



# UNITED STATES DRESSAGE FEDERATION™

**USDF**

## Great American Insurance Group/USDF Regional Championships Managers Guidelines

### 1 and 1/2 - 2 years Prior to Event (recommended):

- Contact USDF for current *Host Site Application* and *Regional Championship Program Rules*. Applications are available on the USDF website November 1, two years before the Championship.
- Submit Regional Championship *Host Site Application* to your Regional Director and USDF by the given deadline. The Regional Director will submit recommendations to USDF.
- The USDF Site Selection Working Group will review all applications and will submit recommendations to the Executive Board.
- The regional championships will be announced by the beginning of May of the year prior to the championship.
- Dates, locations, and contacts will be published on the USDF website.

### 1 Year Prior (at least):

- Your competition must be licensed by USEF and recognized by USDF. The name of the competition must be worded as:

**Great American Insurance Group/United States Dressage Federation  
Region (#) Dressage Championships  
licensed by United States Equestrian Federation**

- Any other championship or competition name must be listed **after** the Great American/USDF Regional Championship title. If you are scheduling the Regional Championships with another show normally held on the selected dates, USEF will not take these dates away from you if you change the name of the competition. USEF and USDF normally charge a fee when a competition applies for a change in its name; however, this fee is waived when a competition changes its name to include the title of a regional championship or when the competition reverts back to its original name.
- Contract your judges and technical delegates. USDF requires that your primary Registered (R) Technical Delegate **must be from outside your region** and that at least half of the championship judges reside outside your region. Refer to the program rules for current requirements.
- Judging candidates of any level **may not** sit with judges during championship classes.
- Return signed regional championship contract to USDF.

### 6 Months Prior:

- Prize list requirements can be found on the USDF website under the prize list checklist.
- A preliminary copy of the prize list must be received by the USDF office, by March 15<sup>th</sup>, and reviewed before it can be printed. Any other published prize lists for your competition (i.e. local omnibus) must be clearly marked "preliminary prize list".
- The USDF web page will contain the links to each region's official prize list, which should be posted on that regions (or competition's) website.
- A copy of your omnibus (if applicable) and final prize list must be sent to USDF and to your Regional Director immediately upon publication.
- Send to USDF the grant request form for the first half (\$1000) of your regional championship grant.  
**Note: This form must be signed by the Regional Director**
- Send to USDF the mailing label request form **if** you wish to receive mailing labels for all Participating Members (PM's) in your region. Note that USDF does **not** require sending prize lists or other mailings to all PM's in the region.
- USDF will supply ribbons and awards for all USDF regional championship, dressage seat medal semi-final and USDF adult amateur equitation regional final classes, including back numbers (for dressage seat equitation semi-final and USDF adult amateur equitation entries only).

- Additionally USDF will supply information and items to be included in competitor packets and competitor bags for all those riders participating in the *regional championship competition only*. An estimated number of competitors must be submitted on the form supplied.
- Bridle tags are supplied for all entries in your competition. It is imperative that there be some indication of which entries are Championship entries. This can be done with a number distinction or by placing a colored dot on the bridle tag of the championship entries.

### **1 Month Before:**

- A list of entries must be sent **no later** than one week after the closing date of entries for the regional championship, dressage seat medal semi-finals and USDF adult amateur equitation regional final classes. This list **must** be in a excel file, including USDF membership and registration numbers for the horse/rider/owner, the USEF membership and recording numbers for the horse/rider/owner and the class, level and division in which that competitor has entered. Please send via email to [regchamps@usdf.org](mailto:regchamps@usdf.org), for qualification and membership requirements to be checked. USDF also maintains an unofficial list of qualified horses/riders on the website; however, all competitors *must* be officially verified by the USDF office to be eligible to compete in regional championship, dressage seat medal semi-finals and USDF adult amateur equitation regional final classes. Entries can be added to the list for verification even after the original list has been sent to USDF.
- Prepare your program - be sure to note program requirements in the contract and program rules. A copy of your program **MUST** be approved by USDF prior to printing, to be sure that all content that is required is included. This does not mean that you have to wait until the scheduling is completed.
- Contact USDF for information regarding Great American representation and or any other sponsor representation at your show.
- Refer to the contract for requirements concerning sponsors.
- All items supplied by USDF **will be shipped to one address**. Please note that there will be a multitude of heavy boxes shipped. Plan accordingly.
- Check ribbons, awards and prizes when they arrive for accuracy and contact USDF **immediately** if there are any problems.
- Verify you have received your USDF and sponsor banners.
- Two weeks prior to the event, notify Great American Insurance Group and any additional sponsors, of the awards ceremony schedule and request confirmation of the sponsor's participation.

### **Immediately After the Event, please send to USDF:**

- Return all Great American Insurance Group/USDF Group and other banners received from USDF.
- Submit your Regional Championship results electronically to USDF immediately after the completion of the competition. Open competition results and paperwork must be submitted within 48 hours of the completion of the competition.
- Return all undistributed Champion and Reserve Champion prizes, any extra ribbons including blank ribbons, unused competitor bags, and back numbers along with inventory tracking sheets (at management's expense). Management is responsible for merchandise not accounted for. Please include all forms for inventory.
- If a blank ribbon was issued to a competitor, USDF will mail a printed ribbon to the competitor after the championships if the name of the competitor is supplied to the office. Please submit an Awards Request form with the name, address, and explanation for any competitors still requiring ribbons.
- Please include **all** sign-out sheets and unavailable awards forms for prizes and ribbons not received at the show with **complete** names, addresses, divisions, levels and placings.
- At organizer's expense, at least five digital photos (depicting the Champions from various classes including the Adult Amateur Equitation Final and the two Dressage Seat Medal Semi-Finals, and any sponsors representatives or other dignitaries) from the region must be sent to USDF ([regchamps@usdf.org](mailto:regchamps@usdf.org)) for promotional use and sponsor obligation within two weeks (14 days) following the competition. Please be sure to complete the photo release form and to submit the digital photos as jpegs no smaller than 4" X 6" 300 dpi.