

## SMDA Guidance Document - April 2023

### Dressage for Dummies – How to Enter SMDA’s USDF/USEF Summer Breeze Show

*Friendly Disclaimer: This article is intended as guidance to our riders on the requirements for entering a USDF/USEF recognized show. While we have tried to outline all the rules, this is not intended to be a complete list and it remains the responsibility of the rider to ensure they comply with all applicable USDF and USEF rules!*

SMDA hosts four dressage shows each season. Three of these shows (May, August, and September) are Schooling Shows. These shows are only recognized by SMDA and (if you are a member) will qualify towards our year end awards and medals program. The SMDA Schooling Show Entry form is pretty straightforward and may be found on our website.

We also host one USDF/USEF recognized (licensed) show on the second Sunday in July – the State of Maine Dressage Association Summer Breeze Dressage Show. For those who have never entered a recognized show, you will see that the entry form is more complicated. Don’t panic – you’ll be able to complete the entry form if you follow instructions and plan ahead to be prepared. Hopefully this article will help!

Let’s walk through the steps, including what memberships you need and instructions on how to complete the entry form. The entry form is also referred to as the OPL (Omnibus Prize List) Entry Form. The form is located in the Calendar section and under Forms on SMDA’s website [www.mainedressage.com](http://www.mainedressage.com). The form is periodically updated and is posted on SMDA’s website – make sure you print and download the current version!

#### **Before we get started: Define your goals!**



This is actually quite important. How you fill out the form (and what USDF and USEF memberships you must have and the associated fees) depends on your objectives. At SMDA, we typically see three types of riders participating in our recognized show:

Category 1) Regular SMDA riders who are only interested in SMDA’s Year End Awards and Rider Medals programs.

Category 2) Riders who are interested in getting scores towards a USDF Medal (Bronze, Silver, or Gold).

Category 3) Riders who are interested in getting scores that will qualify them to participate in USDF Region 8 Championships (held in September in Saugerties, NY).

There are different requirements for the above three types of riders, discussed below.

### **Category 1 Riders – SMDA Awards Program only.**



Riders in this category have a couple of options. The least expensive option is to enter the show in one of the “Opportunity” classes.

#### **Opportunity Class Riders:**

If you ride in an Opportunity class, you do not have to be a member of USEF and your horse does not need either USDF or USEF registrations. However, Opportunity Classes are limited to Training 1 and 2, and First 1 and 2. If you want to ride a different test, it cannot be done as an Opportunity Class. And, you cannot mix and match – if you are riding in an Opportunity class, you can’t also ride in one of the regular classes. (For example, if you ride Opportunity Training Level Test 2, you cannot also ride Training Level Test 3.) And of course, just like our Schooling shows – you must be a member of SMDA prior to the show for your scores to count towards SMDA awards.

#### **What is an Opportunity Class?**

Opportunity Classes are offered at recognized shows to allow riders the “opportunity” to participate in a recognized show without paying all the fees required for regular entrants. Opportunity classes are intended for less experienced riders/horses and only the following tests are offered: Training Level Test 1; Training Level Test 2; First Level Test 1; and First Level Test 2. Scores will count towards SMDA awards, but your scores will NOT count towards USDF medals or other non-SMDA programs. If you want to ride in an Opportunity class, you must be a member of SMDA for your scores to count for SMDA awards (just like our schooling shows), and you must fill out the USDF/USEF entry form per the instructions in this article (see below).

