



ZONE FINALS AND/ OR CHAMPIONSHIP COMPETITION BID PACKET

USHJA Zone Finals and/or Zone Championships are designed to encourage and promote participation in the Hunter/Jumper discipline at all equestrian levels. In order to accomplish this goal, attention must be given to the management experience, the accessibility of the event and the quality of the event venue for potential participants.

The purpose of conducting a bid process for host site selection is to provide USHJA Zone ____ with a group of potential venues from which to choose a site that offers facilities and amenities worthy of hosting a USHJA Finals Competition.

COMPETITION FORMAT

The Zone Finals Competition will be conducted in accordance with Rule HU148 for hunter sections of the USEF rules. Zones may offer two different levels of Zone Finals, either the Golden Spur level or the Stirrup Cup level. In addition

Zone Championship classes may also be offered. Zone ____ will be offering the _____ and requirements for this level follow under requirements.

Requirements

1. Golden Spur Zone Finals: May be held at “AA”, “A”, “B”, or “C” rated competitions and in addition to applicable competition standards, must also meet the minimum requirements outlined in the bid package. All award categories that count for Zone Horse of the Year must be offered unless exemption has been granted by the USHJA Executive Committee.

- Sections to be offered are:

2. Stirrup Cup Finals:

- Must be held at “B” or “C” rated competitions and in addition to applicable competition standards, must meet the minimum requirements outlined in the bid package.
- Participants must qualify by earning points from a minimum of three competitions. Sections to be offered include the following: Amateur Owner Hunter, Junior Hunter, Pony Hunter, Children’s Hunter Horse, Children’s Hunter Pony, Adult Amateur Hunter, Low Junior/Amateur Owner Jumpers and Children’s/Adult Amateur Jumpers.

Zone Finals Bonus Point Chart

Placing	Bonus Points for each class
1	50
2	40
3	30
4	20
5	10
6	5
7	4
8	2
Champion	100
Reserve	75

- **Champion and Reserve bonus points will be given to Zone Hunter Finals sections that follow HU148. Champions will receive 100 bonus points for each section completed and Reserve Champions will receive 75 bonus points.**
- **Children’s Jumper, Adult Jumper, Pony Jumper, 5-Year Old, 6-Year Old, and 7/8-Year Old Jumper will receive points from the Zone Finals Bonus Point Chart.**
- **Junior Jumper, Amateur Owner Jumper points will be based on one point for every dollar won unless no money is awarded and then these classes will receive the points from the Zone Finals Bonus Point Chart.**

3. Zone Championships

- USHJA Zone Championships provide an alternate way that a zone can provide recognition to its membership. Instead of holding a Finals Event, a Zone may choose to hold Zone Championship classes by designating one class in a section as the Zone Championship class at a Regular Member Competition held within the Zone.
- All of the Zone Championship classes may be held at one competition or a Zone may choose to hold the championship classes for different sections at different competitions.
- Each designated championship class will carry bonus points. In this format, which uses only one class per section to determine the Championship, no champion or reserve points are awarded.
- Sections to be offered are:

Zone Championship Bonus Point Chart

Placing	Bonus Points for each class
1	100
2	80
3	70
4	60
5	50
6	40
7	30
8	20

Zone Championship Classes will only receive the bonus points for 1-8th places.

BID SPECIFICATIONS

Please read the entire bid packet carefully.

Application and Notification Timeline

1. Completed bids and any supporting materials must be received by USHJA on or before 5:00 pm ET on _____ . Bid applications must be sent to Diane Popp at USHJA, 3870 Cigar Lane, Lexington, KY 40511. You are encouraged to use a method of delivery which provides you with acknowledgement of receipt. The USHJA is not responsible for bids which are not delivered.
2. USHJA will notify the selected host site within _____ days following their approval as the host site by the USHJA Zone ___ Committee and USHJA Executive Committee.
3. USHJA reserves the right to extend all timelines.

