

# ENTERING A SHOW 101

**H**ow to fill out the Omnibus Prize List (OPL) Entry form. **PLAN AHEAD, START EARLY, and CALL THE SHOW SECRETARY IF YOU HAVE QUESTIONS.**

*\*\*The most current and COMPLETE Prize List is found on the individual Show Page!  
(<http://azdressage.org/shows.php>)*

Once you've decided which shows to enter, look at the show date and work back from there. There are a couple important "days" that you should be aware of. The opening date (OD) is the first day that competitors may mail their entries to the show secretary. It is generally 4 to 8 weeks before the actual show date. The closing date (CD) is the last day that an entry may be received ... by 6:00 pm MST ... without incurring penalties. The CD is generally 4 weeks before the show. What this means is **YOU NEED TO BE PREPARED WAY BEFORE THE SHOW DATE**. The opening and closing dates can be found on the ADA website and the title page of a show's prize list. Entering by the CD does NOT guarantee entry into the show.

Some shows must limit entries and many fill up before the CD. This is why you should mail your entry close to the Opening Date.

Okay, so now you know, you need to start early. In the OPL or on the web, locate the dressage shows that interest you. Most of the Omnibus prize lists are abbreviated versions of the master prize list posted on our website's individual show pages. We advise you to refer to the website prize list for the most current details. Then, **READ THE PRIZE LIST CAREFULLY**. If it helps, highlight the information that relates to you, such as are you a **JR/YR**, an **AA** or an **Open** rider.

- A **Junior** is a rider under the age of 18, as of December 31 of the current competition year.
- A **Young Rider** is under the age of 22, as of December 31 of the current competition year.
- An **Adult Amateur** rider must have an AA designation which is granted by the US Equestrian Federation (USEF). You must be a USEF member who has signed the affidavit on the USEF form to certify that you are an AA.
- An **Open** rider is one who is a professional or who is not a member of USEF with an AA designation

This leads to a discussion regarding USEF, US Dressage Federation (USDF) and your ADA Group Member Organization (GMO). USEF is the National Governing body for equestrian sports in America. USDF is our National Dressage Organization. ADA is a GMO of USDF. As a member of ADA, you will receive a USDF GM card with your USDF member number. Your ADA/USDF GM number is all that you need from USDF to compete in USEF recognized dressage competitions UNLESS you are working towards certain USDF Year End Awards programs and/or towards the USDF Regional Championships. In that case you will need a USDF Participating Membership (PM). But, if you are new to the sport of dressage, chances are that your USDF Group Member card is all that you need to get your competitive dressage career started.

If you are not a member of any of the above-mentioned organizations you may compete but you will have to pay non-member fees and you WILL NOT be eligible for any year end award opportunities. If you are not a member of USEF, the non-member fee is \$30. If you are not a USDF GM or PM, the non-member fee is \$25.

# OTHER PAPERWORK YOU NEED

ALL of your various membership cards MUST be included with your Show Entry.

- Your US Equestrian (USEF) and US Dressage Federation (USDF) member cards, if you are a member.
- Your horse's USEF Horse Registration or USDF Horse Identification Number (HID). (See more below.)
- Copies of the USEF & USDF cards for the Owner and Trainer, if different from the rider/handler.
- If you already have these memberships, You can get your USEF and USDF Horse, Rider, and Owner cards all on one page by going to [www.eqverification.org](http://www.eqverification.org)

Regarding Horse Registration and the HID, there are a couple options. For USEF, you can get a Lifetime Horse Registration or an Annual Horse Registration. The form can be found at [www.usef.org](http://www.usef.org). Lifetime registration is \$200, if the horse is over 3 years old. The Annual Registration Fee is \$75, and needs to be renewed each year. One or the other of these is needed if you want to qualify for the Regional Championships. For USDF, you can get a Horse Identification number (HID) or a Lifetime registration. The forms can be found at [www.usdf.org](http://www.usdf.org). You must have a USDF HID as a minimum to compete. The HID is \$25 for one year and the Lifetime is \$95. Do the math and decide which choice makes sense for you.

