



Competition Newsletter

March 2016

In this issue

Dressage – Applications to host	1
Post Competition Report	1
2016 Competition Forms	1
Course Designers	1
Presidential Modifications	1
Dressage	1
Competitions	2-3
Hunter/Jumper	4-5
Dressage	6
Eventing	7-8
Breeds	9
Licensed Officials	10-13



The application to host a 2017 Qualifying Competition for the FEI NAJYRC and USEF National Championships is now available online!

If approved, your competition(s) would be an Official Qualifying Competition for the 2017 (*depending on Qualifying Periods*):

- Adequan FEI North American Junior and Young Rider Championships
- USEF Pony Rider Dressage National Championship
- AGCO/USEF Junior and Young Rider Dressage National Championships
- USEF Young Adult 'Brentina Cup' Dressage National Championship
- Markel/USEF Young and Developing Horse Dressage Championships

Please apply online [HERE](#) by clicking the “[Application to host 2017 Qualifying Competition](#)” link at the top of the page. If you are interested in hosting a 2017 Qualifying Competition, you must apply online before **May 2, 2016**.

Electronic Post Competition Report Coming Soon!

USEF will soon accept electronic post competition report submissions online via the new competition portal. The competition portal can be accessed by signing onto your USEF online account as the competition licensee. Stay tuned in future Competition Newsletters for updates or contact Michele Keith in the Finance Department 859-225-6940.

2016 Competition Forms

2016 Competition forms are located on our website at the following link:

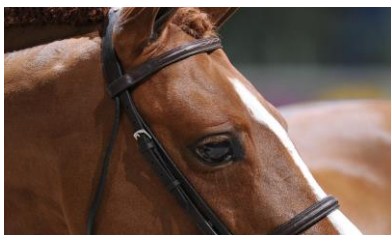
<https://www.usef.org/IFrames/FormsPubs/Default.aspx?pageDescription=competition>

Presidential Modifications can be viewed

<https://www.usef.org/IFrames/RuleBook/PresMod2016.aspx>

Competition Manager /Secretary reminder - Course Designers

Remember that when informing your Stewards about officials, be sure and confirm that Course Designers have actually served in this role, i.e. designed courses that were used in competition at the show. In other words, individuals assisting Course Designers to set a course, i.e. measuring distances, building jumps, should not be listed on a Stewards report as course designers.



Competitions

Updated Results Template for 2017

The USEF Universal Results Template was created in 2010 to help competitions and software providers with the submission of results in a universal format that complies with Federation rule requirements. The template was updated in 2012 to comply with rule changes and other additions that were necessary for compliance. Since then the template has not been adjusted.

For 2017 there is an updated results template that all competitions will be required to use. The exception to this is Eventing and Endurance. Eventing results should continue to be sent to USEA for review and USEA will send the results directly to the Federation. Endurance competitions that are licensed in the United States are all FEI sanctioned so the Endurance results will all be sent to the Federation in the FEI template.

In the 2017 updated results template some of the fields have been removed that were irrelevant, some new fields have been added and some changes to the requirements for some existing fields have been made. The updated 2017 template was sent to all of the software providers that have given the Federation their contact information. If you use a software provider, please check with them to make sure they have received the updated 2017 template and that they will have your software ready with the updated template for shows that start on December 1, 2016. If your software provider has not received the updated 2017 results template you can send it to them or if you don't use a software provider, you can view the 2017 results template at the following link: <https://www.usef.org/IFrames/FormsPubs/Default.aspx>. Click on "Results" and then scroll down to the 2017 Results Criteria Template. This new template can only be used for competitions with a start date of **December 1, 2016** or after.