## Non-Opportunity Class Riders:

If you are (only) interested in SMDA awards, but you do not want to ride in an Opportunity class, then you must:

- Rider: Be a current member of USDF. Your SMDA membership covers this.
- Rider: Be a Competing Member of USEF (\$80) or pay the \$45 USEF non-member (Show Pass) fee. The Show Pass fee must be paid directly to USEF. Payment is made on-line, and must be done within 14 days of the show. You are only allowed to do this ONE time each season. If you plan on participating in more than one recognized show this season, you must get your USEF Competing Membership. Here's the link to sign up for the Show Pass fee:  
<https://www.usef.org/show-pass>
- Horse Owner: If you don't own your horse, the legal owner must also be a member of USDF (or pay the \$35 USDF non-member fee) and a Competing Member of USEF (or go on-line to pay the \$45 USEF Show Pass fee with the same one-time restriction as the rider).
- Horse: Your horse must either be registered with USDF or you must obtain a USDF Horse Identification Number (HID) – see below for explanations of these options.
- Horse: Your horse does not need to be registered with USEF.

### What are the USDF registration requirements for my horse?

If you want to compete in a recognized show, your horse must be registered with USDF (exception – not required for Opportunity classes). There are two ways this can be accomplished:

- Option 1: Obtain a USDF Horse Identification Number (HID). This is a tracking number and is done as a one-time thing. It costs \$35. It can be upgraded later to a Lifetime Registration if your goals change. The HID is adequate for riders in non-Opportunity classes that are going for SMDA awards and/or a USDF Medal.
- Option 2: Obtain a USDF Lifetime Registration for your horse. This costs \$115 and does not need to be renewed.

There is a helpful information sheet on USDF's website: [Form or Document Title \(usdf.org\)](#)

Special Note: If your horse has been shown before, he may already have a USDF HID or Lifetime Registration. Go on-line to check! [Horse Registration \(usdf.org\)](#) If this is the case, you will need to complete a Transfer of Ownership to get the HID or Lifetime Registration transferred to your name. Make sure to allow several weeks for the transfer of ownership to be processed.

## Category 2 - Riders – Getting Scores for a USDF Medal



All SMDA members are automatically enrolled as USDF Group Member Organization (GMO) members. If you are interested in getting scores towards a USDF Medal, a USDF GMO membership is adequate. If you are not a member of SMDA, you must have a USDF membership either through a different GMO or from USDF directly.

(And repeat - Opportunity class scores will NOT count towards a USDF Medal.)

To get scores for a USDF Medal, you must:

- Rider: Be a current member of USDF. Your SMDA membership gives you a GMO membership with USDF.
- Rider: Be a Competing Member of USEF (\$80) or pay the USEF non-member fee. This is found on the entry form, and is called the USEF Show Pass Fee (\$45).
- The Show Pass fee must be paid directly to USEF. Payment is made on-line, and must be done within 14 days of the show. You are only allowed to do this ONE time each season. If you plan on participating in more than one recognized show this season, you must get your USEF Competing Membership. Here's the link to sign up for the Show Pass fee: <https://www.usef.org/show-pass>
- If you want to join USEF, here's a link to USEF membership application: [us-equestrian-membership-application \(usef.org\)](https://www.usef.org/membership-application)
- Horse Owner: If you don't own your horse, the legal owner must also be a member of USDF (or pay the \$35 USDF non-member fee) and a Competing Member of USEF (or go on-line to pay the \$45 USEF Show Pass fee with the same one-time restriction as the rider).
- Horse: Your horse must be registered with USDF – either a Horse Identification Number (HID) or Lifetime Registration; and
- Horse: Your horse does not need to be registered with USEF.

Note: If both the rider and the owner are not USEF members, the USEF Show Pass fee (\$45) must be paid for each (total \$90). This must be done on-line, and may only be done once each show season.

## **Category 3 – Riders Getting Scores to Qualify for Regional Championships**



*Maggie Knowlton at USDF Region 8 Championships, Fall 2022. Photo credit to Sue Stickle.*

To earn scores that will qualify you to go to the Region 8 Regional Championships, you must have a Participating membership with USDF. This is an “upgrade” from the membership you get with SMDA and is obtained from USDF directly (not through SMDA).

Rider: You must also have a Competing Membership with USEF.

Horse Owner: If you don’t own your horse, the legal owner must also be a Participating Member of USDF and a Competing Member of USEF.

