



USHJA Outreach Competitions 101

Outreach horse shows are imperative to introducing new riders to the world of sport horse competition as well as an excellent avenue for riders who may not want to spend thousands of dollars trying to do so. Some benefits in hosting these shows include:

- **Feedback** - A fun way to gauge a student's progress and reward riders for the work they have been doing in their lessons
- **Education** - Providing an introduction to competition-based terminology that is utilized in the industry (class names, tack, rules, etc)
- **Team Building** - Educating facility managers, riders, and their families about the different jobs that are involved with running a competition (steward, course design, office manager, etc) and encouraging them to participate
- **Income** - These shows can provide some additional income for a lesson program. A small show of 30-40 riders can potentially bring in up to \$5,000
- **Recognition** - Riders with a USHJA membership will be eligible to earn year-end awards. Outreach memberships are free!

How do you host an Outreach competition?

The USHJA Outreach program provides riders at any level of membership with an opportunity to earn national recognition in classes from walk/trot to 3'0" in hunter, jumper, and equitation sections at rated and local competitions. The program is designed to celebrate riders as they advance through the competitive experience.

There are two categories of Outreach competition: Category 1 and Category 2

- Category 1 Outreach shows are standalone competitions
- Category 2 Outreach shows are held in conjunction with a USEF competition

Apply to host an Outreach competition:

1. Review the [specifications](#) to familiarize yourself with the program
2. Complete and submit an [Outreach Application](#)
3. Once the application has been submitted, USHJA staff will process the application for approval and send a follow up email with next steps
 - a. Download, sign, and return the [host agreement](#)
 - b. Pay host fees (Category 1 is \$25 per competition day, Category 2 fee is \$100)
 - c. Submit proof of insurance for the dates of the competition
 - i. The policy must include \$1 million in coverage per occurrence
 - ii. The USHJA must be listed as "Additional Insured"

- iii. Insurance submission is due within 30 days of the competition dates
 - d. Submit the prize list
4. Approved Outreach events are listed on the [Outreach Calendar](#)

See page 5-6 for detailed instructions on how to complete the application

Things to Keep in Mind

Available Classes:

Prize lists must be provided to the USHJA 30 days prior to the competition and can include any combination of the following classes. Note that classes listed on the prize list must include the word "Outreach" or "O/R" to clearly identify which classes are to count for Outreach points

Hunter	Jumper	Equitation
USHJA Outreach Hunters 18" or Crossrail	USHJA Outreach Jumpers (.70m)	USHJA Outreach Walk/Trot Equitation
USHJA Outreach Hunters 2'0"	USHJA Outreach Jumpers (.75-80m)	USHJA Outreach 18" or Crossrails Equitation
USHJA Outreach Hunters 2'3"	USHJA Outreach Jumpers (.85m)	USHJA Outreach 2'0" Equitation
USHJA Outreach Hunters 2'6"	USHJA Outreach Jumpers (.90-95m)	USHJA Outreach 2'3" Equitation
USHJA Outreach Hunters 2'9"		USHJA Outreach 2'6" Equitation
USHJA Outreach Hunters 3'0"		USHJA Outreach 2'9" Equitation
USHJA Outreach Hunter Derby		USHJA Outreach 3'0" Equitation
USHJA Outreach Walk/Trot Hunter		

Membership:

- Riders do not need to be a member of the USHJA to participate in an Outreach competition, but only riders with a membership are eligible for points and year-end awards
- Visit ushja.org/membership to register for a free Outreach membership

Officials:

- Judges, show managers, stewards, and course designers must be Active/Competing Members of USHJA, must have passed Safe Sport training, and must be at least 21 years of age
- The USHJA strongly recommends the use of USEF licensed officials. If you are not using USEF licensed officials, you agree to follow the guidelines for hiring officials listed in the [Outreach specifications](#)
- To help keep costs down, consider utilizing host facility staff, outside trainers, etc to help in these roles

Additional Staff:

- Emergency Personnel such as an EMT or First Responder must be present on the competition grounds at all times during competition and may not be assigned any other duties during the competition. Emergency personnel is defined as someone who has been trained in basic life support and is CPR certified.
- A veterinarian and farrier must be on call at all times during competition

Costs and Fees

For an Outreach competitions, consider budgeting similar to this manner (fees are approximate and may vary by location):

