

**USDF**

UNITED STATES *Dressage* FEDERATION
USDF Adult Regional Team Competitions

Organizers Guidelines (effective 4/1/2009)

These guidelines are meant to provide you and your competition committee with information that will be helpful in the organization and operation of a United States Dressage Federation (USDF) Adult Team Competition. The guidelines do not deal with standard competition management details. For comprehensive information on organizing a dressage competition, please contact the USDF office.

PURPOSE

The purpose of the USDF Adult Regional Team Competition is to provide an opportunity for adults to compete in a team-like atmosphere. This competition will encourage camaraderie and support for all adults competing at any level.

ENTRY REQUIREMENTS

Competitors **MUST** be Adults. (A competitor is an adult from the beginning of the calendar year in which he or she reaches ages of 22.)

The decision on whether to require USDF membership is at the discretion of the hosting USDF Region/GMO. Not requiring membership may help reach out to potential members. However, USDF membership is vital to sustain our organization. The choice is yours.

It is not required to have qualifying scores to enter a competition; however, a region may have qualifications if they desire. A team may consist of 3 or 4 riders. A team may represent a dressage club, farm, barn, and instructor or be a group of individuals.

COMPETITION RECOGNITION

The decision to hold a recognized United States Equestrian Federation USEF/USDF competition is yours to make. If you decide to host a recognized competition, you will have to file appropriate USEF/USDF competition recognition forms. While some regions might prefer the formality of a recognized competition, others may prefer the laid-back atmosphere of a schooling show. The latter option may reduce expenses if you are on a tight budget.

If your team championship will be held as a recognized competition, you must submit all required competitions recognition forms and fees to both USDF and USEF. The USDF Adult Regional Team Competition Host Application will not fulfill the requirements for competition recognition.

Please be reminded that if the competition is USEF/USDF recognized, ALL USEF rules and requirements regarding scheduling, warm up, tack and saddlery, etc. must be followed. USEF rules take precedence over any recommendations in these guidelines.

All USDF Adult Regional Team Competitions **MUST BE** approved by your USDF Regional Coordinator for the Adult Education Council and your Regional Director. Some regions allow for general regional membership to vote on how and where the competition will be held.

To get the most out of your competition, you will need to plan as far in advance as possible. The who (host and organizer), when (date), and where (facility) should be planned at least one year in advance. This will allow you to maximize your publicity options (the USDF Web site, Calendar, the USDF Connections, etc.). A well-publicized event is a well-attended event. It will also allow competitors time to plan their competition schedule and get their ride times together.

NOTE: *If your competition will be unrecognized, and you are holding it in conjunction with a USEF/USDF recognized competition, be sure to check the current USEF rules regarding unrecognized classes. All dressage classes held on a USEF recognized day are required to be USEF-recognized classes. If management wishes to hold unrecognized classes in conjunction with an USEF competition, they must be held on a separate day which is not USEF recognized.*

INSURANCE and FINANCIAL CONSIDERATIONS

The Group Member Organization or Region listed on the application to host the USDF Adult Regional Team Competition is financially and legally responsible during the USDF Adult Regional Team Competition. **It is important that all income and expenses be deposited to and paid out by the Group Member Organization or Region.** This means that all entry fees should be made payable to the Group Member Organization, and all bills should be paid from that organization's bank account.

As a USDF sanctioned event, the USDF Adult Regional Team Competitions **must have liability insurance of at least \$1 million per occurrence to cover and protect the organization legally responsible for the event (see above).** USDF **MUST** be listed as an additional insured party on the insurance certificate obtained for this event.

A copy of your insurance certificate with USDF listed as an additional insured party for this event must be submitted with the original host application. Your host application will not be accepted or approved until the insurance certificate is received.

JUDGES

To make this competition of special importance, it is recommended that two judges per arena be used for all classes, no matter what the level. A judge may be willing to provide their services free of charge or at a reduced cost if they are paid the full fee for judging another competition on the same weekend.

TECHNICAL DELEGATE, MEDICAL PERSONNEL, VETERINARIAN & FARRIER

Regardless of the decision to recognize your competition or not, it is **STRONGLY** recommended to have appropriate medical personnel, a veterinarian, and farrier available. If your competition is USEF/USDF recognized then you will be required to have these officials available as well as a Technical Delegate.

VOLUNTEERS

A volunteer coordinator with a large pool of people that are well-trained and ready to work is always suggested. Your competition will not run without volunteers, so please find an appropriate way to express your appreciation.

PRIZE LIST

Before sending your prize list to print, send a draft copy to USDF for approval by the Adult Education liaison. The competition **MUST** be named USDF Adult Regional Team Competition.

The rules and special information pertaining to the USDF Adult Regional Team Competition should be printed in your prize list. Any additional information specific to your competition should also be included.

