSHIP BIDS

WEST COAST MEDAL FINAL

Host sites are required to meet the current USEF Competition Standards for a "Premier" rated hunter competition.

COMPETITION REQUIREMENTS: SAFETY AND WELFARE, RIDING AND LUNGING AREAS, FACILITIES

Capable of fulfilling the requirements of HJ105 Yes No

Capable of fulfilling the requirements of HJ106 Yes No

Capable of fulfilling the requirements of HJ107 Yes No

If answered no to any of the above, please provide additional information where requirements are unable to be met.

SCHEDULE

Please attach a tentative schedule, any warm-up classes you will offer, and any flexibility/options you have in the schedule.

Note that the final schedule will be subject to USEF approval

RIDING AND LUNGING AREAS

1. Number of rings available including size and type of footing in each ring: _____

2. Indicate if there are any indoor or covered rings at the facility: _____

3. Number of warm-up rings available including size and type of footing in each warm-up ring: _____

4. Number of lunging areas available including size and type of footing in each lunging area: _____

5. List the type of equipment available to maintain rings and grounds (ring drags, watering system, etc.): _____

STABLING

A. Type of stalls and number of stalls available

B. Indicate the distance from the stabling area to competition area:

SUPPORT FACILITIES

A. Indicate distance to barns and competition areas from exhibitor and van parking:

B. Food service (restaurant/concession; availability/quality):

C. Indicate bathroom number and type (temporary/permanent). MUST BE SERVICED DAILY.

D. Additional facilities (tennis courts, swimming pool, golf course, camping areas, etc.):



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SURROUNDING AREAS

A. Attributes of the area, including points of interest for competitors/spectators:

B. Access and distance from event venue to a major airport:

C. Availability of hotels/motels (quality/rates) and distances to the event venue:

D. Availability of restaurants:

E. Weather, including average temperature and humidity during the months of September, October, November:

FACILITY MAP

Please attach a detailed diagram of the facility showing all the above facilities currently in place.

COMPETITION FEES

Please indicate the amount you will charge exhibitors for participation, including stabling: _____

OTHER

Attach any other relevant information that may be useful in selecting a host site for the Medal Final.

For further information, contact Ashley Hudson in the USEF office at (859) 225-6969 or ahudson@usef.org.

Attachment or Exhibit A

Exhibit B (Specifications document)



USEF/NCEA JUNIOR HUNTER SEAT MEDAL FINAL- WEST BID PACKET

1. ELIGIBILITY TO COMPETE-RIDERS

- a. Rider Membership. Open to Junior Active Members of the Federation. Rider must be an active competing member in good standing with the Federation and an active USHJA member at time of qualification and championship.
- b. Riders are not required to complete a USEF/NCEA Medal Program application in order to compete in the qualifying classes but must complete a USEF/NCEA Medal Program application by no later than the conclusion of the qualifying competition in order for points to count.
 1. Riders must indicate on their USEF/NCEA Medal Program Application which ranking list they wish to accumulate points for (East and West).
- c. Any rider in their final junior year is not eligible to compete in any qualifying classes held at a competition with a start date after August 20th of that competition year.
- d. The winner of any of the USEF/NCEA Junior Hunter Seat Medal Finals is no longer eligible to compete in USEF/NCEA Junior Hunter Seat Medal classes.

2. ELIGIBILITY TO COMPETE-HORSES

- a. All horses competing in USEF/NCEA Junior Hunter Seat Medal qualifying classes must comply with USEF identification rules in place at the time and be properly identifiable. All horses must obtain a Registration Number from USHJA in order for the rider to accumulate qualifying points.
- b. All horses competing in USEF/NCEA Junior Hunter Seat Medal qualifying classes and Final must provide a microchip number that verifies the animal's identity in order for the rider to accumulate points. The microchip must be compliant with EQ103.
- c. At least one owner of record of all horses competing in **USEF/NCEA Junior Hunter Seat Medal qualifying classes and Final** must be an active competing member in good standing of the Federation or have paid the show pass fee.
- d. The trainer listed for all horses competing in **USEF/NCEA Junior Hunter Seat Medal qualifying classes and Final** must be an active competing member in good standing.

3. QUALIFYING CRITERIA

- a. The qualifying period for the 2025 USEF/NCEA Junior Hunter Seat Medal Finals is August 21, 2024-August 20, 2025. Points from qualifying classes will count based on the start date of the competition.
- b. The top 75 riders from each ranking list (East and West) will be invited to compete in the Finals.
- c. Points will be awarded using the following chart as base points and multiplying each placing by the number of riders that completed the course:

PLACINGS	BASE POINTS
1 ST	10
2 ND	6
3 RD	4
4 TH	2
5 TH	1
6 TH	1/2

Classes that are split using the "California Split" method will determine the number of riders by taking the total number that completed the course and dividing by the number of resulting sections (rounding up if the result is not a whole number).

