COMPETITION MANAGEMENT CHECK LIST

USEF Requirements

Last revised November 2026

PRE-COMPETITION LICENSING REQUIREMENTS

- □ **Licensee Registration**
  - Due date: Required to be eligible to renew competitions or submit new competition applications
  - See the Licensee Registration Guide
- □ **License Application or Renewal**
  - Due date: Regular Competition - 60 days prior to the competition start date (less than 60 days prior to the competition will require a late fee, less than 30 days prior to the competition will require a Pres Mod).
    Local or Lite Competition - 30 days prior to the competition start
    Eventing Competition - 120 days prior to the competition start date
  - See the License Application & Renewal Guide and SUBCHAPTER 3A
- □ **Mileage Exemption Request** *(if applicable)*
  - Due date: 180 days prior to the competition start date
  - A Competition Licensing Coordinator will email the required paperwork upon review of the License Application or Renewal.
  - Mileage Exemption Requests cannot be submitted more than 360 days prior to the start of the competition.
  - See SUBCHAPTER 3C and SUBCHAPTER 3D
- □ **Change Requests** *(if applicable)*
  - Due date: Location change - 60 days prior to the competitions start date
    Rating, Section, and/or Division changes - 30 days prior to the competitions start date
    Date change - 30 days prior to the competitions start date *(10 days if Eventing)*
  - Request changes on the Competition Dashboard.
  - See GR302.1.h for changes to Eventing competitions

PRE-COMPETITION MANAGEMENT REQUIREMENTS

- □ **USEF Rules**
  - Each Licensed Competition **must always**:
    - Have a physical copy or access to the online rulebook of the current Federation Rulebook available for reference during the competition.
    - Enforce all rules of the Federation from the time entries are admitted to the competition grounds until their departure.
    - Prevent the abuse of a horse anywhere on the grounds and see that the welfare of the horse is a priority.
- □ **Facility & Stabling**
  - See GR1215 and GR1216
- □ **Prize List**
  - Due date: 30 days prior to the competition start date

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- Prize List must be submitted online via the Competition Dashboard
- See the Competition Prize Lists webpage for checklists for each discipline and SUBCHAPTER 9A

□ **Competition Details**
- Due date: 30 days prior to the competition start date
- Management is responsible for comparing sections offered and ensuring that they match the License Agreement

□ **Certificate of Insurance**
- Due date: 15 days prior to the competition start date
- See the Insurance FAQs and GR303.6

□ **Entries**
- See SUBCHAPTER 9C and GR1213

□ **Manager Requirements**
- Due date: Prior to the competition start date
- See GR 1202 and 1210
  - □ Senior Active USEF Member - Renew your Membership on your My USEF dashboard or join USEF
  - □ Safe Sport training - Complete on your My USEF dashboard
  - □ Manager Education course - Complete on your My USEF dashboard or sign up
  - □ Background Check -Complete on your My USEF dashboard

□ **Appointment of Competition Staff and Officials**
- It is the **responsibility of the Licensed Official** to ensure that they are eligible to officiate by complying with all licensure and membership requirements prior to the first day of competition.
- It is the responsibility of Competition Management to hire the appropriate number and type of licensed officials. (See GR1005 and GR1211)
  - □ Judges – See SUBCHAPTER 10C
  - □ Steward or Technical Delegate – See GR1211.4 for appointment, SUBCHAPTER 10D, and SUBCHAPTER 10E
  - □ Secretary – See GR1203
  - □ Course Designer – See SUBCHAPTER 10F
  - □ Safety Coordinator – See GR847
  - □ Veterinarian – Must be entered through the competition dashboard no less than seven days prior to the start of the competition. See GR901.8.
    - **On call** at all competitions with rated or non-rated divisions
    - **On site** if
      - Previous year's competition's entry number was 300 or more horses
      - First-year multi-day competition with National or Premier rated hunter sections
    - See GR1211.5 and EN107 for Endurance competition requirements
  - □ Farrier – See GR1211.6
    - **On call** at all competitions with rated or non-rated divisions
    - **On site** if
      - **Hunter:** National and Premier rating
      - **Jumper**: Level 5 and 6
      - **Breeds:** If shoe regulated classes are held
      - **Dressage:** Level 4 and 5
      - **Eventing**: Preliminary through Advanced levels during Cross Country and Show Jumping phases
  - □ A Guest Card may need to be submitted for individuals that are not licensed officials with the Federation.

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- □ Any questions regarding Judges, Stewards, Technical Delegates, or Course Designers can be directed to the USEF Licensed Officials Department at loinquiry@usef.org.

□ **Entering Officials**
- Officials must be entered within the Officials List tile for each competition on the Competition Dashboard at least 30 days prior to the start of the competition.