- Show Manager - \$0
 - Typically the host trainer
- Judge - \$250
 - Area trainers or assistant trainers may be able to assist here
- Volunteer Show Steward - \$0
 - Another local trainer or someone studying to be a USEF Steward
 - Consider offering free lunch and coffee in lieu of a fee
- Course Designer - \$100
 - Outside trainers are a great resource for this too
 - Consider contacting a local course designer and pay him/her for a variety of courses and recycle them throughout the year. Remember, these courses should be inviting. You may pay up to \$100 for a year of courses
- Ribbons - \$XXX (costs may vary)
 - Don't forget that the USHJA offers discounts at Prize Possessions and on select ribbons at Hodges Badge Company
 - Also, Affiliates and RRAs may benefit from the [USHJA Affiliate Equitation Awards](#) program as well
- EMT - \$300 estimated
 - Safety is most important so do not cut corners here
- Insurance - \$100 estimated cost for one day
 - \$1 million dollars in coverage is industry standard
 - Competitions must carry specific insurance for the days classes are held
 - USHJA must be listed as "additional insured"
- USHJA - \$25/competition day

Total cost to run a one-day Outreach show - approximately \$775-\$1000

After the Competition

The submission process after the competition is simple as well:

- Remit \$2 for every horse entered. This fee may be passed along to the exhibitors. Simply add \$2 to every entry fee. You can list it as a “USHJA fee” or a “Grounds Fee”
- Submit detailed competition results for each horse and rider Outreach class entry
 - You may use a simple excel spread sheet
 - Many shows use online software (horseshowtime.com, horseshowing.com, etc) and can simply use the “export” button to send results via email
- Post-show materials and fees are due within fourteen days to the USHJA, along with any memberships submitted at the show

We would love to help you get started hosting your own Outreach horse show. Please feel free to reach out to the USHJA at outreach@ushja.org or by phone at 859-225-6700. I am happy to help as well.

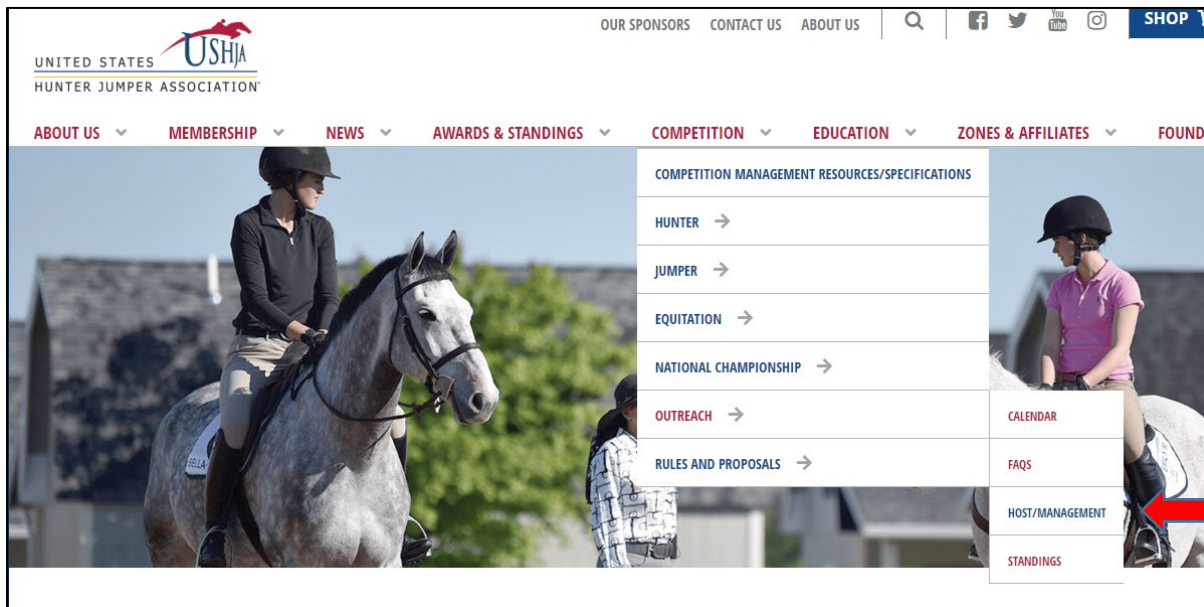
Thanks,

Jill McGrady
Quiet Rein Riding School, LLC
USHJA Recognized Riding Academy Chair
503-544-7999 or quietrein@icloud.com

How to Complete the Outreach Competition Application

Log into your [USHJA online account](#)

From the “Competition” navigation bar at the top of the website, click on the “Host/Management” tab under “Outreach”.



You will arrive at the “[USHJA Outreach: Host/Management](#)” page. Be sure to review the [Outreach Specifications](#). Once ready, click on the button titled “[Host Application Form](#)”.

