UNITED STATES HUNTER JUMPER ASSOCIATION

USHJA OUTREACH CLASS HOST AGREEMENT

Between

United States Hunter Jumper Association, Inc. and

_____

_____

This agreement ("Agreement") is entered into by and between the United States Hunter Jumper Association, Inc., a New York not-for-profit corporation with its principal place of business at 3870 Cigar Lane, Lexington, KY 40511 ("USHJA") and _____

_____

("Competition Management"), for the management and hosting of the event(s) hosting Classes listed below. The Competition Licensee and Competition Manager shall hereinafter be collectively referred to as Competition Management ("Competition Management")

This Agreement is binding upon the parties for good and valuable consideration the receipt and sufficiency of which is acknowledged and upon the following terms and conditions:

Section 1. Term of Agreement

This Agreement shall be effective and binding upon the parties from the date of signing of this Agreement through and including the dates listed for each event hosting Classes in Section 2.

Section 2. Event

The Competition Management has been approved to, and agrees to host Classes at the following listed locates and dates:

A. Competition Management will host as follows:

1. Host Competition Name: _____

   _____

2. Date(s) of Competition: _____

   _____

3. City, State: _____
4. USEF Competition Number: (Category 2 only) _____
5. Agreement effective for this event through: _____

If hosting multiple events with Classes, then those dates should be listed separately.

Section 3. Competition Management Responsibilities

The Competition Management agrees to host the Classes in accordance with the following terms and conditions:

A. Specifications and Formats for Classes are attached hereto as Appendices to this Agreement and all terms and requirements are fully incorporated into this Agreement. Program and Class Specifications can be found on the www.ushja.org website under the Specifications Library webpage.
B. Changes to Format, Class Specifications or Date - Any request by Competition Management to change the format or date(s) of a host event from the above agreed upon terms must be submitted in writing and received by USHJA at least fifteen (15) days prior to the agreed upon original host event date. Requests for changes not received at least fifteen (15) days prior to the previously agreed upon date(s) will not be considered and may not be implemented by Competition Management subject to penalties contained in Section 14. Competition Management acknowledges and agrees that USHJA is not required to approve any changes and said decision(s) remains solely in the discretion of USHJA. Upon approval, Competition Management must notify Exhibitors of the change(s) via website, email and signage as soon as practical following approval of same by USHJA. Program and Class specifications and format are available through the USHJA office. Any deviations from the Class format are not permitted without the prior written consent from the USHJA. Exception: Should an act of God occur within sixty (60) days of the scheduled host event and force Competition Management to conduct the Classes in a manner not agreed upon under this contract, Competition Management must notify USHJA in writing of the change within ten (10) days of the conclusion of the host event.
C. Changes to Location, Management or Licensee - If Competition Management wishes to change the location, management and/or licensee of the host competition, it must submit a written request to USHJA for permission to change the location, management and/or licensee of the host event when it submits its request for change of location, management and/or licensee to the Federation. In any case, said request to change location, management and/or licensee must be received by USHJA at least fifteen (15) days prior to the agreed upon original host event date. Competition Management acknowledges and agrees that USHJA is not required to approve any changes and said decision(s) remains solely in the discretion of USHJA.
D. Loss of Competition Management Facility - Competition Management agrees that if its facility becomes unavailable for hosting the Classes, Competition Management shall notify USHJA immediately and shall assist in securing an alternate facility to host the Classes on the agreed upon date(s), subject to USHJA approval.
E. Appendices - Competition Management shall fulfill all competition requirements that are outlined in the Appendices attached to and fully incorporated into this Agreement, as well as the specifications that govern the Classes. The current specifications are available through the USHJA office/www.ushja.org.
F. Execution of Agreement - This Agreement must be signed by Competition Management and must be returned to USHJA along with relevant host fees outlined in the attached Appendices within thirty (30) days following written notification to Competition Management of approval as a Classes host. If the signed Agreement and host fee are not received by the USHJA within thirty (30) days following written notification of approval, the Agreement is null and void and without effect. A method of delivery which provides acknowledgement of receipt is recommended. The USHJA is not responsible for items which are not delivered.
G. Classes Cancellation - Competition Management acknowledges and agrees that if USHJA should have to cancel any of the host events listed for any reason whatsoever, USHJA shall not be responsible for payment to or reimbursement of Competition Management for any fees, costs or other expenses related to hosting the Classes.