Prize list should include the following:

- Date of Competition
- Location
- Opening and Closing Entry Date Information
- Statement of USEF/USDF Recognition or statement that it is Not Recognized
- Manager & Secretary and contact information
- Class List
- Stabling
- Footing in both competition arenas and warm up arenas
- Entry form
- Fees

ORDERING AWARDS AND SPONSOR BANNERS

Special Team Competition awards are furnished by USDF. Up to three competitions per USDF Region will receive the awards free of charge. The Team Competition awards consist of a USDF medal with neck ribbon in the traditional colors for first through sixth place for the riders (*Note: USDF does not provide horse awards for this competition*). If you wish to ensure that every rider on every team receive a medal, you may choose to split the divisions if you have more than 6 teams entered in a division. You should designate your divisions A & AA and B & BB etc. For example – if you have 3 four-rider teams in a division, you should order 4 first place medals, 4 second place medals, and 4 third place medals.

In addition to the medals, the high scoring INDIVIDUAL and the reserve high scoring INDIVIDUAL from each division will receive tri-colored Champion and Reserve Champion rosettes.

To order awards, please use the awards order form enclosed with these guidelines. Remember that USDF must receive your order at least **4 WEEKS** prior to your competition. If it is received later than that, your competition will incur shipping and handling charges. USDF will include banners with your awards. Please hang the banners in a prominent location. After your competition, please return the banners and any extra awards to USDF. If you have any questions regarding your order, please contact the USDF Adult Education Liaison.

SCHEDULING THE TEAM TEST RIDES

Each competitor will ride two tests in their division, except for those in FEI divisions who will only ride one test. Current USDF, USEF and FEI tests **MUST BE USED**. Levels offered are Training through FEI Levels. Competition Managers may also choose to offer USDF Introductory Tests.

In you have two or more judges for your competition, schedule each rider to show under both judges. The riders in each division **MUST** ride before the same judges, or same combination of judges. The same combination of tests in each division **MUST BE** judged by the same judges.

THE COMPETITION PROGRAM

Your program should contain the following:

- The title, **USDF Adult Regional Team Competition**
- Competition Staff
- Officials (Judges, TD, Farrier, etc.)
- Class List
- Ride Times
- List of the Teams and Horse/Rider combinations
- Day, Time, and description of the competitor's party and/or meeting
- Sponsors
- Special Thanks to Volunteers

USDF ADULT TEAM COMPETITION MEETING

A special USDF Adult Regional Team Competition meeting should be scheduled. If teams are arriving the day before the competition, an evening meeting works great. Competitors get to meet each other before the competition, and they are ready for some food and relaxation after a long day of traveling. An evening format gives you time to review competition rules, go over procedures for the awards ceremony, and explain how the final team placing will be calculated. Another option is to get the participants together to discuss ideas and concerns of interest to adult competitors.

SCORING

It is suggested that the lowest score be dropped if it is a team of four (4). If only three members are on a team, then all scores will count. The decision to allow mixed level teams will be left to each region. If you are allowing mixed level teams make sure that you calculate using percentages not points as the points are different for different levels. You **MUST** base mixed level team scoring on percentages.

Make copies of the "Team Scoring Sheet" included in this packet. This will help you keep track of the team scores and placings.

Individual High Score Winners

In each division, the individual riders having the highest score, and the second highest score, will be recognized as the Individual High Score Champion and Reserve. No calculation is necessary to determine winners. Simply look for the two highest scores received on any test within a division. Do this for every division. If your competition committee chooses, they may announce that the highest test ridden in each division will be used to determine the Individual High Score Champion and Reserve so that the possibility of one person winning both awards will not occur. Make sure this is published in your rules and competition program.

Posting Scores

Scores should be posted frequently (every couple of rides) throughout the day. Scoreboards should list the scores by team.

Reporting Scores

If this is a USEF/USDF recognized competition, you are required to report the results after the competition using USDF recording forms or a computer print out that follows that format. You must also report results on the Team Score Sheet in the organizer's packet. You must report results from all classes with each class recorded separately. Include the team division names [ex: Training Level – Test

1 (B Team)] and class heading on all results. If the competition is USEF recognized, complete results must be sent to USEF from all classes of any type or level held on USEF recognized days.

Although results for USEF and USDF **MUST** be recorded by class, scoreboards should also post team cumulative scores. The team scoreboard can simply be a larger version of the “Team Score Sheet” which is included in the organizer’s packet.

THE ANNOUNCER

Before the competition, give your announcer a copy of the program and a listing by team name and rider number. Before and after each ride, the riders’ names and the teams they are riding for should be announced.

The Announcer’s result sheet should be made up in advance, by teams. List all teams, riders, and horses, and leave blanks for their total scores and placing. If your program is set up in this way, you can simply use a copy of it. During the competition, this result sheet will be filled out as the scores are calculated. The announcer should be given the necessary information on high point individuals by name and team.

THE AWARDS CEREMONY

The awards presentation at your USDF Adult Regional Team Competition should reflect the special atmosphere and circumstances found at team competitions. The awards should be presented in a formal, mounted ceremony with riders in show attire.

