



ORGANIZERS' APPLICATION

USEA EDUCATIONAL ACTIVITY AND ICP WORKSHOP REGISTRATION

For: camps, cross-country schooling, clinics, seminars, schooling shows, and ICP workshops

This registration application **MUST** be received by the USEA office at least **10** business days prior to the start of the activity in order for the activity to be considered for approval, and therefore eligible for insurance coverage. Any applications received less than **10** business days before the start of the activity, if approved, a **late fee of \$50** may be charged. Approval of any application is at the discretion of the USEA. It is the organizer's responsibility to confirm that their application has been received by the USEA and that the activity has been approved. The activity will **ABSOLUTELY NOT** be approved or insured if paperwork is received in the USEA office after the activity has begun.

Name of Activity: _____

Please use this name, as registered, on all documents, including release forms and in publicity

Date(s) to be held: _____ USEA Area: _____

Location: _____ State: _____

Please list farm name or vicinity. This location is the reference that will be used for all USEA publicity.

Organizer's name: _____ USEA # _____

Organizer must be an individual, over the age of 18 and a current USEA member. Multiple or company organizers are not allowed.

The organizer must be declared on this application in order to be covered by insurance.

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

TYPE OF ACTIVITY: (check one) Camp Clinic Event College Schooling Day(s) Schooling Show Seminar

Teaching of Dressage ICP Workshop Teaching of Show Jumping ICP Workshop Other: _____

Fee to be charged: _____

ICP Certified Instructor Discount: Yes No ICP Rate: \$ _____

Instructor(s)/Coach(es): _____

FACILITIES TO BE USED SPECIFICALLY FOR: Cross-Country Schooling Riding Clinic Stabling Other: _____

LANDOWNER/BUSINESS NAME: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

If additional site(s) are to be used check here and attach information for each site. All landowners must be declared on this application and/or the insurance company must be notified by request to have them named as Additional insureds, prior to the activity taking place. If this is not done, these parties will have no insurance coverage.

ACCEPTANCE OF TERMS: I have read the Requirements for the USEA Educational Activity written on the reverse of this Application, and the USEA Release Form. I understand those Requirements and terms and the responsibility I accept as a USEA educational activity organizer. I agree as a condition of USEA registration of this activity to adhere to those conditions and to pay the appropriate fees.

Organizer's Signature: _____ Date: _____

FEES: 1 day: \$100 2-4 days: \$150 4+ days: \$150 + \$45 per each day over 4 1 set of USEF Dressage Tests: \$10

Enclosed is my check, drawn payable to USEA, or please charge my: VISA MC AMEX for \$ _____

Credit card #: _____ Exp. Date: _____ CV#: _____ Billing Zip code: _____

Signature: _____

MAILING LISTS: The USEA will provide mailing lists electronically in an Excel format file. Please check if you would like to receive one.

Send complimentary mailing list sorted by: Area State Zip Code Last Name Email USEA logo for publicity use only

MAIL THIS SIGNED APPLICATION FORM AND FEE TO: USEA, 525 Old Waterford Rd., NW, Leesburg, VA 20176
A copy of the approved form will be returned to you. Incomplete applications will not be processed.

**OFFICE USE
ONLY**

USEA approved by: _____ Date: _____

Website Listing

Labels

Logo

Brochures (PDF)

Requirements for USEA Educational Activities

USEA Educational Activities further the mission of USEA to make the sport of eventing safe, fun, fair and affordable for all. Educational activities may not be competitions, and prizes, placings, or other indicia of a competition may not be offered or presented. Educational activities are to inform riders, trainers, organizers, media and/or volunteers in the sport or to provide training, experience or practice suited to individual skills. Educational activities to be called "Event Colleges" must meet additional conditions set by the USEA Educational Committee.

To qualify for USEA registration and for coverage under the USEA Insurance Program, the Organizer of a proposed educational activity **must** agree to and comply with USEA Requirements. Failure to comply may invalidate insurance coverage and result in denial of future registration.

1. USEA Membership and Activity Recap Form. The Organizer of a USEA educational activity must be an individual, an adult, and a current USEA member. **The organizer must be named on the application in order to be covered by insurance.** Organizers receiving USEA membership applications and payment must forward the forms and funds to the USEA Membership Department no later than 10 days after the activity, along with the signed liability releases and the Activity Recap form filled in and signed by the Organizer.

2. USEA Liability Release Form. All participants in the educational activity, including the organizer, each rider and instructor, must apply for permission to attend the activity by signing the USEA Release Form. USEA provides Organizers with a copy of the USEA Release Form. This Release Form must be signed before any person may participate in a USEA-registered educational activity. The Organizer is responsible for correctly completing appropriate information on the Release Form heading (name, date and location of the activity); furnishing sufficient copies to ensure all participants provide the required information and signature; and, for returning to USEA all signed, original Release Forms within 30 days after the activity. **Organizers may not change any wording on or the format of the actual Release form but may require additional Releases to be signed and may use the back of the USEA Release for such additional language if needed.**

3. Safety Guidelines. At a minimum, the following guidelines are to be followed and enforced at USEA educational activities, although Organizers may at their discretion require any additional requirements deemed in the interest of the activity or the safety of participants:

A. A basic first aid kit must be available on the grounds.

B. A telephone must be available on the grounds, or within radio communication, and emergency numbers must be posted by the telephone for Ambulance Service, Fire Station, and Veterinarian.

C. Qualified medical personnel and/or ambulance or rescue service must be ON CALL. A veterinarian must be ON CALL for any activities where horses will be on site. [USEA suggests that it is prudent for an Organizer to notify local rescue personnel and any veterinarians on call of the activity and provide directions to the site to reduce response time.]