H. Fees - Any and all fees associated with a particular event or program will be outlined in the appendix specifically dedicated to that event or program. Any and all fees due and owing from Host Competition to USHJA must be paid to USHJA in full when required and, in any event, no later than ten (10) days following the conclusion of host event(s) which are the subject of this Agreement. The Host Competition's failure to comply with this section will subject Host Competition to any and/or all penalties per Section 8 of this Agreement.

I. Results - Host Competition agrees to provide a complete set of competition results to USHJA's or its designee no later than ten (10) days following the host event. Failure to meet this deadline will result in a $50 late fee. Competitions that provide results formats that do not follow USEF requirements will be notified and this information will be considered when evaluating Events for the following year. Results cannot be submitted via jpeg or png. Details on submitting results may vary by program, so refer to the program/event's appendix for further information.

J. Insurance - Competition Management must include USHJA as an Additional Insured on the Competition insurance policy with at least One Million Dollars ($1,000,000) single liability for the Events. Coverage shall be on an occurrence rather than a claim made basis. A copy of the Insurance Form must be submitted to USHJA a minimum of fifteen (15) days before competition begins. Failure to meet this deadline will result in a $50 late fee.

K. Party contracting with USHJA must fulfill all requirements specified under USHJA Policy GA103 for the particular service(s) being provided to USHJA.

L. Media and Communications, Photography, Videography and Broadcast

1. Competition Management agrees, if requested by USHJA, to provide a point of contact to coordinate media communications about the Classes with USHJA. This individual's contact information will be made available to USHJA at least 60 days prior to the competition. Competition Management agrees to coordinate media coverage and press releases with USHJA in the promotion of Classes.
2. Competition Management agrees that if it produces written or other formatted articles about the Classes, and/ or is interviewed for or quoted in any articles regarding the Classes, competition management will share on request any news articles/press copy within its control and will notify USHJA and provide the name of the reporter, magazine or news source. USHJA, in its discretion, may contact any reporter or news source regarding the above.
3. Competition Management agrees, if requested by USHJA, to provide an appropriate space and audio equipment to host a press conference following the Classes as determined necessary, as well as provide a space for media to work during the Classes with access to Internet and power.
4. Competition Management agrees that the USHJA Property may be photographed, videotaped, audio taped or otherwise recorded, and broadcast by USHJA Staff or its agents, and further agrees that photographs, videotapes, or other recordings taken by USHJA Staff, or its agents are the sole and exclusive property of USHJA. The images may be reproduced, preserved, distributed, and used without limitation by USHJA for any purpose, including sale.
5. Competition Management agrees, if requested by USHJA, to make prior arrangements with the official show photographer to provide USHJA with complimentary images of the award presentations and competition shots per contracted host event(s) within 2 hours of the completion of the Classes. USHJA and the official show photographer will agree on a shot list in advance. The photographer shall grant USHJA full reproduction rights for promotional and editorial purposes. USHJA agrees to provide proper photo credit on all uses of any utilized images.
6. Broadcasting – Competition Management agrees, if requested by USHJA, to make prior arrangements with official show videography and broadcast service provider to provide coverage and broadcasting of contracted host event(s). Competition Management agrees USHJA retains exclusive broadcast and media rights to all USHJA properties. Competition Management agrees that

all livestream, video webcasting or televised access of a USHJA property must receive prior written approval by USHJA. USHJA reserve the right to grant broadcast rights to Competition Management for the term of this Agreement, and if granted Competition Management shall provide USHJA access to this content. USHJA reserves the right to grant exclusive broadcast rights to the Classes worldwide to the media outlet of USHJA choosing for the term of this Agreement, but USHJA shall retain ownership of contents. USHJA Video Broadcasting: With the understanding that the USHJA will incur costs, competition management will ensure the following is provided:

a. Two individual dedicated internet lines at a minimum speed of 10 MBPS up and down speed with one line utilized to support the live stream and the other to support timely management of posting video on demand; Power to provide minimum of 100 AMP single phase service; Additional items associated with live production including lighting, scaffolding, parking and the like.