You will arrive at the “[Host Application for USHJA Competitive Programs](#)” page. Scroll to the bottom and click “[Begin Application](#)”

Complete the top section of the form under the “Competition Information” section and include as much information as possible.

- Be sure to list the name of your competition, the start and end dates, the name of the competition manager, and the business contact information
- Information including the USEF Competition ID #, the competition rating, the number of horses that competed in the previous year, and the website are not required but preferred if known
- *There is no need to complete any fields below the “Competition Licensee Contact Information” section!*

Click “Continue”

Next, you can apply to host any available USHJA programs or competitions, including Outreach. Click on the “apply” button for “2020 Outreach Competition”. Be sure you have read the [specifications](#) and criteria for hosting an Outreach competition to ensure eligibility.

APPLY	2020 Outreach Competition	(See specifications and criteria)
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On the “Outreach Competition” form:

- Identify how many days of Outreach classes you plan to host
- List the specific dates on which you plan to host Outreach classes, including dates within a series. There is no need to submit a separate application for multiple shows
- If your competition is standalone, choose Category 1. If your competition will be held in conjunction with a USEF competition, choose Category 2
- Identify whether or not your competition is sanctioned by an affiliate organization
- Complete any of the remaining fields if known
- Click “Submit Application” when complete
- Upload any associated files you may have ready at this time (i.e. insurance, prize list, etc)
- Review the agreement, sign the form, and click “submit”

Upon submission of the application, you will receive a confirmation email. A USHJA staff member will review the request for approval, and once approved, you will be notified by email with directions for next steps.

To access the payment portal or to submit required forms, log into your [USHJA online account](#) and scroll to “Other Options”

Other Options

[USHJA Host Application for Competitive Programs Competition Survey](#)

[Competition Fee & Document Submission](#)

[USHJA Host Payment for Approved Competitive Programs Applications](#)

- Click on the “[Competitions Fee and Document Submission](#)” link to upload insurance, prize lists, results, and other required forms
- Click on the “[USHJA Host Payment for Approved Competitive Programs Applications](#)” link to remit payment for any listed fees

If you have any questions regarding the Outreach program or how to complete the Outreach application, contact outreach@ushja.org or call 859-225-6700. Happy showing!

Course Designing for Outreach

Basics:

- ✓ Safety first! Ensure all of your standards, rails, and jump cups are sturdy, secure, and free from sharp objects like a splinter of wood or exposed nail.
 - Avoid PVC poles manufactured for plumbing
 - Always keep 2-3 extra poles near the ring in case of breakage
 - Ideally, place gates on flat jump cups
 - Avoid descending (downward ramps) oxers in the show ring and warmup areas
 - Make sure elements have “give” and standards aren’t tight with poles or “shoved home”
- ✓ Always use a measuring tape to ensure accurate spacing between fences.
- ✓ When breaking down a line to allow for under saddle classes, remove jump cups from the standards.
- ✓ Hunter and Equitation courses have 7-9 fences while Jumper courses have 8-12 jumping efforts. Always consider the size of the arena and level of riders when building courses used for multiple sections and rider abilities.
- ✓ Course diagrams must be posted at least one hour before the scheduled time of class.
 - The plan or diagram of the course must show the order in which obstacles must be taken indicated by numbers, but apart from this, the rider is not bound to follow a compulsory track.
 - An arrow is used on the diagram to indicate the direction in which each obstacle is to be taken.
 - When distances between related fences in all classes, rated or unrated, are 100’ or less, the distance must be included on the posted course diagram.
- ✓ A competitor is considered off course when he deviates from the course as shown by the diagram and jumps an obstacle prior to rectifying the deviation.
- ✓ In Equitation and Jumpers, riders may be permitted to inspect the course on foot prior to commencement of the class at management’s discretion

Basics of Striding:

A typical horse stride is measured at 12'. In theory, when measuring for a course, you would consider a 12' stride plus 6' for landing and 6ft for takeoff. However, this calculation is indicated for a 16h horse jumping at least 3' fences. It is important to realize that Outreach classes cater to cross rails riders through 3' so this formula should be modified to accommodate varying horse sizes and rider abilities. Furthermore, courses set in smaller rings and indoor or covered arenas will naturally shorten a horse's stride so consider setting lines on a smaller step.

Courses set at 2'-2'6"

- Consider setting lines at 59' or 71' or 83'

Courses set at 2'9"-3'

- Consider setting lines at 60' or 72' or 84'

- ✓ When building a course for both horses and ponies together, it is helpful to incorporate more strides within a line as it is more forgiving.