Horse: Your horse must have the Lifetime Registration with USDF.

Horse: Your horse must have a USEF Registration. There are two options:

- Lifetime Registration - \$300
- Annual Registration - \$ 95

If you plan to show your horse for more than a couple of years, the Lifetime Registration would be the more economic option.

Finally, on your entry form you must pay an \$15 additional fee for each test that you are entering in hopes of getting a score to qualify for Regional Championships. These are the highest test of each level through Fourth Level, and all FEI tests. They are noted as \*Qualifying on the show listing page in the Omnibus.

**Membership Verification** - In addition to writing your membership numbers on the entry form, SMDA requires that you submit copies of the membership cards for verification. This is very easy, and for you and your horse it can be done on-line by visiting [www.eqverification.org](http://www.eqverification.org). It’s very simple where you can search for the USDF and USEF memberships for you and your horse. Print out a copy of the completed verification and include with your entry.

## **Got all your memberships organized? We are now ready to fill out the entry form!**

Step 1: Check the opening date! The recognized show has an early opening date. Although we usually are able to get everyone into the show, it's a good idea to get your entry in as early as possible.

**Opening date for the State of Maine Dressage Summer Breeze Show is May 23, 2023.**

Step 2: Go to SMDA's website, download and print the entry form. [GenericEntryDrLloyd13.pdf \(secureservercdn.net\)](#). You must use this form, and you must submit a hard copy entry. We are not able to accept electronic entries at this time.

Step 3: Complete the top section of the entry form. Include your horse's USEF and USDF numbers. If you are entering an Opportunity class, you can leave these blank. If you are paying the USEF Show Pass (non-member fee) you may leave the USEF number field blank. (See the notes above regarding what memberships/registrations your horse must have.)

If you do not know the name of your horse's sire, dam, dam sire, or breeder just enter "NA" into these fields. Similarly, if your horse does not have an FEI Passport and/or if you are not bringing a groom to the show you may also enter "NA." Note that friends or family members who are casually helping out at the show are not considered Grooms. If you are paying someone for their services, however, write in their name.

Write the date of your Coggins test in the appropriate field, and include a copy of your Coggins certificate with your entry. Make sure the Coggins form is legible, and the name of the horse matches your horse's name as it's written on the entry form (don't let your vet use your horse's barn name on the Coggins!) You must provide proof of a negative Coggins test within 36 months of the show date for in-state horses, or within 12 months for out-of-state horses.

Although it's not listed on the form, you must also submit documentation of Equine Influenza Virus and Equine Herpes Virus (Rhinopneumonitis) vaccinations within six months prior to the show date.

Step 4: Complete the Rider/Handler section of the form. See the notes above regarding what memberships the rider must have, and how to obtain verification of your membership numbers. Check the box if you are a Junior Rider or Young Rider; Adult Amateur, or Open rider. If you are a Junior or Young Rider, fill in your birthdate.

### **What is a Junior or Young Rider?**

Per the USEF Rules, riders are eligible as Juniors until the end of the calendar year in which they reach the age of 18. Riders are eligible as Young Riders from the beginning of the calendar year in which they reach the age of 16 until the end of the calendar year in which they reach the age of 21. Note that this is different from SMDA's rider divisions – for SMDA's awards programs, riders are called Junior until the end of the calendar year they turn 21. Confused? Don't be – if you are 21 or under, or if you will be turning 22 before the end of 2023 check the box for Jr/Yg and fill in your birthdate!

Step 5: Complete the Owner section of the entry form. If you own the horse you are riding, fill in all your information in this section. Do not write “same” – write it all in again!

If the Rider is not the Owner of the horse, the horse’s owner must be a member of USDF and USEF, or pay the applicable non-member fees (exception – not required for Opportunity classes). This is an important detail! The horse owner requirements mirror the rider requirements.

