

# 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](http://usef.org)

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



### UNITED STATES HUNTER JUMPER ASSOCIATION

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

Membership and Horse Services:  
[membership@ushja.org](mailto:membership@ushja.org)  
Competitions: [competitions@ushja.org](mailto:competitions@ushja.org)  
Outreach: [outreach@ushja.org](mailto:outreach@ushja.org)



**U.S. CENTER FOR SAFESPORT**  
[uscenterforsafesport.org](http://uscenterforsafesport.org)  
[safesporthepline.org](http://safesporthepline.org)

Report a Concern: 833-5US-SAFE  
Report a Concern web page:  
[uscenterforsafesport.org/report-a-concern](http://uscenterforsafesport.org/report-a-concern)



# COMPETITOR REQUIREMENTS



## U.S. COMPETITORS

### USEF

- Rider, owner, and trainer must be a member, if a farm or business is the owner, the farm must have an active USEF Farm/Business recording
  - \*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 form must be completed on USEF website (note: Trainers ineligible for Show Pass fee)
  - 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

### USHJA

- Rider, trainer, and owner MUST be a USHJA member
  - Farms must be recorded as their own entity
  - 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 a member, if a farm or business is the owner, the farm must have an active USEF Farm/Business recording (one Show Pass fee allowed per competition year)
    - Show Pass form must be completed on USEF website (note: Trainers ineligible for Show Pass fee)
    - Show Pass competitors ineligible for points
  - FEI ONLY (not competing national AT ALL) are exempt
  - USHJA: Exempt from Non-Member Show Pass Fee only WITH PROOF membership in good standing from their home federation
  - 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

## CANADIAN (EQUESTRIAN CANADA) COMPETITORS

- Membership
  - USEF: Rider, trainer, and owner MUST be a USEF member
    - Membership fee waived with code provided by USEF
  - 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: Must have active USEF Farm/Business recording
    - NO reciprocity
  - USHJA: Must be recorded with USHJA as their own entity
    - ONE owner of farm as per USEF records must be current with USHJA or pay USHJA Non-Member 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 (except EC horses)
  - 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 (EC horses exempt)
- 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, however ONE "Free Pass" without enrollment allowed
  - Points/Money from "free pass" class DO NOT count

### 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

## 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](mailto: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](mailto:results@ushja.org)
- Email WCHR results in USEF-compatible format to: [annettel@ryegate.com](mailto: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](mailto: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, Meghan Garland, Ashley Keeler, Jessica Keil, Alice Kitson, Katelyn Lamb-Martinez, Annette Longenecker, Hali Miller, Troy Powell, Sherrill Woessner.