4. Once approved as the host site, additional requirements not listed within the bid packet to conduct the USHJA Zone ____ Finals Competition will be sent to the approved host with a host agreement. The signed host agreement and any potential host fee, if applicable, must be signed and returned upon acceptance of your bid to Diane Popp at USHJA within **fourteen (14) days** of USHJA verified receipt of delivery. If the completed and signed agreement is not received by this date, it will be considered null and void and the USHJA shall approve and contract with another host site. You are encouraged to use a method of delivery which provides you with acknowledgement of receipt. The USHJA is not responsible for items which are not delivered.

Application Requirements – Facility and Amenities

Must meet requirements of the appropriate Federation licensed rating level, and must also meet additional requirements which may exceed the Federation's requirements to obtain the competition's rating listed in the bid package.

Location

1. City and state where event venue is located.
2. Indicate if the facility is a special complex.
3. Indicate if the grounds are permanent or temporary.
4. Indicate any other events at the site which may be conducted during or in connection with this event.
5. Indicate if there are any indoor or covered rings at the facility.

Competition Facilities

1. Rings –Must have a **minimum of one** competition ring as listed below. An exemption of ring size may be granted for Hunter Breeding classes by the USHJA Executive Committee.
 - Outdoor ring 24,000 sq. ft.
 - Indoor ring 16,000 sq. ft
 - A. List number and size of additional competition rings
 - B. Indicate the type of footing in each ring.
 - C. List the equipment available to maintain rings and grounds (ring drags, watering system, etc.).

1. Stabling

- A. List the type of stabling and number of stalls available (temporary/permanent).
- B. Indicate the distance from the stabling to competition area.
- C. How many wash stalls are available?
- D. Indicate availability of feed/bedding supplier.

2. Support Facilities

- A. Competition office.
- B. USHJA Zone office with lockable storage. List size and location
- C. Seating for spectators and exhibitors. Describe location and amount of seating available.
- D. Parking (availability and location).
- E. Food service (restaurant/concession; availability/accessibility) List distance to competition ring.
- F. Bathrooms (temporary/permanent). **Must be serviced daily.**
- G. Additional facilities (camping areas, etc.)

3. Additional Information

- A. Number of horses that competed at last year's competition.
- B. Entry fee competition management will charge per section/ and or individual classes.
- C. Stall fee competition management will charge.
- D. Competition must have a veterinarian and farrier on the grounds during all phases of the competition.
- E. The Host site must accept all USHJA sponsors for this event and will provide all sponsorship amenities required by USHJA.
- F. Host competition must include USHJA as an Additional Insured on the competition insurance policy. A copy of the Insurance Form must be submitted to USHJA a minimum of 30 days before competition begins.
- G. All finals must follow HU148 Championship General Rules in the USEF rulebook. Qualifying criteria will be forwarded upon the approval of the host site.
- H. Surrounding Areas
 - Attributes of the area, including points of interest for competitors/spectators.
 - Access and distance to major airports.
 - Availability of hotels/motels (quality/rates). List distances to the competition site.
 - Availability of restaurants.
 - Weather, including average temperature and humidity during the months of Zone Finals date.

4. Diagram

- A. A detailed diagram of the facility showing all of the above facilities currently in place.

SITE SELECTION CRITERIA & PROCESS

The criteria to be considered in the selection of sites to host the USHJA Zone ____ finals includes, but is not limited to the following.

- Any bid that is not complete will not be considered. Application information must be addressed in detail.
- Each site will be considered on its own merits.
- All infrastructure required to host this event must be in existence at your facility at the time you submit your bid. If your facility does not meet all the criteria set forth in this packet, your facility will not be considered to host this event.
- Consideration will be given to accessibility and affordability for potential participants. If USHJA, in its sole discretion, determines that no bids have been submitted that meet the criteria for selection, the USHJA may select and approve a facility that has not met the criteria or has not submitted a bid for consideration.
- Consideration will be given to the knowledge and experience of potential host site organizers and management.
- The USHJA Zone Committee may request the committee liaison to obtain additional information regarding applications from other parties. The USHJA Zone Committee will forward its host site recommendation to the USHJA Executive Committee for approval.
- The USHJA reserves ALL copyright, trademark, trade name, television broadcast, video, and photography rights, including free use of the finals photos for USHJA publications.