M. Competition Management Marketing Support will include but are not limited to:
   1. One (1) full-page advertisement in the Competition Prize List. Content to be provided by USHJA.
   2. Content support to be provided on Host Competitions websites and social media sites. The location and placement of the content is to be agreed on, and content will be provided by USHJA.

N. Sponsorship:
   1. USHJA has exclusive rights to secure sponsors for USHJA properties including qualifying series. In the event a series sponsor is secured by the USHJA, the USHJA will communicate to the Competition Management and manage any conflicts that may exist with the Competition Management sponsors.
   2. Competition Management agrees to coordinate with USHJA in securing sponsorships. Sponsors for the Classes may not be in conflict with USHJA Official Sponsors, and the program's presenting and/or title sponsor. USHJA sponsors must take precedence over all other sponsors for the Classes. The Competition Management agrees to honor the Program Sponsors and provide them with the appropriate benefits such as admission, parking, PAs, award presentations and banners. A list of official sponsors is available at www.ushja.org/sponsors.
   3. Should Competition Management secure a sponsor, the wording and title of the USHJA Championships shall be in accordance with USHJA Title Sponsor standards, and should be listed as follows:
      USHJA Outreach Class(es) Hosted or Supported by Host Sponsor.
      Please note that due to USHJA policy, Host sponsor cannot be included in the title line.
   4. Hosts are asked to be aware of the USHJA Official sponsors and categories and avoid conflicts with the Host sponsors. Current Official USHJA categories include Equine Feed, Saddle and Riding Boot. A list of USHJA sponsors can be provided upon request.
   5. If USHJA Official or Program sponsors are procured after the signing of this agreement, USHJA will send an addendum to the Competition Management informing them of the new categories of sponsorship for USHJA Events.
   6. Host Sponsors conduct may not negatively reflect on the USHJA, its mission, rules, and standards. Any conduct of Host Sponsors which may negatively affect USHJA or its reputation, in the sole discretion of USHJA, may result in USHJA terminating its business relationship with that Sponsor.
   7. Host Competition fulfillment items may include but are not limited to:
      a. General admission and parking passes (sponsors and USHJA staff).
      b. VIP seating (if applicable)
      c. Admissions to hospitality events specifically associated with the Event where possible.
      d. Award presentation opportunities if requested by USHJA. Award opportunities to correspond to sponsorship level.

e. PA announcements throughout the competition day. (Minimum of two (2) PA announcements per sponsor).
f. Banner placement in the main competition rings, and other locations (not to exceed four (4)) within the competition grounds as agreed between the parties for the duration of the Classes.

O. Printed Materials - Competition Management agrees that all printed materials created by it (e.g., flyers, ads, brochures, et cetera) must be pre-approved by USHJA no later than thirty (30) days before the host event and prior to final printing. Competition Management shall submit a final copy document to USHJA for review and USHJA agrees to a review and response within 48 hours.

Section 4. USHJA Property

USHJA and Competition Management acknowledge and agree that the USHJA Outreach Classes and the related format and specifications are the exclusive properties of USHJA and may be held and conducted only upon the terms and conditions specified by USHJA. USHJA and Host Competition may meet prior to the event to coordinate final details.

Section 5. Trademarks

USHJA is the sole owner of certain trademarks, including but not limited to any logo(s) provided to Competition Management for use by Competition Management in conjunction with its hosting of the Classes. The USHJA name, Program name and/or logo(s) may not be used by Competition Management for any purposes other than that limited use specified herein. Competition Management may not provide logo(s) to any other entity or individual for any purpose whatsoever. Use of the USHJA logo(s) on items for re-sale is strictly prohibited without a written licensing agreement between USHJA and Competition Management. Competition Management must receive express, written permission from USHJA prior to using the USHJA logo(s), name(s), or brand in order to promote or support any event or program.

Section 6. Solicitation of Personnel

Neither Competition Management or USHJA shall solicit, approach, or hire any of the other's employees, agents or subcontractors for the purpose of employment or any form of outside work so long as this Agreement, and any applicable Statement of Work are in effect and for a period of one (1) year thereafter, except with written consent of the other party.