Hunter Courses:

- ✓ A Hunter style course must have at least one change of direction. For seasoned riders or higher fence heights, 2 changes of direction are suggested.
- ✓ Obstacles should simulate those found in the hunting field such as:
 - Natural post and rail
 - Brush
 - Stone wall
 - White board fence or gate
 - Chicken coop
 - Aiken
 - Hedge
 - Oxer (not suggested for courses under 2'6")
- ✓ Every course should have a mix of verticals or oxers: verticals into a line and oxers out of a line or either as singles.
- ✓ For safety, the recommended width of the jumpable portion of all obstacles should be 12'.
- ✓ All oxers should be ascending (ramped).
- ✓ Flower boxes, brush, and/or ground lines are required on the takeoff side.
- ✓ The space between elements within a jump should not to exceed 3".
- ✓ A pole should always be the highest element (not a box or gate).
- ✓ Most hunter courses consist of certain elements.
 - Outside lines: two fences that are setup running parallel to the long side of an arena, preferably at least 70' from the end of the ring.
 - Diagonal lines: two fences set in a line from corner to opposite corner of an arena. It requires a change of direction, in that the rider will come into a diagonal line on one lead, from a short end of an arena, and then exit the line on the opposite lead at the other short end.
 - Sometimes there is a single jump set up on a quarter line of a riding ring.
 - Occasionally, there can be singles on the long sides of an arena or on the diagonals too, as well as bending lines and in-and-outs, but aim to have less technical, more basic courses when setting up a hunter course.
 - More challenging elements may include a bending line, a fence with a long approach, or an in-and-out. It is essential to consider the level of rider as to not over face them resulting in a fall or injury.
- ✓ Handy Hunter Courses should be designed with options to simulate riding over open hunt country such as:

- Tight turn options
- Options for different tracks
- Hand gallop to an obstacle
- Trot fence (no higher than 2'6")
- Halt and/or back
- Long approach fence

Equitation Courses:

- ✓ Equitation courses should appropriately challenge the riders' skills to answer the questions presented throughout the course.
- ✓ Consider your riders: In Maiden, Novice, or Equitation classes for riders under 12 years of age, one change of direction is appropriate. For Open, Intermediate, or riders over 12 years of age, at least two changes of direction is suggested.
- ✓ Combinations and oxers are discouraged for heights under 2'6".
- ✓ In Medal classes, riders may be asked to return for further Individual Testing which may include jumping a shortened version of the course or a test selected from the USEF Rule Book
- ✓ Most Equitation Courses will include at least two of the following parts to be built into an equitation course:
 - Bending line: a set of two fences that are set so the path between them has a bend in it. Riders can choose their track to best navigate the striding for their horse.
 - Narrow jump: 8' wide
 - Roll back turn: a roll back turn involves jumping one fence and making a tighter-than-normal turn to jump another fence. Depending on how the fences are set, a rider can choose to take a more conservative route and go around other jumps and obstacles. When riders are more skilled, they can make a slick inside turn, showing off that they can make a short turn and approach look very natural and not rushed.
 - End fence: a fence that is set up on the short side of a ring
 - Long approach to a single: the rider will have a great distance to ride to a single fence. Many times, this will be the out of a line, where the course designer has the rider coming from the opposite end of the arena. Keeping the same pace and rhythm is key.

Jumper Courses:

- ✓ All obstacles are numbered numerically. Combination obstacles are those consisting of two or more jumping efforts placed less than 39'5" apart.
- ✓ All obstacles should be numbered and/or flagged.
 - When flags are used at obstacles, they must be placed at the outside extremities of the elements to be jumped, the red flag on the right, and white on the left.
- ✓ There must be at least one change of direction in every course, including jump-off courses.

- ✓ Start and Finish Lines: a start line must be established at least 3.65m (12') from the first obstacle and a finish line at least 7.30m (24') from the last obstacle, each indicated by two markers at least 3.65m (12') apart.
- ✓ Always use square or ascending (ramped) oxers, never descending
- ✓ Ground lines or "fill" are not necessary
- ✓ Obstacles for jumping competitions may consist of some of the following fence types:
 - Verticals
 - Oxers
 - Triple bars
 - Combinations

The USHJA hopes this resource helps you better understand the basics of course design and better prepares you for hosting your very own Outreach competition. If you have questions regarding the Outreach program or hosting a competition, please contact Melanie Mader at outreach@ushja.org.

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