Begin the ceremony as early as possible after the last team rides so competitors and spectators don’t have to wait too long. The ceremony can begin as early as 30 minutes from the end of the last ride, if you schedule one or two divisions to finish by mid-day. Begin the ceremony with these divisions. Meanwhile, the tests from the other divisions can be tabulated and team placing determined.

The person designated to coordinate the ceremony should be told ahead of time which divisions he/she can start lining up and the final placing for those divisions. Fifteen to twenty minutes before the start of the awards ceremony, he/she should arrive in the “holding area” and start getting the competitors lined up by team and division, starting with the first division that will be announced.

Line the teams up in order of placing, from sixth place to first, preferably some distance away from the arena (pre-arrange where you will have the riders go and make sure that they are aware of the place before the awards ceremony begins.) The last division to finish their tests should be lined up last for the ceremony to give the scorers time to finish their calculations.

The announcer should also have been given a list showing the order in which teams should be called into the arena. Flag any Champion or Reserve Champion on the announcer’s copy.

At the designated starting time, the announcer should start the awards ceremony music, and introduce the ceremony and the awards presenter(s). The announcer can then begin calling the teams into the arena one at a time, starting with the sixth place team. During the presentation of each team, the announcer should turn down the music.

The team should enter four abreast at “A”, ride down the centerline in the walk, and stop at “G”. The announcer will announce the team, rider, and horse names while they are walking in. The pre-arranged

“dignitary” will then present riders with their medallion. Any High Score awards won by that team’s members should be announced and presented at this time.

Then, the announcer will ask the riders to leave the arena. The riders should make their victory pass and leave the arena. The announcer should turn up the music for the victory pass, and re-announce the team’s name [“Ladies and Gentlemen, I give you the (team name).”]. Then announce the next team.

An awards ceremony with this procedure goes faster and with less confusion than the whole division in the ring. Also, the competitors feel more honored because they receive their own “moment in the sun”.

Pose winners in front of the USDF banner for photo opportunities. If possible, candid and competition shots are also recommended. Do not write directly on photos – these may create a raised image that will not reproduce. Attach a gummed label on the back with the team name, region, presenter(s) name, rider and horse names.

AFTER THE COMPETITION

Any banners obtained for your Team Competition **MUST** have been returned to USDF.

A final copy of your prize list and program showing that the correct name of the competition was used (USDF Adult Regional Team Competition) **MUST** be sent to USDF.

Send photos of winners and/or candid shots of the competition. This may be done on a CD or emailed.

The Competition Summary, filled out completely, **MUST** be sent to USDF, which is included in the organizer’s packet.

The complete results of the competition, both by team and by test **MUST** be sent. (Note: If the competition is a USEF/USDF recognized competition, two separate sets of results must be submitted. One should be sent to the USDF Competitions Department and the other one to the Adult Education liaison @adultteamcompetition@usdf.org).

Submit application for USDF Adult Regional Team Competition Grant Application, with signatures of Regional Director and Adult Education Council Regional Coordinator, which is included in the organizer’s packet. Grants will not be paid until all required paperwork, results and supplies (**including banner**) are returned to USDF.

All necessary forms are also available on line at www.usdf.org

USDF ADULT REGIONAL TEAM COMPETITION CHECKLIST

At least 1 year from show date:

- ☐ Start planning! Select a host/local GMO, competition date, facility/location
- ☐ Get approval from your USDF Regional Director and USDF Adult Education Council Regional Coordinator
- ☐ Submit competition recognition forms and fees to both the USDF and USEF (If you wish to host a USDF/USEF recognized competition)
- ☐ Obtain and know the current USEF competition rules

At least nine months prior to competition:

- ☐ Obtain liability insurance of at least \$1 million
- ☐ Make sure USDF is listed as an additional insured
- ☐ Submit copy of insurance certificate with the original host application to the USDF
- ☐ Appoint Judges, Technical Delegate, Announcer, Medical Personnel, Veterinarian, Farrier and Volunteers
- ☐ Send a draft copy of Prize List to the USDF for approval
- ☐ Organize and draft a Competition Program
- ☐ Make sure all scoring guidelines are published in the Competition Program

At least 4 weeks prior to competition:

- ☐ Order awards from USDF
- ☐ Make copies of the "Team Scoring Sheet" to help keep track of scores during the show

After the competition:

- ☐ Return all USDF banners, and final copies of the prize list and program
- ☐ Submit the Competition Summary form to USDF
- ☐ If holding a USEF/USDF recognized competition, submit all scores/results per team and test to USEF and two copies to USDF. Send one set of results to the USDF Competitions Department and one to the Adult Education Liaison.
- ☐ Submit competition photos

If you have any other questions, please contact the USDF Adult Education Liaison at 859-971-2277, the USDF Website, www.usdf.org or adultteamcompetition@usdf.org.