Considering the time frame for getting your entries in within the two to three week window between the OD and CD, be sure to give yourself enough time to round up your member cards along with the cards of your trainer and the horse owner, and/or to join the various organizations, if that is what you decide you should do.

If you have questions, don't be afraid to ask your instructor, the show secretary or the various equestrian organizations. We all want to educate our members so that you can get it right. It makes everything more fun for everyone.

# FILLING OUT YOUR ENTRY FORM

- Write legibly! VERY IMPORTANT! For computer savvy entrants, the entry form is posted on the ADA website ([www.azdressage.org](http://www.azdressage.org)) in a fill-able PDF format. You can download that form and fill out the Rider / Owner / Horse information on your computer, to use all season. Don't forget the back page of the entry form, which contains the signatures, show history, and credit card information. Entries will not be accepted unless both front and back are received.
- Answer ALL the questions.
- Check the Class List (found in the Official Prize List) for exactly which classes you want to enter. Day 1-Saturday classes start with a "1" and Day 2-Sunday classes start with a "2"
- Three signatures are required for each entry. Signatures go on the back. Rider/Handler and Trainers and Owners, if different from Rider/Handler, must EACH sign the entry. An adult must sign for a minor.
- Copies of signatures are NOT VALID. Each entry form must be signed appropriately.
- Contact info is critical. Fill in your correct mailing address plus the zip code. Include email address for the Rider, as show secretaries rely on the internet for contact with competitors. Many do not use snail mail any more. Include a phone contact as well, for special issues.
- Tell us all the details about your horse.
- Return the secretary's phone calls as soon as possible. If the secretary is trying to reach you, there is an important reason.
- If you are sending in several copies of member cards for several people, you should copy them all onto one sheet of paper. Then make spare copies of those cards for your next show. You can get your USEF and USDF Horse, Rider, and Owner cards all on one page by going to [www.eqverification.org](http://www.eqverification.org)
- If you are sending in more than one entry in an envelope, paper clip the member cards to the relevant entry form.
- If a USDF member cannot find their card, you should be able to download it from the USDF web site. Otherwise you'll have to pay an additional \$5 affidavit fee.
- For each Rider/Handler, Owner and Trainer that is not a USEF or USDF member, you must include the appropriate non-member fees. (See above.)

In addition, talk to your instructor/trainer and your friends, who will be going to the show(s) with you, about your Stabling Arrangements. Will you be trailering in for the day, staying overnight, or staying for the duration of the show? You will want to be on the same page (as in, "in the same barn") as your traveling companions. Be sure to list the names of everyone who wants to be stabled together on your entry form so that the show secretary can pass that information along to the stabling manager.

Competition Name _____		Competition Date _____		Official Use Only (Print No.)	
Name of Horse		Previous Name of Horse (if any)		Breed Registry	Sex
Height	Color	Coggins Date	Sire	Dam	
Dam's Sire		Country of Birth	Year of Birth	For Sale	
Horse	Rider / Handler	Owner / Lessee	Trainer*	Coach	
USEF #	USEF #	USEF #	USEF #	USEF #	
USDF #	USDF #	USDF #			
Local #	Local #	Local #	Please enclose copies of all membership cards, and registrations.		

\*Trainer: the person responsible for the horse during the show, must be 18 years of age or older and must be on the show grounds during the show

Class No.	Division	Class Description	Qualifying + \$10	Fees

Owner / Lessee \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Rider / Handler \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Rider Citizenship (if not USA) \_\_\_\_\_

Jr / Young Rider Birthday \_\_\_\_\_

Division (check one) ☐ JR ☐ YR ☐ AA ☐ Open

Trainer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Subtotal Class Fees	
USEF Horse Fees: (\$8 USEF Fee + \$8 D/M Fee)	16.00
USEF Non-Member Fee - \$30	
USDF Non-Member Fee - \$25	
OFFICE FEE (See individual prize lists)	Required
Stabling Fees: _____ Stalls @ \$ _____ / Stall	
Tack Stall: _____ Stalls @ \$ _____ / Stall	

Day Stabling Information & Special Requests: Please list only ONE name (either individual or barn) for entire group (so we can get everyone together).