When you open the template you will notice columns highlighted in both green and yellow. Green fields can be deleted and the Yellow fields should be added. As an overview:

- Columns P, Q, R, S, T, AB, CF, CJ, CN, CO, CR, CS, CT, CU, CW, DF-EA may all be deleted
- Column AD – If No USEF Number, Why? (Based off Column AC) – should be added
- Column AM – If No USEF Number, Why? (Based off Column AL) – should be added
- Column AV – If No USEF Number, Why? (Based off Column AU) – should be added
- Column BW-BZ – Judge 6 Information – should be added

When using the updated template you will notice that the following fields have been deleted (highlighted in green):

COLUMN 'P' - Currency (International Only)

COLUMN 'Q' - X Rate (International Only)

COLUMN 'R' - TEAM PLACING

COLUMN 'S' - Notes

COLUMN 'T' - Foreign \$

COLUMN 'AB' - Horse Green Status (i.e. 1st Yr, 2nd Yr)

COLUMN 'CF' - Eventing Dressage Place

COLUMN 'CJ' - Eventing XC Place

COLUMN 'CN' - Eventing Place after SJ

COLUMN 'CO' - Eventing Score after SJ

COLUMN 'CR' Through 'CU' - Phase A (Roads & Tracks), Phase B (Steeple), Phase B Time (Steeple), Phase C (Roads & Tracks)

COLUMN 'CW' - 2nd Inspection

COLUMN 'DF' Through 'EA' - This is all of the Endurance Fields

Competitions

Updated Results Template for 2017 (continued)

You should also note that the following fields have been added with updated information that is required and must be utilized so the competition is in compliance with their results submission (highlighted in yellow):

COLUMN 'AD' - If No USEF Number, Why? (Based off Column AC)

COLUMN 'AM' -If No USEF Number, Why? (Based off Column AL)

COLUMN 'AV' - If No USEF Number, Why? (Based off Column AU)

COLUMN 'BW' Through 'BZ' - Judge 6 Information (Dressage)

Column AD, AM and AV are new columns that must be used when there is no USEF number listed for the Rider, Owner or Trainer. If no USEF number is listed for the Rider, Owner or Trainer, these columns MUST indicate either "JAS" for joined at show or "SP" for paid Show Pass fee or "F" for Foreign or "EC" – For Equine Canada members. If the competitor is in a class that is EXEMPT from a SHOW PASS fee and they are not required to be a member and don't have a USEF number, e.g. Opportunity, Leadline, Walk Trot, please use the code "EX" in these columns. These columns MUST have one of these indicators for any competitor that does not have a USEF number indicated in the USEF number column.

Again, if you have any questions please contact Cathie Goodenow in the Competition Services, Results department at cgoodenow@usef.org.

How to Calculate the \$1.50 Per Horse Fee on the Post Competition Report

Annual dues for each licensed competition are as follows:

- a. License application fee
 1. \$100 for competitions with 299 or fewer horses in prior year
 2. \$250 for competitions with 300 or more horses in prior year
- b. Per horse fee

\$1.50 per horse paid on post competition report (Exception: Local Type Competitions)

Participants in the following classes are exempt from payment:

- a. leadline
- b. exhibitions
- c. games and races
- d. classes for 4-H members
- e. Academy classes (Academy classes are classes limited to horses used regularly in a lesson program)
- f. Opportunity classes
- g. Classes at Regular or Local Competitions restricted to breeds or disciplines whose rules are not included in the USEF rulebook.
- h. However, these classes are not exempt from the Drugs and Medications Chapter itself. Within 10 days after a competition, competition management must forward to the Federation a sum representing the above fee times the number of horses and/or ponies entered in the nonexempt classes of the competition plus the number of horses and/or ponies scratched where the fee is not refunded, such sum to be held by the Federation in a separate fund for use to accomplish the purpose set forth above.

Hunter/Jumper

Presidential Modifications

Several Presidential Modifications have been granted for the 2016 competition year that will affect classes and prize money for the competitions you serve. Please note the changes in the language for the below rules effective for the 2016 competition year, and visit the [USEF 2016 Presidential Modifications](#) webpage for more information.

HJ207 & HJ211 – Scoreboard Requirements

HJ207 REQUIREMENTS TO OBTAIN FEDERATION PREMIER RATING AND/OR JUMPER LEVEL 5 [...]

16. Premier competitions must conduct award ceremonies and designate within the prize list both a time(s) during the program and location(s) for award ceremonies.
17. Licensees providing a Premier Rated and/or Jumper Level 5 competition must select and describe with their license application a minimum of twenty (20) additional items (not on the required list for the Premier Rating) from HJ211 ten (10) of which must be selected from each group .

