

Horse Show Secretary Guide

Presented by the
USHJA Secretary Committee



IMPORTANT CONTACTS



UNITED STATES EQUESTRIAN FEDERATION

4001 Wing Commander Way
Lexington, KY 40511
P: (859) 810-8733
F: (859) 721-1151
usef.org

Member Services: memberservices@usef.org
Competition Results: results@usef.org
Competition Licensing: dates@usef.org
Horse Services: horseservices@usef.org
FEI Entries: feientries@usef.org
General Counsel: skeating@usef.org
Licensed Officials: loinquiry@usef.org
Veterinary/Biosecurity: medequestrian@aol.com



UNITED STATES HUNTER JUMPER ASSOCIATION

3870 Cigar Lane
Lexington, KY 40511
P: (859) 225-6700
F: (859) 258-9033
ushja.org

Membership and Horse Services:
membership@ushja.org
Competitions: competitions@ushja.org
Outreach: outreach@ushja.org



U.S. CENTER FOR SAFESPORT
uscenterforsafesport.org
safesportthelpline.org

Report a Concern: 833-5US-SAFE
Report a Concern web page:
uscenterforsafesport.org/report-a-concern



COMPETITOR REQUIREMENTS



ANDREW RYBACK PHOTOGRAPHY



JULIA B PHOTOGRAPHY



TERISE COLE/USHJA

U.S. COMPETITORS

USEF

- Rider, owner, and trainer must be a member, if a farm or business is the owner, one of the farm owners must have an Active Senior USEF membership.
 - *Competing membership is required for trainers/coaches, and this includes parents signing as trainers
- All competitors 18+ MUST have current Safe Sport Training
- ONE Show Pass fee allowed per competition year
 - Show Pass from must be completed on USEF website and is not permitted for those acting as trainer or coach.
 - Show Pass competitors ineligible for points
- Amateur classes require USEF Amateur Status (Must be active Competing USEF member to declare Amateur status)
- Owner name on entry blank MUST match on USEF and USHJA
 - Ownership transfers must be done with USEF and USHJA separately

CANADIAN (EQUESTRIAN CANADA) COMPETITORS

- Membership
 - USEF: Rider, trainer, and owner MUST be a USEF member
 - Membership fee waived with code provided by USEF. Note: those acting as trainer or coach not eligible.
 - USHJA: EC members exempt from Non-Member Show Pass Fee only WITH PROOF of Gold/Platinum EC membership
- Farms (if listed on entry as horse owner)
 - USEF: One of the owners must have an Active Senior USEF membership.
 - USHJA: Must have an ID with USHJA.
 - One owner of the farm must be an Active/Competing member with USHJA or pay a USHJA Show Pass Fee.
- All participants 18+ MUST have current Safe Sport Training
- Amateur classes require USEF Amateur Status
- Owner name on entry blank MUST match on USEF and USHJA

USHJA

- Rider, trainer, and owner MUST be a USHJA member
 - Farms must have their own ID number
 - ONE owner of the farm as per USEF records must be current with USHJA or pay USHJA Non-Member Show Pass Fee
- Non-Member competition IS allowed
 - \$30 show pass fee per competition (non-refundable)
 - Non-Members ineligible for points
- Owner name on entry blank MUST match on USEF and USHJA
 - Ownership transfers must be done with USEF and USHJA separately

OTHER INTERNATIONAL COMPETITORS

- Membership
 - USEF: Rider, owner, and trainer must be an Active member. If a farm or business is the owner, one of the farm owners must have an Active Senior USEF membership.
 - Show Pass from must be completed on USEF website and is not permitted for those acting as trainer or coach.
 - Show Pass competitors ineligible for points
 - FEI ONLY (not competing national AT ALL) are exempt
 - USHJA: Must be a USHJA Active/Competing member or pay a Show Pass Fee.
 - All participants 18+ MUST have current Safe Sport Training
- Amateur classes require USEF Amateur Status
- Owner name on entry blank MUST match on USEF and USHJA

HORSES (ALL COUNTRIES)

- All horses must have at minimum a free USEF Horse ID
 - Active Annual or Lifetime USEF recording is required to earn points or qualification for any USEF or USHJA programs
- ALL horses must be USHJA Lifetime Registered
 - For exceptions see Rule GR901.9
- Microchip registration required with USEF and USHJA
- Measurement required for:
 - All classes and sections restricted by height EXCEPT Large Junior Hunters
- Owner name on entry blank MUST match on USEF and USHJA



COMPETITOR REQUIREMENTS



CLASS REQUIREMENTS

Declaration forms must be available via the show office for riders to sign for the following classes: International Hunter Derby, National Hunter Derby, Pony Hunter Derby and Jumper Classic. Riders need to sign to earn Horse of the Year points for the class, though not to compete in the class.

USHJA Green Hunter Incentive

- Horse must be enrolled before Incentive class begins

USHJA International Hunter Derby

- Horse must be enrolled or pay the non-enrolled horse fee.

USHJA WCHR

- Riders and owners must be enrolled online for points to count

USHJA Outreach

- USHJA membership, USHJA Horse Registration, and Microchip not required to compete
 - Riders and horses must be a USHJA member to earn points

Young Hunter or Jumper

- Horse must be age verified with USEF
- Documents can be uploaded through owner dashboard or to horseservices@usef.org

ADDITIONAL RESOURCES

FEI - fei.org

NHS - nhs.org

- ASPCA Maclay
- The Hamel Foundation NHS 3'3" Equitation Championship
- THIS NHS Adult Equitation Championship

Ryegate - ryegate.com

- NAL
- WIHS
- Ariat National Adult Medal
- THIS National Children's Medal
- Rolex/USEF Show Jumping Ranking List

HITS - hitsshows.com

- Marshall & Sterling Insurance League

COMPETITION RESULTS

USEF

- Options to submit your results and declarations (i.e. Derby and Open Classic):
 - Email results in USEF-compatible format to: results@usef.org
 - Upload using the Results tile on your competition dashboard *NEW*
 - Submit via results API from competition software (check with your software provider)
- Results must be submitted within 10 days of the last competition day
 - You will receive a Reconciliation Report once results are processed

USHJA

- USHJA Competition Management Resources including forms and materials for USHJA classes are available here: <https://www.ushja.org/competition/host-and-competition-management>
- Email rated and Outreach results and Derby declaration forms in USEF-compatible format to: results@ushja.org
- Email WCHR results in USEF-compatible format to: annettel@ryegate.com
 - Include heights and section codes for combined sections

Rolex/USEF Show Jumping Ranking List (Grand Prix)

- Email results in USEF-compatible format to results@ryegate.com
 - Must be sent by Wednesday following the event
 - Classes must be certified 90 days prior to competition start date
 - Steward must complete online report
 - Course Designer must email course plan with heights

This guide is presented by the USHJA Secretary Committee.

Liz Soroka - chair, Cindy Bozan, Mickey Cannon-Bartholomew, Megan Garland, Ashley Keeler, Jessica Keil, Alice Kitson, Katelyn Lamb-Martinez, Annette Longenecker, Kelly McCabe-Cyphert, Hali Miller, Colleen Morrissey, Troy Powell, Sherrill Woessner.