For example, if you are a member of USDF, but the Owner is not – you must include with your entry the \$35 USDF non-member fee for the owner. If the goal is to participate in classes qualifying for Regional championships, the Owner (as well as the Rider) must be an Completing Member of USEF and a Participating member of USDF.

As is true for the Rider, the owner membership requirements do not apply if you are only signing up for Opportunity classes.

Step 6: Complete the Trainer and Coach sections of the entry form. The trainer is considered “the person on the show grounds responsible for the rider and the horse.” If you are not bringing a Trainer with you, the Rider is considered his or her own Trainer. Fill in this section with your own information. Do not leave it blank or write “same.”

If you are bringing a Coach with you, complete this section of the form. If you are coming to the show alone without professional assistance, complete the Rider and Trainer sections of the form with your own information, and write “NA” in the section for Coach.

If you are bringing a Trainer and/or Coach, he or she MUST be a member of USEF. Trainers and Coaches are not eligible for the USEF Show Pass and must be USEF members.

**What is the difference between a Trainer and a Coach?**

Trainers must be 18 years of age or older. Trainers, in addition to the Rider, will be held responsible and penalized for any misconduct (such as drug test, abuse at show, etc.) A Coach is someone who ONLY coaches the rider during warm up. They have no connection to the horse and rider other than that. Note: Family members or friends who are casually assisting you at the show are not considered Trainers or Coaches. Don’t put their names on your entry form.

Step 7: Complete the Class section of the form. Write Y or N in the box for each test – Yes only if it’s a designated Qualifying test and if you intend for your scores to be submitted to qualify for Regional Championships (and include the \$15 additional fee). Note that it is not required to ride these tests as Qualifying tests. Only check “Yes” for qualifying and pay the fee if you want the scores to be submitted to qualify you for championships.

Step 8: Complete the Fees section of the form. Refer to the show listing in the Omnibus where the applicable fees are listed.

Add up the class fees and enter the subtotal.

If you or the Owner are not USDF members, mark the USDF non-member fee amount in the designated field (not required for Opportunity classes).



If you are required to pay a USEF Show Pass (non-member) fee for the Rider or Owner, this must be done on-line and in advance of the show. You are only allowed to use the Show Pass one time per season, and Trainers and Coaches are not eligible to use the Show Pass.

The SMDA show Office Fee is \$25 – add this to your entry. This is required for ALL entries, including Opportunity classes.

Add in the USEF Horse Fees (\$8 USEF + \$25 Drug fee= \$23) (not required for Opportunity classes)

CDI Horse Fees and IHP Discipline Fee – write in “NA”

#### Step 9: Waivers and Signatures

Read the USDF waiver statement.

Read the Federation Entry Agreement. Write “SMDA” in the blank space (“local rules of \_\_\_\_\_”). Sign this part of the entry form. Have the horse’s Owner and your Trainer and/or Coach sign the form. If you are coming to the show with your own horse and without professional help, sign the form, fill in your own name and sign in EACH of the fields for Rider, Owner, and Trainer.

**Note:** This is the most common issue with entry forms – The Trainer and Owner sections MUST have names and signatures. If you own the horse, sign this section. If you are not bringing a trainer to the show, then YOU are considered the Trainer and you must sign this section as well.

Put in an emergency contact number, and check off if the Rider is a US citizen.

Step 10: USEF Waiver and Release of Liability – read the statement and sign. Multiple copies are required, as applicable, for the horse’s Owner, your Trainer, and/or your Coach. Make copies, get their signatures, and send in with your entry. If you are coming to the show with your own horse and without professional help, sign the form and check the boxes for both Rider, Owner, and Trainer.

If the Rider is under 18, Parent or Guardian signature is also required. Fill in an emergency contact number.

Step 11: Write a Check! May a check for the Total Fees amount, payable to “SMDA.” SMDA is unable to accept credit card or other electronic payments for this show.