Section 7. Agreement Termination

Either party may terminate this Agreement in part or whole by providing ninety (90) days written notice to the other.

A. Competition Management agrees that in the event the Contracted host event is canceled for any reason within thirty (30) days of the classes, the USHJA Host Fee is 100% non-refundable. In the event it is canceled thirty to ninety (30-90) days before the event, 50% of the Host Fee will be refunded. In the event it is canceled more than 90 days in advance, 90% of the Host Fee will be refunded.
B. In the case of multiple-year agreements, parties acknowledge and agree that unsatisfactory performance of Competition Management and/or unsatisfactory exhibitor attendance and participation at conclusion of the initial year of Classes, and in the case of multiple-year Agreement, at the conclusion of each successive year, may result in termination of Agreement per Section 7(A).
C. Reputational Damage- USHJA reserves the right, and Host acknowledges that reservation, to immediately terminate this Agreement if, in USHJA's sole discretion, Host, its employees, representatives, agents, contractors, volunteers, partners, or other affiliates or associated individuals or entities, engages in any activity, conduct, speech, public disclosure, behavior or omission that, may harm, threaten to harm, or otherwise adversely affect the reputation, integrity, or public image of USHJA

or the sport of equestrian competition. Such conduct, acts or omissions referred to may include, but are not limited to, conduct involving moral turpitude, criminal activity, discrimination, harassment, abuse, fraud, disparaging speech or any behavior deemed inconsistent with the values and standards of USHJA and the equestrian community. The Host agrees to promptly notify USHJA of any actual, threatened, or alleged conduct falling within the scope of this clause of which it has notice or of which it reasonably should have had notice.

Section 8. Penalties and Forfeiture

Competition Management acknowledges and agrees that failure to comply with and fulfill the terms and conditions of this Agreement may result in all proper and necessary action by USHJA including, but not limited to the following: (1) USHJA refusal to accept future applications for similar host events from Competition Management, Competition Licensee and/or Competition Manager; (2) the termination and/or modification of existing Agreements for Events with Competition Management, Competition Licensee and/ or Competition Manager; (3) removal of current Event from Competition Management, Competition Licensee and/ or Competition Manage and (4) all legal and other remedies which may be deemed appropriate.

Section 9. Release of Liability and Hold Harmless Provision

In consideration for its participation in the USHJA Classes, Competition Management agrees to fully and forever release the United States Hunter Jumper Association, Inc. (USHJA), its directors and officers, employees, agents, volunteers and assigns from any and all liability due to accident, injury, damage or loss, economic and non-economic, that may occur during or as a result of the subject aforementioned Classes hosted by Competition Management. Competition Management further agrees to forever defend, hold harmless and indemnify USHJA, its directors and officers, employees, agents, volunteers and assigns from any and all claims, damages, actions, losses, both economic and non- economic, and related costs, including reasonable attorney's fees, which may arise out of or in conjunction with Competition Management's participation in the USHJA Classes.

Section 10. Force Majeure

Neither party to this Agreement shall be liable for any delay or failure in performance of its respective obligations under this agreement due to a Force Majeure, which shall be defined as a rain or other inclement weather which causes the cancellation of the host event, Classes, or part of the Classes, fire, strike, embargo, explosion, power blackout, earthquake or other natural disaster, governmental action, rule or disturbance, civil or military authority, acts of God, human or equine disease outbreaks, or other causes beyond the control of the respective party. If a Force Majeure occurs, the party whose performance is interrupted as a result of such occurrence shall promptly give notice to the other party specifying the exact nature of the occurrence and the estimated time of the resumption of the Party's performance; provided, however, a Force Majeure shall not delay the remittance of any sums due from either party under this agreement, or extend the Term or extend the Rights and Benefits unless the parties so agree in writing to the extension or substitution.

Section 11. Amendments

This Agreement and attachments contain the entire agreement of the parties and may not be modified, supplemented, amended, or revised except in writing and upon the mutual agreement of the signing parties.

Section 12. Entire Agreement

This Agreement, once it is signed by the parties, is the final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

Section 13. Assignment

This Agreement may not be assigned without the express written consent of the parties.