HJ211 HJS OPTION SELECTION LIST

Rated hunter, hunter/jumper and/or jumper Levels 5, 4, 3, or 2 competitions must select and describe with their license application the required minimum number of items to be provided from optional items list below. Licensee(s) must select the number of items required for the Rating and cannot select option items already required for the competition rating.

1. Group I – In selecting the required number of options for the rating, note that options specifically required for a particular rating do not count toward the required number of options.[...]
 - Provide a Jumbotron, defined as a functioning electronic board that provides both scoring information and video capability in at least one of the Main competition ring(s).
 - ***Provide a functioning visible scoreboard {minimum of forty (40) square feet} adjacent to the Main Ring(s) where either/or both hunter and/or jumper competition are held. [...]***

HU109 – Number of Horses Exhibitors can ride in “A” Rated Junior Hunter Sections

HU109 Junior & Children’s Hunters

10. In “A” rated Junior Hunter sections divided by age of rider only, no exhibitor may ride more than two
 - (2) large and two (2) small Junior Hunters in any section.

Hunter/Jumper

HU158.1b Prize Money for Junior/Amateur Sections at National Competitions

HU158 Scheduling

1.b. ...A minimum of \$5,000 in prize money, must be paid in the rated Hunter sections of a National competition. A maximum of \$2,000 of Hunter Classic, USHJA National Hunter Derby, USHJA Pre- Green Incentive and/or USHJA Pre-Green Challenge prize money can be used towards calculating the \$5,000 of required prize money for a National rated competition. **Exception:** A minimum of \$3,000 in prize money, must be paid in the rated Hunter sections of a National competition restricted to Juniors and/or Amateurs. A maximum of \$1,000 of Hunter Classic, USHJA National Hunter Derby, USHJA Pre- Green Incentive, and/or USHJA Pre-Green Challenge prize money can be used towards calculating the \$3,000 of required prize money for a National rated competition restricted to Juniors and/or Amateurs.

GR1131 – Zone Equitation: Division of classes

GR1131 Hunter and Equitation Divisions

13. USHJA Zone Rider of the Year Hunter Seat Equitation Division Awards.
16. **Competition management may offer Age Group Equitation classes divided at their discretion.** Equitation that is offered by age will be awarded points **that** will be credited to the age groups **defined in GR1131.12.a or the relevant Zone Specifications.**
17. **Age Group Equitation classes for junior riders** to be shown over a course of not less than eight fences and the fence heights cannot exceed 3'6" **(or 1.10 m when class specifications list fence height in metric)** and wings are optional.
18. **Age Group Equitation classes for adult amateurs** to be shown over a course of not less than eight fences and the fence height cannot exceed 3'3" **(or 1.0m when class specifications list fence height in metric).**

In regards to HU169 Required Measurements

1. A horse or pony must be measured each competition year until it reaches the age of eight. Horses and ponies that are seven years and under will be issued a Temporary Measurement card designating the year measured. Horses and ponies that are eight years of age and over will be issued a Standard Measurement card which does not need to be renewed. Horses and ponies may not be measured by the same steward for their Standard Measurement Card and the card preceding the Standard Measurement card. The Federation will invalidate a Standard Measurement card that does not comply with this rule.

Stewards can access a list of the horses and ponies they have measured beginning 12/01/14 through their USEF My Way account under "other" or through the Licensed Officials Portal. Please contact Melissa Lawson at (859)225-2026 or mlawson@usef.org with any questions.

Dressage

Please take note of the rule changes effective February 1, 2016 for Dressage Test error calculation (DR 122.5b-e). These changes were made in order to keep USEF rules consistent with the FEI rules for Dressage Test error calculations.

USDF Introductory Level tests and USEF Training Level through Fourth Level tests

In National tests, every “error of the course” whether the bell is sounded or not, must be penalized, except as noted under DR122.5a:

- the first time by 2 points;
- the second time by 4 points;
- the third time the competitor is eliminated. However, at the discretion of the judge, the rider may continue to finish to test. If the competitor’s continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.

