

## How to Fill Out Your Entry Form and Avoid Additional Fees

- Know and Understand what is required to enter a show. This includes memberships, identification numbers and rules. Check the USEF website ([www.usef.org](http://www.usef.org)) for rules and rule changes
  - Read the form carefully and provide all of the information and signatures required.
- Make sure you print legibly.

1. This section provides information about your horse. You must provide the name of your horse, sex (mare, gelding or stallion), Coggins date if you are bringing the horse from outside of Arizona. The other information is desired and interesting to other competitors and spectators.

2 This section is critical. This is where you provide all of the assorted membership and identification numbers required to enter the show. You must also provide copies of the cards with your entry for each and every number. See the chart to determine which numbers you need. The main thing is that you provide copies of ALL USEF and USDF cards with your entry. This includes your trainer or coach, the horse's owner, if it is different than the rider, as well your cards. If you do not provide the copies, you will be charged a fee for the secretary to search and verify your membership. The Technical Delegate verifies each and every membership associated with each entry. You will not be permitted to pick up your number until all requirements are satisfied.

a. Trainer is not necessarily your instructor. In horse show terms, the trainer is the adult who has responsibility for the horse while on the show grounds. If you are paying your instructor to help you, the rider, at the show, the instructor is the coach.

3 In this section you enter the class numbers and description for each class you wish to enter. Be sure to specify the division—open, adult amateur, junior or Young Rider. If you select amateur, be sure your USEF card shows you as an amateur. Include the appropriate fee for the class and division you are entering. Check the Omnibus prize list for each show to be sure you get the fees correct. The ADA, TDC and SAAHA shows share a common

class list. Use the class numbers from this table to identify your classes.

4 In this section you PRINT the names and addresses of the owner of the horse, the person riding the horse, and the trainer. These may all be the same person, but you need to fill this in each time. "Same" does not meet the requirements for USEF. Trainer does not necessarily mean the person who gives you lessons. It is the person who is responsible for the horse while the horse is on the show grounds. You must designate someone as trainer, even if it is yourself. A Junior Rider cannot be designated trainer—it must be an adult.

5 This is the section where you add up the various fees. Look at the prize list for the appropriate fees—they change from show to show, depending on the facility and sponsoring organization.

6 Stabling. Indicate which nights you want stabling. If you wish additional nights, show it in this space and be sure to add the additional night cost in under fees on the front of the entry. A note to the show secretary requesting the additional time would be appreciated. The facilities charge for every stall, every night, so if you come in and bed your stall or set up your tack room you must pay for this at most facilities. Also indicate the main contact you wish to stable with—one individual or barn. Be sure to put any special requests here, such as stallion stabling.

7 SIGNATURES!!!! The owner, rider (or exhibitor/handler), AND trainer lines must all have a signature, as does the Parent/Guardian of a minor. Juniors may sign as owner, but an adult must sign as trainer.

8 Emergency contact. Please fill this in. It would not be optimal to discover in an emergency that you put your cell phone number on the entry and that your home phone is unlisted. This space is also where you indicate if you are a US citizen.

9 Other Documentation to be included with entry. Some classes require proof of eligibility to enter. Musical Freestyle classes and state championship classes require photocopies of test cover sheets showing test, score, date and name of competition where scores were earned and the judge's name and signature.

### Incorrect or Incomplete Entry Fee.

ADA, SAAHA and TDC shows have instituted a new fee for entries that are incomplete or incorrect. When the Technical Delegate reviews the entries to verify that USEF rules are being followed, they review each entry. They check that ALL individuals and horses associated with each entry have proofs of registration and membership and signatures. This requires that each entry have all of the paperwork attached to the entry. If you do not include a copy of your coach's USEF membership card with your entry, the show secretary must do an on-line search for the proof of membership and make a copy to be attached to your entry. This may not sound like a big deal, but when you multiply the number of memberships and registrations required, it adds up. We looked at the way different shows were handling this problem and discovered most were addressing it with a fee. You can avoid this extra fee by filling out your entry correctly and attaching copies of all of the required paperwork. If you are unclear about something, call the show secretary. Also, remember that ADA shows require that entries be received by the closing date.