Section 14. Authority to Contract

Each party represents and warrants that it has the right, power, and authority to enter into this Agreement, grant the rights and benefits herein described and satisfy the obligations hereunder.

Section 15. Governing Law and Dispute Resolution

This Agreement is governed by and intended to be as broad and inclusive as allowed by the laws of the State of New York. If any portion thereof is held invalid, the remainder of the Agreement shall continue in full legal force and effect. Any legal action arising from or related to this Agreement must be brought in an appropriate court of jurisdiction in the State of New York.

Signatures

Please be advised: The typing of your name below shall be an electronic signature and shall be considered to have the same binding legal effect and validity as your handwritten signature. Therefore, by typing your name in the fields below, you agree to the terms and conditions of this agreement.

United States Hunter Jumper Association, Inc.

By: _____

Name: Whitney L. Allen

Title: USHJA, Executive Director

Date: _____

Competition Licensee (if applicable)

By: _____

Name: _____

Title: _____

Date: _____

Competition Manager

By: _____

Name: _____

Title: _____

Date: _____

Appendix A

2027 USHJA Outreach Program Category 1 Classes

Competition Management will host the 2027 USHJA Outreach Program Category 1 Classes ("Classes") to be held on the date(s) and at the location(s) and upon the terms specified in this Agreement.

Section 1: USHJA Requirements

A. USHJA shall designate a representative who is available to resolve any questions regarding judging procedures or program specifications.
B. USHJA shall provide logos, class specifications, et cetera, for inclusion in the competition prize list. Competition Management shall contact the USHJA staff for additional details and provisions of the above.
C. USHJA may provide banners and signage to be displayed during the Classes.

Section 2: Competition Management Requirements

A. (1) Competition Management agrees to all reasonable steps to prohibit participation by anyone on the U.S. Center for SafeSport https://www.usef.org/safe-sport/sanction-list suspension or banned lists and, when provided by USEF with its suspension or banned lists (click here) and, if discovered on competition property, such individuals will be prohibited from entry on the grounds and made to leave if they enter, except individuals on the medical suspension list who may be present on the ground but are prohibited from participating in the competition. Furthermore, all competition entrants must be cross-referenced against the aforementioned suspension and banned lists, and entries revoked if said individuals appear.
B. The Host Competition agrees to list the Outreach Program in all prize lists, ads, programs and related materials in accordance with the relevant title and specifications as provided by USHJA.
C. Show Personnel Requirements
    1. Staff may be volunteer or paid position.
    2. The judge(s), steward, and emergency personnel may not compete at the show.
    3. Show Manager Requirements:
        i. Current USHJA member at the Education/Non-Competing level or higher.
        ii. Current Safe Sport Training throughout the competition.
        iii. At least 21 years of age.
        iv. May not serve as judge or steward of their own competition.
    4. Judge Requirements:
        i. Current USHJA Active/Competing member or a USEF Licensed Official.
        ii. Current Safe Sport Training throughout the competition.
        iii. At least 21 years of age.
    5. Steward Requirements:
        i. Current USHJA Active/Competing member or a USEF Licensed Official.
        ii. Current Safe Sport Training throughout the competition.
        iii. At least 21 years of age.
    6. Course Designer Requirements:
        i. Current USHJA Active/Competing member or a USEF Licensed Course Designer.
        ii. Current Safe Sport Training throughout the competition.
        iii. At least 21 years of age.

7. Emergency Personnel trained in basic life support and CPR certified must be present on the competition grounds during competition.
8. Veterinarian and farrier contact information must be posted and made available during competition.
9. Management should utilize the U.S. Center for Safe Sport list provided by USEF to ensure the safety and welfare of all competitors: https://www.usef.org/safe-sport/sanction-list

D. The Prize List must be submitted for approval no later than 30 days prior to the start of competition. Failure to meet this deadline will result in a $50 late fee. Prize List must be approved by USHJA prior to publication and include the following:
   1. Mention of the USHJA Outreach Program and memberships.
   2. Notification that riders and horses wishing to earn points toward USHJA Outreach awards must be registered with USHJA on or before the first day of competition to earn points.
   3. A statement that riders who compete in one Outreach class are eligible to compete in Outreach Festivals.
   4. The ID of the competition hosting Outreach classes.
   5. Classes participating in the USHJA Outreach Program must include the following in the class title:
      i. Outreach or OR
      ii. The section (Hunter, Jumper, Equitation, Medal)
      iii. The fence height