USEF and FEI Young Horse tests, and FEI Children, Pony Rider and Junior Tests

For these tests, the deduction for an error shall be:

- First error: -0.5% (½ percentage point) from total score received
- Second error: -1.0 % (one percentage point) from total score received
- Third error: Elimination

FEI Young Rider through Grand Prix Tests

In FEI tests (except FEI Children, Pony, Junior, and Young Horse Tests), every “error of the course” whether the bell is sounded or not, must be penalized, except as noted under DR122.5a:

- the first time by 2 percentage points from the total score received;
- the second time by elimination; However, at the discretion of the judge, the rider may continue to finish the test. If the competitor’s continued presence in the ring is about to interfere with the start of the next scheduled ride, then the judge must excuse him/her from the ring.

Rider Tests

For Rider test, the deduction for an error shall be:

- First error: Total Score reduced by 0.5 points
- Second error: Total Score reduced by 1.0 points
- Third error: Elimination

If you have questions regarding DR122.5b-e, please contact Hannah Niebielski, Director of Dressage, National Programs at hniebielski@usef.org. Please refer to DR122.5b-e, Execution and Judging of Tests, of the USEF Dressage Rules for this Rule in its entirety on February 1, 2016.

Eventing



February 8, 2016

Dear Event Organizers,

In an effort to streamline the USEF competition licensing process and better serve competition organizers, we've determined that it is important to clarify the competition renewal guidelines, as they are outlined in the USEF Rulebook.

All Eventing competitions holding Preliminary Level or above must obtain USEF Licensure.

- Pursuant to GR306.7.b. competition organizers are required to complete their USEF Competition Renewal within 60 days of the last day of competition for the following competition year.
- Example: A Competition held January 1, 2016 has a 2017 USEF Renewal Deadline of March 1, 2016.

We recommend that organizers complete their USEF License Renewal in the online management account at www.USEF.org. Much of the competition information from the previous year will carry over, any relevant changes can be made within the online form and payment for dues can be submitted via credit card or e-check. It is extremely important that you update all information during completion of the online renewal form, as contact information for future communications is taken directly from the license renewal application.

New licensed competitions must complete the paper version of the License Agreement for National FEI Disciplines. New applications will be accepted beginning December 1 each year for the subsequent competition year.

If a change to a Licensed Competition is deemed necessary by the USEF Eventing Committee and/or USEA Executive Committee, any applicable change fees will be waived, and the USEF License Revised for the organizer.

All listings that are included in USEA's hard copy omnibus will be accepted in lieu of a prize list. If your omnibus listing did not make the hard copy omnibus, you are then required to submit a complete prize list. All prize lists are required to be submitted 30 days prior to start of competition or be subject to a late prize list fine of \$200 per GR1212.2.

If you need assistance please do not hesitate to contact:

Katlynn Sacco: Competition Licensing Coordinator: ksacco@usef.org

Cathie Goodenow: Director, Competition Services: cgoodenow@usef.org.

Cathy Baker: Competition Consultant and Insurance: cbaker@usef.org

Sincerely,

USEF and USEA Staff

Eventing

Attention Eventing Technical Delegates!

The staff of USEF is very excited to introduce a new format for submitting your Eventing Technical Delegate's Reports electronically! We have created a web form that is user friendly, will help to lighten your work load and is available now! Our C1 and C2 Stewards and Dressage Technical Delegates have been using this format for their reports and they are giving it rave reviews!

They are very easy to use. Just follow this link to begin:

<https://www.usef.org/AUAIFrames/Login/Default.aspx> or go to the USEF home page and sign into your account. Scroll down to the Competition Reports section and choose the Eventing TD Report and Evaluation link. From there, all you need to get started is the competition name or number. The form will walk you through the submission process. You may answer questions at your own pace. Once you have clicked on the "Save and Continue" button at the end of a section, you may close out of the report and return to it at a later time. You may change any of your answers until you click on the final "Submit" button.

The form will auto-populate some of the information that you would normally have to fill in yourself, such as the names and membership numbers of the Manager, Secretary, and Judges and other officials. Of course, you may add to or change any of that information if need be.

You may also easily attach your Accident Preparedness Plans and other addenda that are in your computers by clicking on the type of document listed near the end of the web form. Hit "Browse" and locate the document. Once found, open it and click on the "Upload" button. Just repeat that process for each attachment. If you cannot scan your addenda or don't already have it in your computer, you are welcome to send it via fax or by mail.

