



UNITED STATES DRESSAGE FEDERATION™

USDF

Show Biz, Chapter 6, Prize List, Entry Form and Program

Prize List

The prize list is your first contact with the competitor and should be neat, well-organized, informative and easy to read. [USEF GR Subchapter 9](#) defines the information that must appear in the prize list. The following list summarizes those parts that pertain to dressage competitions. The prize list must be received by USEF and USDF within the required time frame or fines may be assessed.

- [Combined Checklist of Prize List Requirements for USEF-Licensed/USDF- Recognized Competitions Holding Dressage Classes](#)

The following information is not mandatory but should be supplied for the convenience of the competitors.

- A list of nearby hotels and restaurants, with approximate distance from showgrounds and cost
- Description of food service/concessions and when available
- If bedding/feed/hay is supplied or available, the types furnished and if competitors need to bring their own bedding, make it clear in the prize list and in any follow-up correspondence
- Rules governing special awards
- The competition's refund policy
- Opening date, closing date and date entries must be received by
- Statement as to whether only 25 entries will be accepted, or the class will be split
- Requirements for freestyle music if applicable (CD/mp3/sound check requirements)
- Contact phone number when management moves to competition grounds
- Statement that all fees must accompany entry, including forms of payment accepted.
- Statement as to whether farrier/veterinarian will be on the grounds or on-call and telephone number
- Special rules pertaining to your competition (i.e., all dogs on leash; longeing permitted in area east of barn; Coggins is required; etc.) A rule stating that all children should be under proper supervision is appropriate.
- A form soliciting ads and sponsors
- Membership forms for local associations and a list of those associations recognizing the competition.
- Statement as to when ride times will be ready and how they may be obtained (stamped, self-addressed envelope sent with entry; telephone, e-mail, on website; etc.).
- Details concerning special functions or exhibitions
- A statement that illegible or incomplete entries and photocopied signatures may be refused
- Judges rating ("r", "R", "S", "C", "I", "O", or DSHB "r" or "R") and their state and country
- Any other information that will help the competitor in any way concerning the show

Management is strongly urged to add a statement that numbers must be worn at all times when a horse is being exercised or ridden. ([USEF Subchapter DR-1](#)) Failure to wear number shall be cause for elimination.

Entry Form

The entry form should provide your competition secretary with a clear record of what the competitor wants to do at your competition. The entry form must allow only one horse and rider/handler per form. A sample entry form is available on the [USDF website](#).

The entry form, which is discussed in [USEF GR Subchapter 9- B](#), must contain the following items:

- Areas for USEF and USDF numbers of riders, owners/exhibitors, trainers, coach and horses (be sure each space is of sufficient size).
- Names of horse, rider, owner, trainer and coach
- Addresses of rider and owner
- Telephone numbers and e-mail addresses of rider and owner
- Area for competitor to list classes
- Areas for listing and totaling of fees
- Stabling information (number of stalls and tack stalls, days needed, who to stable with) and arrival information. This can be on a separate form, but be sure to include "stabling fee" in the area for listing and totaling fees
- The Federation Entry Agreement and Federation Release ([USEF GR Subchapter 9-B](#)) which must be signed by the exhibitor, rider, driver, handler, coach, (if applicable) trainer or his/her agent(s). This statement must be in bold type.
- Areas for signatures of owner/exhibitor (parent or guardian if under the age of 18 or 21 depending on your state laws or, if not available, coach or trainer must sign an entry blank on the minor's behalf.) or agent, trainer (must be 18 or older), coach and rider.
- Fields for the horse's name, age, sex, color and height (if over 4 years old), sire, dam, damsire, and breeder. Remember: no horse may compete if it is less than 36 months of age at the time of competition.
- A statement indicating that entries will not be accepted without accompanying fees.
- Field for age of junior/young riders and date of birth.
- Field for an emergency contact and phone number.
- Question asking the citizenship of the rider
- Blank area reserved for office use
- Space to volunteer to help at show
- Current USEF and USDF release of liability statements with spaces for acceptance signatures for owner, rider, trainer, coach and parent or guardian of minor competitor

The entry blank should include in its heading the show date(s), as well as opening and closing dates. In the box where the fees are added up, state the name of the entity to whom the check should be made out and the address where the entry and check should be sent. Also include a reminder of all required documents, such as proof of USEF/USDF membership and registration, USEF Amateur card, Health Certificate and Coggins test. You might also supply an area for the competitor to list any specific problems or requirements.

It is also a good idea to specify that the entry blank should be clearly filled out in print or typed, since most handwriting is illegible.

The Program

USEF does not require programs (catalogs), except for Level 3-5 competitions. The purpose of a program is to supply competitors and spectators with a listing of classes and entrants. It is also a good place for advertising

and should be organized to please the paying advertisers.

If your show produces a program (catalog) it must contain:

- The USEF page just as in your prize list
- The USDF recognition page just as in your prize list
- If hosting a USDF Breeders Championship qualifying event the program must list "USDF Breeders Championship Qualifying" with the classes which qualify the champions and reserve champions for the USDF Breeders Championship Series Final. The official show program must print a description of the USDF Breeders Championship Series and credit the sponsors.
- If a qualifying event does not print a program, USDF Breeders Championship Series and sponsor information must be included in the event schedule.
- The title "Qualifying Event for the USDF Breeders Championship _____Series" must be prominently listed in the qualifying event program promotional material and advertisements.
- Special requirements for Great American Insurance Group/USDF Regional Championship program are contained in the Regional Championship contract.

The program should contain:

- Listings of all classes in the order they will be held, complete with entrants' and horses' names and numbers in the order they ride.
- The first pages of the program should contain all the information you presented in the prize list concerning personnel, awards and a numerical listing of classes offered.
- A brief description of the requirements for each class is helpful to spectators, as is a numerical listing of competitors, showing their hometown, horses' names, breed, etc.
- For the benefit of spectators, you might also supply a brief description of dressage, a biography of the judges, a welcome letter and any other information that will invite people to browse through the program. This browsing will, in turn, get people looking at the ads, which is what your advertisers want. Also, direct the reader to your website for more information.
- The more attractive and inviting a program is, the more advertisers will be willing to spend money on the next one.
- Tentative awards schedule if applicable

A well-prepared program for a large competition may be a sellable item. Most people are willing to spend a dollar or two to know what is going on, and all income is usually welcomed at a dressage competition.

Acceptable formats include electronic distribution, printed hard copy with pages bound in some manner, and presentation folders with sections inserted as they become available.

If you decide not to have a formal program, prepare a day sheet. This is a list of classes, with times and entries for all rides. Give each competitor a copy and have extras on hand for spectators and to post in prominent places. Again, these class lists can be distributed electronically or in hard copy, displayed at the office and/or award area.