E. Post Competition: Management must submit the following information within ten (10) days of the end of competition. Failure to meet this deadline will result in a $50 late fee.
   1. Five dollars ($5.00) for every horse entered that competes in a USHJA Outreach Program class.
      i. Show Management may seek local sponsorship for USHJA Outreach Program fees. Sponsor must not conflict with any USHJA Corporate Sponsors and cannot be listed as a title sponsor. Highest level available is presenting sponsor and must be listed as "USHJA Outreach Program classes presented by <sponsor>". If USHJA secures a presenting sponsor, competition management will be made aware.
   2. Detailed competition results for each horse and rider having entered in a USHJA Outreach Program class.
      i. Results must be submitted electronically.
      ii. Results must be in .dat (USEF) format or .csv format. PDF copies of results will not be accepted.
      iii. Results must include USHJA IDs. Management must utilize the search tool provided via the USHJA member portal. Results lacking complete IDs will not be processed.
      iv. If classes include a range of heights, management must submit a detailed report of which height each competitor jumped.

F. Competition management agrees to submit to USHJA a complete list of competition participants, regardless of whether participating in Outreach Classes and regardless of if class placings were earned, including all exhibitors, owners, trainers, and coaches (if applicable). Such list must at least include the name, email address, and mailing address of each participant. The date of birth and parent/guardian contact information must be included for any junior participants. This information must be supplied to USHJA within ten days of close of competition.

G. Competition Management must offer a minimum of two (2) USHJA Outreach Program classes.

Appendix B

2027 USHJA Outreach Program Category 2 Classes

Competition Management will host the 2027 USHJA Outreach Program Category 1 Classes ("Classes") to be held on the date(s) and at the location(s) and upon the terms specified in this Agreement.

Section 1: USHJA Requirements

A. USHJA shall designate a representative who is available to resolve any questions regarding judging procedures or program specifications.
B. USHJA shall provide logos, class specifications, et cetera, for inclusion in the competition prize list. Competition Management shall contact the USHJA staff for additional details and provisions of the above.
C. USHJA may provide banners and signage to be displayed during the Classes.

Section 2: Competition Management Requirements

A. The Competition Licensee and Competition Manager shall be collectively referred to as Competition Management ("Competition Management").
B. Changes to Format, Class Specifications or Date - Upon approval, Competition Management must notify Exhibitors of the change(s) via website, email and signage in accordance with the applicable USEF rules as soon as practical following approval of same by USHJA.
C. Competition Management shall fulfill all the rules and requirements contained in the USEF rulebook.
D. Execution of Agreement - This Agreement must be signed by the Competition Licensee and Competition Manager and must be returned to USHJA along with relevant host fees outlined in the attached Appendices within thirty (30) days following written notification to Competition Management of approval as a host event.
E. Licenses - Competition Management acknowledges that this Agreement is contingent on the successful fulfillment of the requirements for any of the necessary competition licenses being secured through the United States Equestrian Federation ("USEF" or "Federation"). Failure to secure a license required for the specific host event will result in the nullification of this agreement.
F. Results - Competition Management agrees to provide a complete set of competition results following USEF results requirements (GR 1214.1) to USEF and to USHJA's or its designee no later than ten (10) days following the host event. Failure to meet this deadline will result in a $50 late fee. Competition Management that provides results formats that do not follow USEF requirements will be notified and this information will be considered when evaluating Outreach Program Classes hosts for the following year. Results cannot be submitted via jpeg or png..
G. (1) Competition Management agrees to all reasonable steps to prohibit participation by anyone on the U.S. Center for SafeSport https://www.usef.org/safe-sport/sanction-list suspension or banned lists and, when provided by USEF with its suspension or banned lists (click here) and, if discovered on competition property, such individuals will be prohibited from entry on the grounds and made to leave if they enter, except individuals on the medical suspension list who may be present on the ground but are prohibited from participating in the competition. Furthermore, all competition entrants must be cross-referenced against the aforementioned suspension and banned lists, and entries revoked if said individuals appear.
H. Show Personnel Requirements
    1. Show Manager Requirements:

i. Current USHJA member at the Education/Non-Competing level or higher.
ii. Current Safe Sport Training throughout the competition.
iii. At least 21 years of age.