After you have submitted the report, you will automatically receive an acknowledgement of submission, along with a copy of the report for your records. A copy of the report will also be sent directly to the Organizer, Area Chair, and USEA.

If you are officiating at a large show with multiple Technical Delegates, only one TD may submit a report for that competition. All of the TDs will, however, receive a copy of the report and will also be able to submit addenda if there is anything that they would like to add for the record.

If you have any questions, or would like to be walked through the process, please feel free to contact Lauren McDowell at (859)225-6964 or lmcdowell@usef.org.

Please note that online web forms will be the only format accepted for Eventing Technical Delegates for the 2017 competition year

Breeds

American Saddlebred Registration Affidavit Forms

The American Saddlebred Affidavit forms are being eliminated to reduce redundancy. Ownership verification will continue to be checked through ASHA. This procedure change does not eliminate the requirement the horse must be entered in the names of the owner(s) of record of the American Saddlebred Registry. USEF rule—SB101 Eligibility

Saddle Seat Medal Fee Increase

The Medal fee for the USEF Saddle Seat Medal and USEF Saddle Seat Adult Amateur Medal qualifying classes has been increased to \$15.00 per entry for the 2016 competition year. The additional income will enable the Federation to support the USEF Saddle Seat Medal program. Competitions may adjust their entry fee accordingly to accommodate the \$5.00 increase. See USEF rule—GR1210 General

ASHA Memberships

Beginning in the 2016 competition year, owners, trainers, *riders, drivers and handlers* of horses competing at USEF licensed competitions in all American Saddlebred sections must be current competing members in good standing with the American Saddlebred Horse Association (ASHA). See USEF rule—SB101 Eligibility.

https://www.usef.org/_IFrames/RuleBook/PresMod2016.aspx

USEF Hackney Committee Adds AOT Section in Hackney Division for Amateur/Owner/Trainers

The United States Equestrian Federation (USEF) Hackney Committee has added an AOT section for Amateur Owner Trainers.

Classes in this section are restricted to competitors that are the amateur and the owner, or an amateur member of the owner's family and not to have been professionally trained or shown by a professional for a period of 60 days prior to the competition. Hackney AOT classes are to be judged according to amateur class specifications. The addition of the section for AOT classes is added to Subchapter HK-2 Conduct, HK106, in the Hackney Division of the USEF Rule Book.

This rule change is effective as of April 1, 2016, and the USEF Hackney Committee would like to encourage competitions everywhere to consider offering classes in this new AOT section.

Licensed Officials



Guidelines for Submitting Eventing Technical Delegate, Fall Forms, and Accident/Injury Reports

The Technical Delegate Report and other forms submitted with the Report are **THE OFFICIAL RECORD** of the competition where you have officiated. They must all be filled out completely, legibly, and submitted in a timely manner. Your comments are valuable to USEF as they help us track trends that will improve the quality and safety of competitions for competitors and all other competition participants.

- The Technical Delegate Report should include information pertaining to all incidents from the time the Technical Delegate becomes responsible for the competition until such time as their duties are completed.
- The Technical Delegate Report is available either as a pdf, fillable, or web-based form.
- The Fall Form and Accident/Injury Report (Human and Equine) are available either as a pdf or fillable forms.
- The Technical Delegate Report, Fall, and Accident/Injury Report (Human and Equine) Forms are available on USEF's website at https://www.usef.org/_IFrames/FormsPubs/Default.aspx?pageDescription=LO.T
 - The web-based TD Report will be available in early 2016. Once posted, it can be found on the officials' USEF MyWay account.

Technical Delegate Reports - Copies of the Technical Delegate Report must be distributed to the following within 14 days of the close of competition:

1. USEF – The TD Report must be returned to the Competitions Report Analyst as follows:
 - Web-based TD Reports will go directly to the Competitions Report Analyst.
 - Mail – Competitions Report Analyst, USEF, 4047 Iron Works Parkway, Lexington, KY 40511
 - Fax - (859) 231-6662, c/o Competitions Reports Analyst
 - Email – reports@usef.org
2. USEA - The TD Report must be returned to USEA within 14 days of the close of competition.
 - Mail – Sharon Gallagher, USEA, 525 Old Waterford Road, NW, Leesburg, VA 20176
 - Fax - (703) 779-0550
 - Email – Sharon@useventing.com
3. Organizer - The Organizer's name can be found on USEA's website www.useventing.com in the calendar at <http://useventing.com/competitions>.
4. Area Chairman - The names of the Area Chairmen can be found on USEA's website at <http://useventing.com/about/areas>.
5. TD - The Technical Delegate must always keep a complete copy for a period of three years.