□ **Emergency Action Plan**
- Due date: 14 days after the competition end date
- Give to the Steward/Technical Delegate, QMP and EMS (if onsite) prior to the start of the competition *(to be submitted with the Steward/Technical Delegate report)*
- See USEF Incident Response Guide for Competitions

□ **Isolation Protocol**
- Due date: 14 days before the competition start date.
- Competition management must upload this on the competition dashboard prior to the competition. If you have any questions related to the isolation plan or submission process, contact the Equine Health team at equinehealth@usef.org.
- See GR874 for more detailed instruction. (Effective 12/1/2024)

□ **Fever Reporting (Effective 12/1/2024)**
- See GR873
- The trainer, or owner if the trainer is unavailable, or the rider if the trainer and owner are both unavailable, shall notify the competition veterinarian and Competition Management as soon as possible but no later than two hours after detection of any febrile horse or pony.
- A febrile horse or pony is one with an unexplained temperature above 101.5°F at rest (i.e. two hours after exercise or transport).
- If a febrile horse or pony is detected outside of competition hours or before the competition begins, notification must occur as soon as possible but no later than one hour after detection of the fever above 101.5°F.
- Questions can be directed to the Equine Health team at equinehealth@usef.org.

□ **Equine Vaccination Documentation**
- See GR844

□ **USEF Safe Sport Requirements**
- Participants must be checked against the USEF Safe Sport Sanctions List to ensure their eligibility to participate. Participants include volunteers, onsite vendors, competition staff, credentialed media personnel, officials, riders, coaches, trainers, owners, and anyone else engaged by or authorized by the competition to perform or provide services or products. Anyone banned or suspended, even temporarily, is prohibited from entering the showgrounds from the time that competition related participants are permitted on the grounds until after the last participant leaves. If a prohibited person is present on the grounds they must be removed. Please contact law enforcement for assistance, if necessary.
- Participants required to complete the SafeSport training must be checked against the SafeSport Training ineligibility list. Participants include volunteers, onsite vendors, competition staff, credentialed media personnel, officials, riders, coaches, trainers, owners, and anyone else engaged by or authorized by the competition to perform or provide services or products.
- Direct communication must be delivered to participants within 30 days prior to the start date of the competition participants in accordance with the USEF Safe Sport Quality Control System. Participants include volunteers, onsite vendors, competition staff, credentialed media personnel, officials, riders, coaches, trainers, owners, and anyone else engaged by or authorized by the competition to perform or provide services or products.

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- MAAPP posters (English and Spanish) must be conspicuously displayed in multiple locations at the venue. High traffic areas such as office, restroom facilities, bulletin boards, and stabling areas are ideal places to post them.

□ **Compliance Department Facilities and Operations Checklist**

- Review the Compliance Department Facilities and Operations Checklist

□ **Qualified Medical Personnel & Ambulance**

- Qualified Medical Personnel must be present during all scheduled performances at all competitions and during all paid scheduled schooling sessions over fences, including 1 day prior to the start of the competition, if applicable.
- Qualified Medical Personnel is a certified or licensed medical provider or similar provider or first responder who is currently certified in Advanced Trauma Life Support (ATLS), Basic Trauma Life Support (BTLS), or Pre-hospital Trauma Life Support (PHTLS). (GR848)
- It is strongly recommended that EMTs and/or Paramedics be used to fill this position. Medical personnel must not exceed the scope of their practice.
- All medical personnel must be readily identifiable by uniform, bright-colored vest or other means, available, and mobile.
    - All competitions **require at least 1 Qualified Medical Personnel** *(refer to charts below for discipline-specific requirements)*

Hunter, Jumper, or H/J Competitions

IMPORTANT: At Premier rated and/or Jumper Level 5 or higher competitions, at least one of the required qualified medical personnel must be a paramedic.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site **or** on call
4 or more	2	-	On site **or** on call

Eventing Competitions

IMPORTANT: Dressage arenas do not count as performance areas.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site **or** on call
3 – 6	1	1	On site **or** on call
7 or more	1	2	On site **or** on call

Breeds, Vaulting, and Western Dressage Competitions

IMPORTANT: If holding Hunter or Jumper divisions, please refer to the Hunter, Jumper, or H/J chart above.

Number of Performance Areas Running Simultaneously	Number of Qualified Medical Personnel	Additional CPR-certified Personnel	Ambulance
1 – 3	1	-	On site **or** on call
3 – 6	1	1	On site **or** on call
7 or more	1	2	On site **or** on call

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DURING COMPETITION

- □ **Facility Standards**
  - See the Facility Standards Checklist
- □ **USEF Safe Sport Requirements**
  - Ensure any participants who were not sent the direct communication are provided with the communication and the MAAPP poster.
  - If changing areas are designated as such or provided, Competition Management must cause someone to monitor their use to ensure compliance with MAAPP.

POST-COMPETITION REQUIREMENTS

- □ **Post Competition Report**
  - Due date: 10 days after the competition end date
  - See the Post Competition Reporting webpage and GR1210.5
- □ **Results**
  - Due date: 10 days after the competition end date
  - See the Competition Results webpage and GR1214

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