2. Judge Requirements:
    i. Current USHJA Active/Competing member.
    ii. USEF Licensed Official.
    iii. Current Safe Sport Training throughout the competition.
    iv. At least 21 years of age.
3. Steward Requirements:
    i. Current USHJA Active/Competing member.
    ii. USEF Licensed Steward.
    iii. Current Safe Sport Training throughout the competition.
    iv. At least 21 years of age.
    v. Familiar with the USHJA Outreach specifications and serve in the capacity of a mediator and to resolve any disputes.
    vi. Competition management should contract stewards based on guidelines set forth in GR1211.4.
4. Course Designer Requirements:
    i. Current USHJA Active/Competing member.
    ii. USEF Licensed Course Designer.
    iii. Current Safe Sport Training throughout the competition.
    iv. At least 21 years of age.
5. Emergency Personnel trained in basic life support and CPR certified must always be present on the competition grounds during competition.
    i. The USHJA Outreach classes may use the medics from the USEF competition.
    ii. Management must factor in the USHJA Outreach show ring when determining the correct number of medics needed.
6. A veterinarian and farrier must always be on call during competition. The veterinarian and farrier may be "shared" with concurrent USEF show, providing that minimum USEF requirements are met.
7. Show Secretary Requirements:
    i. Current USHJA Active/Competing member.
    ii. At least 21 years of age.
8. Management must utilize the Safe Sport and medical suspension lists provided by USEF to ensure the safety and welfare of all competitors: https://www.usef.org/safe-sport/sanction-list

I. The Prize List must be submitted for approval no later than 30 days prior to the start of competition. Failure to meet this deadline will result in a $50 late fee. Prize List must be approved by USHJA prior to publication and include the following:
1. Mention of the USHJA Outreach Program and memberships.
2. Notification that riders and horses wishing to earn points toward USHJA Outreach awards must be registered with USHJA on or before the first day of competition to earn points.
3. A statement that riders who compete in one Outreach class are eligible to compete in Outreach Festivals.
4. The ID of the competition hosting Outreach classes.
5. Classes participating in the USHJA Outreach Program must include the following in the class title:
    i. Outreach or OR
    ii. The section (Hunter, Jumper, Equitation, Medal)

iii. The fence height

J. Post Competition: Management must submit the following information within ten (10) days of the end of competition. Failure to meet this deadline will result in a $50 late fee.
   1. Five dollars ($5.00) for every horse entered that competes in a USHJA Outreach Program class.
      i. Show Management may seek local sponsorship for USHJA Outreach Program fees. Sponsor must not conflict with any USHJA Corporate Sponsors and cannot be listed as a title sponsor. Highest level available is presenting sponsor and must be listed as "USHJA Outreach Program classes presented by <sponsor>". If USHJA secures a presenting sponsor, competition management will be made aware.
   2. Detailed competition results for each horse and rider having entered in a USHJA Outreach Program class.
      i. Results must be submitted electronically.
      ii. Results must be in .dat (USEF) format or .csv format. PDF copies of results will not be accepted.
      iii. Results must include USHJA IDs. Management must utilize the search tool provided via the USHJA member portal. Results lacking complete IDs will not be processed.
      iv. If classes include a range of heights, management must submit a detailed report of which height each competitor jumped.

K. Competition management agrees to submit to USHJA a complete list of competition participants, regardless of whether participating in Outreach Classes and regardless if class placings were earned, including all exhibitors, owners, trainers, and coaches (if applicable). Such list must at least include the name, email address, and mailing address of each participant. The date of birth and parent/guardian contact information must be included for any junior participants. This information must be supplied to USHJA within ten days of close of competition.

L. Competition Management must offer a minimum of two (2) USHJA Outreach Program classes.