Licensed Officials

Guidelines for Submitting Eventing Technical Delegate, Fall Forms, and Accident/Injury Reports (Continued)

Important: USEA, the Organizer, and the Area Chairman will receive a copy of the TD Report automatically if the web-based TD Report is used.

Fall Forms

- ***Fall Forms must be submitted within 48 Hours of the close of the competition.***
- They are to be submitted for any fall that occurs on the cross-country course, both fence and non-fence related. If there is an injury during that fall, then an Accident/Injury Report is also required for the incident. If there is no injury, then filing a Fall Form alone is sufficient.
- Fall Forms can be emailed or faxed to the Competition Safety and Assessment Coordinator at safety@usef.org or fax (859)231-6662.

Accident/Injury Report Forms

- **Human –**
 - ***Reports for possible head injuries must be submitted by 6:00 p.m. on the day following the last day of the competition.***
 - They can be emailed or faxed to the Competition Safety and Assessment Coordinator at safety@usef.org or fax (859) 231-6662.
 - *It is strongly encouraged that such reports be called in to the Federation at 859.225.6980 and faxed or emailed as soon as the paperwork is completed.*
 - Reports for non-serious injuries may be submitted with the TD Report or faxed with the Fall Forms and other Accident/Injury Reports.
- **Equine –** Unless serious (see below), may be submitted with the TD Report.

Serious Injuries, Fatalities, or Collapses - In the case of a serious injury or fatality to a horse or human, or horse collapse, the Technical Delegate must contact the USEF and USEA within one hour of the incident.

- USEF – Joanie Morris - Managing Director, Eventing Activities, (484)459-2045
 - In addition, as per USEF Rules, please **also** contact USEF directly
 - Monday-Friday (8:30am-5pm, Eastern Time), 859.225.6980
 - After business hours (Eastern Time), holidays, or Saturday and Sunday, USEF Hotline number (859) 312-5186
 - The accident report, along with a copy of the signed entry form and any eyewitness accounts should be emailed or faxed as soon as possible to safety@usef.org, fax 859.231.6662.
- USEA – Rob Burk. (571)340-1553
- The Human or Equine Accident/Injury Report, along with a copy of the signed entry form and any eyewitness accounts should also be emailed as soon as possible to rob@useventing.com.

Licensed Officials

Guidelines for Submitting Eventing Technical Delegate, Fall Forms, and Accident/Injury Reports (Continued)

Other Documents – In addition, if applicable, the following other documents must be submitted with the Technical Delegate's Report

- The Accident Preparedness Plan (Required)
- An Official Charge Form for each charge filed
- An Official Protest form for each protest filed
- A copy of a Yellow Warning Card for each official warning issued
- Eyewitness Reports of Acts of Alleged Abuse
- Members Confidential Evaluation of Licensed Officials
- Members Confidential Competition Evaluation Forms
- Cross Country Course Maps (for all courses reviewed by USEF Cross Country course advisor)
 - If a Cross Country Course Advisor has visited the competition and submitted a report to USEF, you will receive a copy of this report from USEF. This report must be completed and included with the TD report. All essential changes must have been made.
- Show Jumping Course Maps (for all courses reviewed by USEF Show Jumping course advisor)
 - If the Show Jumping Course Advisor reviews and recommends changes to different levels of courses, a copy of the applicable course map, as posted at the competition, must be included with the TD report. All essential changes must have been made.
- Miscellaneous Explanations

Medication Report Forms – Medication Report Forms can now be submitted by the competitor or his agent directly to the D&M Office. The form can be found on USEF's website www.usef.org. Go to Competitions, Drugs and Medications. The web-based form is listed in the column on the right side.