D. All schooling areas must be accessible by motor vehicle and telephone or radio communication with the areas must be established when the areas are in use.

E. **The insurance policy does not provide coverage for claims resulting from incidents involving unlicensed/underaged drivers of motorized vehicles,** including but not limited to golf carts, ATVs, dirt bikes, and motorized scooters. It is the organizer's responsibility to make sure that youngsters (including volunteers, spectators, and competitors) who do not have a license to legally drive an automobile in their state **do not** operate any of these types of motorized vehicles during your activity.

F. All riding must be supervised. For cross-country work, the Organizer may supply instructor(s) or allow participants to bring their own coach, trainers or instructors to supervise.

G. Riders should be grouped as closely as possible according to skill levels, except when groups are being structured for demonstration purposes to compare differing skill levels.

H. When jumping, protective headgear passing or surpassing ASTM/SEI standards with harness attached that meets standards currently imposed by **U.S. Equestrian Federation Rules for Eventing** must be worn. The USEA mandates that all riders participating in cross-country activity wear a body-protecting vest, meeting current USEF rules or a higher standard. Organizers may require participants to wear other safety equipment or attire in addition to the mandatory protective helmet and vest, and may refuse to allow any person not in compliance to participate in all or any part of the activity. **An approved medical armband must be worn while jumping.**

I. The Organizer must inspect and approve all obstacles to be used for the educational activity, and all obstacles must be deemed safe and in good condition. and in good condition.

4. Rules. The Organizer agrees to be guided in principle by the current **U.S. Equestrian Federation Rules for Eventing**, especially with regard to the suitability of obstacles, conduct and safety, and to adhere to the USEA Statement of Principles which states that in eventing, the horse be considered paramount. **Note:** If you are planning to organize a clinic/seminar on a facility that hosts recognized competitions, please check the **Omnibus** for the date the cross-country course will be closed. In accordance with the **U.S. Equestrian Federation Rules for Eventing** competitors may be eliminated or forced to compete "hors concours" if they have participated in a clinic/seminar during the time period the course has been officially closed to competitors. The USEA reminds all Organizers that the use of alcohol or any controlled substance is subject to local laws, restrictions and liability provisions that might affect conduct of a specific activity. Organizers are responsible for determining and adhering to local laws and requirements, and are advised that USEA insurance does not cover liability imposed for incidents related to controlled substances or the sale of alcohol. Questions regarding insurance issues, liability and/or on site use, consumption, sale or service of alcohol in connection with a proposed USEA sponsored education activity should be addressed to the Insurance Administrator, Equisure, Inc., at (800) 752-2472.

5. Organizer's Rights. The Organizer has the right to cancel any activity, alter advertised times or locations, and to refuse any entry. The Organizer has the right to prohibit, stop or regulate any action during the course of the educational activity or occurring on the site of the educational activity which the Organizer deems improper, unsafe, inhumane or contrary to the best interests of eventing, which might violate the USEA Statement of Principles, or any condition which may pose a threat to safety.

6. Publicity. Each educational activity for which the registration with and sponsorship of USEA is sought will include in its name a reference to USEA. For example, the "XYZ Farm USEA Schooling Day" or "USEA Educational Activity" or "The John Smith USEA Cross-Country Clinic." The entry form and/or promotional flyer for the educational activity must clearly identify the activity as one of USEA, and the entry forms/flyers should display the USEA logo, a copy of which is available upon request from USEA. A copy of the entry form/flyer must be sent to the USEA office, either accompanying the application or with the activity report and release forms at the conclusion of the activity. Organizers will make reasonable efforts to publicize the activity to USEA members in the surrounding Area(s). The name of an educational activity shall not include "Area" unless the activity is organized by, or on behalf of, the USEA Area Council or its committee(s).

7. Application Fee/Approval. For approval as a USEA educational activity, a completed USEA Application Form must be received by the USEA office at least five business days before the start of the activity, along with a \$100.00 fee for a one-day activity, a \$150 for a two- to four-day activity, or for an activity more than four days in length, \$150 plus \$45 for each day over four days must be paid. **Once the activity has been approved, a refund will NOT be issued if notification is NOT received in the USEA office five business days prior to the start of the activity. Cancellations received after the start date of the activity will not receive a refund.** Under appropriate circumstances and upon request, a registered activity may be re-scheduled to another date within the fiscal year at no additional cost, unless additional mailing labels are requested. The USEA, at its sole discretion, may reject any application. **If the application is not received by the USEA office at least 5 business days prior to the first day of the activity, the activity will not be approved and no coverage will be in place. It is the organizer's duty to confirm that this registration form has been received by the USEA and that the activity has been approved. The activity will ABSOLUTELY NOT be approved or insured if paperwork is received in the USEA office after the activity has begun.**

8. Insurance. The USEA educational activities secure insurance under USEA auspices; however, organizers and landowners must raise all questions concerning coverage or requests for certificates of insurance directly through the insurance agent: Equisure, Inc. 13790 E Rice Rd., Ste. 100, Aurora, CO 80015, (800) 752-2472 Phone, (303) 614-6967 fax.

9. Policy. All organizers and landowners are advised to obtain a certificate of Professional Liability Insurance for each Clinician hired to conduct and educational activity.

All LANDOWNERS must be declared on this application and/or the insurance company must be notified by request to have them named as Additional Insureds, prior to the activity taking place. If this is not done, these parties will have no insurance coverage.