4. CLASS CONDITIONS

- a. The USEF/NCEA Junior Hunter Seat Medal Final will be a three-phase competition (Over Fences, Flat, and Bracket).
- b. Conventional Hunter Seat Equitation style tack is required per EQ106.5a.
- c. Over Fences Phase: To be shown over a course of at least ten (10) hunter or jumper style fences at 3'3" in height, spread not to exceed fence height. The course will be limited to a maximum of two combinations, with one combination being an oxer to a vertical. Triple combinations are not permitted. At least two changes of direction are required. Water obstacles and liverpools are not permitted. An open numerical system of scoring must be used for the fences phase.
- d. Flat Phase: The top 20% or top ten scoring riders, whichever is greater, will return for the flat phase. An open numerical system of scoring must be used for the flat phase. The riders will be asked to perform 2 out of 3 of the following movements: shoulder in, haunches in, or leg yield both directions of the ring. Lateral movements must be performed at the sitting trot.
- e. Bracket Phase: The top four riders, as determined by the combination of the fences and flat phase (each counting equally), will return for the bracket phase. These four riders will enter the bracket phase on a clean slate and will not carry forward their scores from the previous rounds. The fourth and first place rider will compete over a shortened course on the same horse. The second and third place rider will compete over a shortened course on the same horse. The shortened courses will consist of fences 1-8 from the initial over fences phase, with a maximum of one double combination. If more than one combination is included in the first 8 fences of the over fences phase, at least one of the combinations must be removed. Fences for the bracket phase will be set at 2'9"-3'0" in height, with height not to exceed spread. All distances will be adjusted accordingly. The winners of each head-to-head will compete for the championship and reserve. Third and fourth place will be



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determined based on the scores from the first round of the bracket phase.

f. The balance of the placings not determined by the bracket phase will be awarded based on the total combined score from the over fences and flat phase (each counting equally).

U.S. CENTER FOR SAFESPORT EVENT AUDIT STANDARDS AND REQUIREMENTS

During the 2024 competition year, the U.S. Center for SafeSport (the "Center") will select a USEF licensed competition ("Event") for the purpose of auditing the Event's compliance with the Center's requirements.

The Center will notify USEF of the Event that it has chosen to audit three weeks prior to start of the Event. The notice will include a list of documents required to be submitted to the Center two weeks prior to the start of the Event.

Upon selection, an auditor from the Center will attend the Event. The auditor will be assessing the Event's compliance with the Center's requirements, based upon on-site observations, interviews of select individuals at the Event, and review of policies and processes in place. The Center's requirements are included within the [USEF Safe Sport: Competition Quality Control System](#).

USEF staff will contact Competition Management upon receipt of notification from the Center and will be available to provide guidance and support during the audit process.

Prior to the Event:

Competition Management must provide the following documents to USEF no later than 16 days prior to the start of the Event.

- A list which includes all Event participants, broken down by category, including riders, coaches, trainers, owners, officials, Event staff, vendors, volunteers, credentialed media, and anyone else engaged or authorized by the Event to perform or provide services or products.
- A list which includes all Event participants, broken down by category, who are in a role that would require them to complete the SafeSport Training. These roles include (but are not limited to) riders, coaches, trainers, owners, officials, and Event staff, vendors, volunteers, or media personnel who are engaged by or authorized by the competition to perform or provide services or products and have regular contact with or authority over amateur athletes who are minors.
- A copy of the direct communication sent to all Event participants. See the USEF Safe Sport: Competition Quality Control System communication requirements.

During the Event:

Competition Management should be prepared to demonstrate to the auditor:

- The protocol and processes used to check all Event participants against the USEF Safe Sport sanctions list, and the measures in place to ensure that banned and suspended individuals are not permitted on the competition grounds.
- The process used to check all Event participants who are required to be compliant with the SafeSport Training requirement against the SafeSport Training ineligibility list, and the measures in place to ensure those not in compliance aren't permitted to participate in any role other than as a spectator.
- The protocol in place to communicate the Minor Athlete Abuse Prevention Policies ("MAAPP") requirements and protocol for reporting concerns involving alleged or suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP to day-of Event participants.
- Presence of the MAAPP posters (preferably in English and Spanish) throughout the venue in highly conspicuous locations.
- The auditor will prepare a MAAPP Risk Assessment that will be provided post-Event. They will detail areas observed during the audit related to the MAAPP based on on-site observations, interviews of select individuals at the event, and review of policies. They will note any items found to reflect increased risk to athlete safety and well-being.