

EVENT MANAGER DEFINITION

According to Food and Agricultural Code Section 24001, an event manager is the person in charge of an event, who must register the event with the Equine Medication Monitoring Program (EMMP), along with collection and remittance of fees. The event manager is personally liable for fees and penalties owed to CDFA. Failure to comply with the requirements of the EMMP regulations may result in issue of a Notice of Violation, a civil penalty of \$100-\$10,000 and possible suspension.

EVENT EXEMPTIONS

The following events are **exempt** from EMMP regulations:

- A rodeo-related competition, which is strictly timed performance with no subjective judging held apart from a horse show. (This includes barrel racing, team penning, ranch sorting, ropings, and gymkhana.)
- A sale of solely race horses.
- Competitions under the jurisdiction of the California Horse Racing Board.
- A public horse show for which the class or event entry fee is less than \$4.99 per class and other fees do not exceed \$19.99. (Other fees include, but are not limited to, grounds fees, stall fees or office fees.)
- A public horse show in which all fees for participation are less than \$19.99. (To include, but are not limited to, class fees, grounds fees, stall fees or office fees.)

EVENT MANAGER RESPONSIBILITIES

An event manager is responsible for:

1. **Filing an *Application to Register Equine Event*** (Form 76-024A) with the EMMP **at least sixty (60) days** before the event is to begin.
 - Failure to register events at least sixty (60) days in advance may result in issuance of a Notice of Violation and/or civil penalties of \$100-\$2,500.
2. **Collecting the fee** of \$5.00 for each horse being entered or being consigned to an event.
3. **Remitting the fees collected** and submitting the *Assessment Report for Registered Event* (Form 76-024A) to EMMP **within fifteen (15) days** of the final day of the event.
 - A Notice of Violation and/or a civil penalty of 10% of the amount due plus 1.5% interest/month on the unpaid balance, calculated from the date of the event, will be levied on an event manager that fails to remit collected fees within fifteen (15) days of the final day of the event.
4. **Retaining event records** for two (2) years after the final day of the event. To enable verification of the collection and remittance of appropriate event fees, event records must be made available for inspection and photocopying by EMMP staff when requested.
5. **Collecting, signing, and promptly submitting** exhibitor or consignor *Drug Declaration Forms* within fifteen (15) days to the EMMP.

6. **Providing** a testing stall (when applicable), class lists, order of go, exhibitor/ consignor entry forms, and any other show materials requested by EMMP testers.

An event manager that fails to comply with EMMP regulations is **subject to civil penalties and/or suspension from hosting or managing an event for a period of 90-365 days** for each violation. An event manager who violates such a suspension by hosting or managing an event during the suspension period is subject to civil penalties for each violation.

EVENT REGISTRATION

There are four (4) ways to register an event at least sixty (60) days before the date of the event using the *Application to Register Event* (Form 76-024A):

- Register event online at <http://apps4.cdffa.ca.gov/emppublic/eventregistration.aspx>
- Download form from: www.cdffa.ca.gov/ahfss/Animal_Health/emmp/
- Call 916-900-5045 to request a form
- Email EMMP@cdffa.ca.gov to request a form.

Submit the completed form by email to: EMMP@cdffa.ca.gov or by mail to CDFA/EMMP, 1500 W. El Camino Ave #215, Sacramento, CA 95833.

Event Managers are responsible for immediately notifying EMMP staff of event date changes or event cancellations.

FEE COLLECTION AND REMITTANCE

Collect and remit \$5.00 for each horse entered or consigned to the event, within **fifteen (15) days** of the event.

- **Payment by Check:** Mail checks payable to CDFA – EMMP with the completed assessment form to CDFA/EMMP, 1500 W. El Camino Ave #215, Sacramento, CA 95833. Include Event Number on check.
- **Credit Card Payment Online:** Pay online at <https://secure.cdfa.ca.gov/egov/emmp/>

Have details available including event number and Master Card or Visa.

NOTIFICATION TO EXHIBITORS

Event managers are responsible for ensuring that competitors are aware of the Equine Medication Monitoring Program and the California Equine Medication Rule.

Event managers are encouraged to display EMMP materials, including the EMMP notice poster in a high traffic area for exhibitors, consignors and spectators to see. Materials will be provided by EMMP staff. Please request additional materials for larger events by contacting the EMMP office at 916-900-4045 or EMMP@cdfa.ca.gov.

Upon request, event managers must provide exhibitors with drug medication guideline materials. Refer exhibitors, with specific questions on the California Equine Medication Rule and compliance with the administration of drugs and medications, to the EMMP Veterinarian, Dr. Katie Flynn.

DRUG DECLARATION FORMS

A Drug Declaration Form (CDFA Form 76-027 or USEF Drugs and Medication Report Form) must be completed and filed with an event manager for any equine that has received a prohibited substance. An **owner/trainer** must complete and file a Drug Declaration for any equine that has received a prohibited substance within the three (3) days before the day being shown or within the five (5) days before the day of the sale (NSAIDs must also be claimed for sales).

Event managers must provide a Drug Declaration Form to exhibitors upon request. **An event manager must sign, time/date** the EMMP Drug Declaration Forms and either submit them to the EMMP field representative upon request or mail them to the EMMP office with the remittance form and fees collected within fifteen (15) days of the last day of the event. USEF Forms should be submitted to USEF who will share them if necessary with EMMP.

For additional information:
CDFA- EMMP: EMMP@cdfa.ca.gov
Event Registration/Administration:
(916) 900-5045
Drugs and Medications:
Dr. Katie Flynn, Equine Veterinarian
(916) 900-5039



Animal Health and Food Safety
Services

Equine Medication Monitoring Program



**Event Registration
Instructions and
Guidelines
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