#### **Safe Sport Training**

Last but not least, make sure to do your Safe Sport Training. Current Safe Sport Training is required for EVERYONE participating in the SMDA Summer Breeze Show (except Opportunity classes). This includes all Riders, Owners (even if they are not present at the show), Trainers and Coaches.



No exceptions! Your scores will not be counted if you are not current with your Safe Sport Training.



**Confused? Yes, it's complicated. But on the following page is a reference chart that summarizes the membership requirements.**

**Membership Requirements for Entering a USDF/USEF Recognized Show:**

**Reference Chart #1 – Rider participating in SMDA Medals Program and riding in Opportunity Classes**

	Rider	Owner	Trainer	Coach on Grounds	Horse
<b>USEF</b>	Not required	Not required	Not required	Not required	Not required
<b>USDF</b>	SMDA membership required	Not required	Not required	Not required	Not required

**Reference Chart #2 – Rider participating in SMDA Medals Program (only) in regular classes (not Opportunity)**

	Rider		Owner		Trainer	Coach on Grounds	Horse	
<b>USEF</b>	USEF Competing membership \$80 <u>OR</u>	USEF Show Pass Fee \$45	USEF Competing membership \$80 <u>OR</u>	USEF Show Pass Fee \$45	USEF Competing membership \$80	USEF Competing membership \$80	Not required	
<b>USDF</b>	SMDA membership required		SMDA or other GMO membership <u>OR</u>	USDF non-member fee \$35	Not required	Not required	USDF Lifetime Registration \$115 <u>OR</u>	USDF Horse Identification Number \$35

**Reference Chart #3 – Rider seeking to earn scores towards USDF Medal**

	Rider		Owner		Trainer	Coach on Grounds	Horse	
<b>USEF</b>	USEF Competing membership \$80 <u>OR</u>	USEF Show Pass Fee \$45	USEF Competing membership \$80 <u>OR</u>	USEF Show Pass Fee \$45	USEF Competing membership \$80	USEF Competing membership \$80	Not required	
<b>USDF</b>	SMDA or other GMO membership required		SMDA or other GMO membership <u>OR</u>	USDF non-member fee \$35	Not required	Not required	USDF Lifetime Registration \$115 <u>OR</u>	USDF Horse Identification Number \$35

**Reference Chart #4 – Rider seeking to earn scores to qualify for Regional Championships**

	Rider	Owner	Trainer	Coach on Grounds	Horse	
<b>USEF</b>	USEF Competing membership \$80 <u>OR</u>	USEF Competing membership \$80	USEF Competing membership \$80	USEF Competing membership \$80	USEF Lifetime Registration \$300 <u>OR</u>	USEF Annual Registration \$95
<b>USDF</b>	USDF Participating Membership	USDF Participating Membership	Not required	Not required	USDF Lifetime Registration \$115	

**Show Entry Completion Checklist:**

\_\_\_\_\_ Check to make sure Rider, Owner, Trainer, and Horse have appropriate memberships. Print out membership cards for Rider and Horse [www.eqverification.org](http://www.eqverification.org)

\_\_\_\_\_ Copy of Coggins and Equine Influenza Virus and Equine Herpes Virus (Rhinopneumonitis) vaccination documentation

\_\_\_\_\_ Fill out the entry form completely, following the instructions above.

\_\_\_\_\_ Sign USEF Federation Entry Agreement, including mandatory signatures for Rider, Owner, and Trainer.

\_\_\_\_\_ Sign USEF Waiver and Release of Liability, including mandatory signatures for Rider, Owner, and Trainer.

\_\_\_\_\_ Make out a check, payable to "SMDA" and include with your entry

\_\_\_\_\_ Complete on-line Safe Sport Training for Rider, Owner, Trainer, and Coach. Print out Certificates of Completion.

Questions? Contact your Show Secretary at [smdaddresseshows@gmail.com](mailto:smdaddresseshows@gmail.com) who will be glad to help.