Trail	_____	Tue	Wed	Thu	Fri	Sat	Sun	Mon
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LAT Special Request: \_\_\_\_\_

Shav Only \_\_\_\_\_

MISC I hereby agree to release, indemnify and hold harmless USDF, its instructors, officers, directors, agents, and volunteers from and against any and all loss, liability or damage arising from or because of, or in connection with, participation in this competition or related activities. I also hereby agree to release, indemnify and hold harmless the competition licensee, show management, show staff, show committee and members, officers, directors, agents, and volunteers from and against any and all loss, liability or damage arising from or because of, or in connection with, participation in this competition or related activities.

IF MU FEDERATION ENTRY AGREEMENT. By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaultor or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of the Competition. I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable - casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4

OFFI Federation Release, Assumption of Risk, Waiver and Indemnification. This document waives important legal rights. Read it carefully before signing.

BAL I AGREE in consideration for my participation in this Competition to the following:

PLE I AGREE that "the Federation" and "Competition" as used herein includes the Licensee and Competition Management, as well as all of their officials, officers, directors, employees, agents, personnel, volunteers and Federation affiliates.

See I AGREE that I choose to participate voluntarily in the Competition with my horse, as a rider, driver, handler, vaultor, longeur, lessee, owner, agent, coach, trainer, or as parent or guardian of a junior exhibitor. I am fully aware and acknowledge that horse sports and the Competition involve inherent dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death. ("Harm").

I AGREE to hold harmless and release the Federation and the Competition from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm of any nature caused by me or my horse to others, even if the Harm arises or results, directly or indirectly, from the negligence of the Federation or the Competition.

I AGREE to expressly assume all risks of Harm to me or my horse, including Harm resulting from the negligence of the Federation or the Competition. I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Federation and the Competition and to hold them harmless with respect to claims for Harm to me or my horse, and for claims made by others for any Harm caused by me or my horse while at the Competition. I have read the Federation Rules about protective equipment, including GR801 and if applicable, EV114, and I understand that I am entitled to wear protective equipment without penalty, and I acknowledge that the Federation strongly encourages me to do so while WARNING that no protective equipment can guard against all injuries. If I am a parent or guardian of a junior exhibitor, I consent to the child's participation and AGREE to all of the above provisions and AGREE to assume all of the obligations of this Release on the child's behalf. I represent that I have the requisite training, coaching and abilities to safely compete in this competition.

I AGREE that if I am injured at this competition, the medical personnel treating my injuries may provide information on my injury and treatment to the Federation on the official USEF accident/injury report form.

BY SIGNING BELOW, I AGREE to be bound by all applicable Federation Rules and all terms and provisions of this entry blank and all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand. BOD 1/23/11 Effective 12/1/11.

#### Trainer Signature is Mandatory:

Trainer is the person responsible for the horse during the show, must be 18 years of age or older and must be on the show grounds during the show.

Rider / Driver / Handler / Exhibitor / Vaultor / Longeur Signature (Mandatory)	Trainer Signature (Mandatory)	Owner / Lessee / Agent Signature (Mandatory)	Coach Signature (If Applicable)
Print Name	Print Name	Print Name	Print Name
Parent / Guardian Signature Required if Rider / Driver / Handler / Vaultor / Longeur is a minor)		Print Parent / Guardian Name	
Rider / Driver / Handler / Longeur / Emergency Contact Information. Enter name of contact and relationship:		Phone Numbers (with Area Code)	
Emergency Contact Information for Stable Watch. Enter name of contact and relationship:		Phone Numbers (with Area Code)	