Otherwise, Medication Report Forms go directly to the Drugs & Medication Office: USEF Drugs & Medications, 956 King Avenue, Columbus, OH 43212-2655

HELPFUL HINTS FOR SUBMITTING REPORTS

- All questions should be answered on all forms, as appropriate.
- Review your reports carefully before submission; make sure all questions are answered, comments clarified, and addenda included. If information is omitted, you will be contacted by staff.
- Darken the appropriate circle fully and fill in the applicable blanks.
- The number of accidents or injuries reported in the TD Report must match the number of Accident/Injury Report Forms submitted.

Licensed Officials

Guidelines for Submitting Eventing Technical Delegate, Fall Forms, and Accident/Injury Reports (Continued)

- When providing additional narrative, please be clear and concise, including use of rule references and full names of individuals involved. If necessary, this information can be included on a separate document, submitted with the TD report as an addendum.
- Fall and/or Accident Forms
 - If a horse refuses any question on cross country, whether it has height not, resulting in a fall, that fall is fence-related.
 - If a rider falls from a horse and is injured, even if the horse is not injured or did not compound the injury by stepping on the rider, the horse is involved in the accident and its information should be included.
- Listing Officials:
 - Make sure you list the officials' correct name, USEF number and clearly define their role at the competition using the key code provided.
 - Some officials carry multiple licenses; if so, list them all so that the USEF records can accurately track officiating history.
 - If a Technical Delegate is serving as the Jumping Judge, please make sure this is clearly marked.
 - Show Jumping Course Designers: Many of these individuals are not licensed through USEF, but it is still important that, if applicable, we have their USEF ID # because they may be working on their Eventing Jumping Course Designer's license which has various requirements which must be documented.
- Cross Country Courses:
 - Make sure you include the date of last visit by the Cross Country Course Designer. Failure to do so could subject the competition and/or course designer to fines.
 - Frangible technology/construction of obstacles questions - An answer to the negative should only be given in instances where use of such technology was appropriate and not used.

Guest Cards

The Guest Card rules (GR1011) have recently been updated and were effective 12/1/2015. Please take a moment to read over any changes affecting the divisions you work with. A new Guest Card chart has been created as a quick reference and is located in two areas on our website.

The Licensed Officials Form page;

<https://www.usef.org/IFrames/FormsPubs/Default.aspx?pageDescription=LO>

The Competition Managers Form page;

<https://www.usef.org/IFrames/FormsPubs/Default.aspx>

We hope this new chart will assist you in clarifying the rules quickly but if you have any questions feel free to contact the Licensed Officials Department at loinquiry@usef.org.

Quick Contact Reference:

Competition Services

[Lisa Owens](#) Managing Director, Competitions 859-225-6966

Supervisor over departments listed below:

Competition Licensing, Evaluation and Safety

License Approvals, Date Applications, Changes, Rating Approvals, Safety Issues

Katlynn Sacco	Director	859-225-6981
Diana Campbell	Asst. Dir, Comp. Dates	859-225-6914
Alyssa Alexander	Comp. Evaluation Analyst	859-225-6982
Carol Deeble	Comp. Licensing Coordinator	859-225-2058
Becky Francis	Competition Safety & Assessment Coordinator	859-225-6980
Lauren McDowell	Comp. Reports Analyst	859-225-6964

Competition Services

Prize List Review, Insurance, Results, Point Corrections, Rule Advisory

Catherine Goodenow	Director	859-225-2023
Cathy Baker	Competition & Insurance Consultant	859-225-2029
David Plummer	Competition & Results Consultant	859-225-6943
Jackie Baker	Competition & Results Consultant	859-225-2049
Steve Curtis	Competition & Results Consultant	859-225-2050
Rebecca Swearingen	Competition & Results Consultant	859-225-2056
Jennifer Banks	Competition & Results Consultant	859-225-2048
Sandra Leach	Competition & Results Consultant	859-225-2054
Stacey Mann	Competition & Results Consultant	859-225-2057

Athlete Services

[Cavan Allen](#) Intl. Comp. Consultant 859-225-2020



If you have any questions or concerns please contact
Catherine Goodenow, cgoodenow@usef.org.