

Please **DO NOT** return this page with your paperwork

IS YOUR 2011 PAPERWORK COMPLETE?

For FEI Foreign Competitions Including Canada & Mexico (outside the US)

In order to expedite the processing of your paperwork, please take a few minutes to review this check list before submitting your paperwork. All of the documents mentioned below can be found on the USEF website [www.usef.org / Disciplines/International/Athlete Services](http://www.usef.org/ Disciplines/International/Athlete Services). Please check our website each time before submitting forms or applications to ensure that you are using the most current version. Please dispose of outdated forms you may have on hand as we can no longer accept them

- You must be a US Citizen.** USEF can submit entries on behalf of US Citizens only. If you are not a US Citizen you must contact the Federation of your Nationality. Contact information for Federations can be found on www.fei.org.
- Renewed your 2011 USEF Membership?** Athletes competing in FEI level competitions must be an active (or life) member of USEF. *For assistance with your membership please contact the Membership Department located in our Kentucky office at (859) 225-2039.*
- Registered yourself and your horse(s) with the FEI for the year 2011?** The FEI mandates all athletes (in all disciplines) and horses are annually registered with the FEI. The registration form can be accessed on our website at www.usef.org. It is the responsibility of the athlete to communicate this information to their horse owner(s) and to see that this requirement is fulfilled. If you are competing on a foreign owned horse it is your responsibility to make certain the horse is registered with the FEI through the horse's Federation. *For assistance with FEI Horse and Rider Registration please contact our FEI Service Coordinator located in our Kentucky office at (859) 225-5989.*
- Life Recorded your horse(s) (if US owned) with USEF?** All US owned horses competing in FEI level competitions must be life recorded with USEF and must have a valid FEI passport. *For assistance with horse recordings please contact the Horse Registration & Services Department located in our Kentucky office at (859) 225-6987.*
- Does your horse(s) have a valid FEI Passport?** *For assistance with FEI passports please contact the Horse Registration & Services Department located in our Kentucky office at (859) 225-6987.*
- Clearly printed ALL information and signed your 2011 Application for International Competition?**
- Has the horse owner(s) signed your 2011 Code of Conduct & 2011 Release Form? (US Owned Horses Only)**
- Clearly printed ALL information, and signed your 2011 Eventing Fact Sheet? (Eventing Riders Only)**
- Clearly printed ALL information and signed your 2011 Endurance FEI Eligibility Form? (Endurance Riders Only)**
- Did you read the criteria to compete in a foreign FEI competition in your discipline to determine if you meet the criteria?** Criteria can be found on the Athlete Services webpage.
- If you do not meet the criteria did you submit (with your application) a letter requesting a waiver and include a list of your recent results?** Refer to the document 2011 Procedure to Request a Waiver to Compete In Foreign Competitions (Including Canada & Mexico) found on the Athlete Services webpage.

If you have any further questions regarding the application process please contact Athlete Services at llopez@usef.org or 908 326-1150.



UNITED STATES EQUESTRIAN FEDERATION
THE NATIONAL GOVERNING BODY OF EQUESTRIAN SPORT
ATHLETE SERVICES

P.O. BOX 83, GLADSTONE, NJ 07934
PHONE (908) 326-1150 : FAX (908) 719-7588
Cindy Stys : cstys@usef.org Lynn Lopez : llopez@usef.org

2011 URGENCY FEE CHARGE

Note: This urgency fee charge went into effect in January 2008

Please pass this memo on to your peers and students

There will be a \$75 non-refundable urgency fee charged to competitors who call Athlete Services at the last minute to enter a foreign FEI competition (including Canada and Mexico). An additional non-refundable urgency fee of \$150 will be charged to competitors who do not meet their discipline's criteria to compete abroad and are required to go through the waiver request process. Please note that urgency fees are in addition to the standard application fee per competition and waiver request fee (when waivers are required). Urgency fees will be charged to any competitors who wish to compete in a competition that is under 14 days from the time they contact Athlete Services. It is not the intention of the Federation to promote tardy applications which should be ideally received 58 days before the start date of the competition. If Athlete Services finds certain competitors who abuse the urgency fee policy, disciplinary action may be taken against the competitor.

Although an urgency fee may be charged, it does not always guarantee that an invitation will be received or a waiver granted.

In order for an urgent application to be considered competitors must already have in place:

- Current USEF membership
- Current AERC and AERCI membership (pertains to Endurance Riders only)
- Current horse recording
- Current FEI passport for horse
- Current FEI registration for rider
- Current FEI registration for the horse including foreign owned horses

Please pass this memo on to your peers and students. Thank you for your attention to this matter.



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2011

Withdrawal Procedure

JUMPERS PLEASE REFER TO

the section

WITHDRAWING OF ENTRIES

in the document "Protocols to

Be Followed by US Riders Wishing

to Compete Aboard"

2011 Withdrawal Procedure

Once an athlete has submitted an application should they need to withdraw, the following steps are to be taken immediately. **Jumpers please refer to the section WITHDRAWING OF ENTRIES in the document "Protocols to Be Followed by US Riders Wishing to Compete Aboard"**

WITHDRAWING FROM A COMPETITION

1. **When an invitation has been requested on behalf of the athlete but an invitation has not yet been extended.**
 - Athlete is to inform Athlete Services in writing (by email or fax) and include the reason for the withdrawal.
2. **When the athlete has received a personal invitation.**
 - Athlete is to inform Athlete Services in writing (email llopez@usef.org or fax 908 719-7588) and include the reason for the withdrawal.
 - Contact the affected Organizing Committee(s) immediately either fax or email apologizing for their action and copy Athlete Services on the correspondence (email llopez@usef.org or fax 908 719-7588). The Organizing Committee's contact information can be found in the schedule for that particular competition.
3. **After Athlete Services has submitted the NOM and/ or DEF entry.**
 - Athlete is to inform Athlete Services in writing (email llopez@usef.org or fax 908 719-7588) and include the reason for the withdrawal.
 - Contact the affected Organizing Committee(s) immediately either fax or email apologizing for their action and copy Athlete Services on the correspondence (email llopez@usef.org or fax 908 719-7588). The Organizing Committee's contact information can be found in the schedule for that particular competition.

IMPORTANT: The application fee per competition (and urgency application fee when applicable) is only refundable if the competition is cancelled or the Credentials Committee does not grant a competitor a waiver (when applicable) for that particular competition. The waiver request fee (and urgency waiver request fee when applicable) is non-refundable even if the waiver is denied.



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**2011 Application for FEI Foreign
Competition (including CAN & MEX)
Competition & Athlete Info
(For All Disciplines)
Page 1**

This application may be used for multiple competitions however all competitions must be listed in the appropriate space below.

- You must be a US Citizen and a current USEF member (in good standing) of competing or life status.
- Applications should be received by USEF Athlete Services, AT LEAST 2 MONTHS PRIOR TO THE COMPETITION.
- USEF has done away with the 'Credit Card Authorization' which athletes were required to submit with their application in the past. Instead you will be invoiced a NON-REFUNDABLE \$75 application fee for each competition listed (see exceptions below) and a \$200 waiver request fee (if applicable). In addition to the above fee(s) athletes applying for competitions 14 days or less from the start date of a competition will be charged a NON-REFUNDABLE \$75 urgency fee(s) and \$150 urgency waiver request fee (if applicable) as stated in the Urgency Fee Policy posted on the USEF website. Once you have been invoiced the fee(s), you will receive an email with instructions on how to make the payment.
- The application fee per competition (and urgency application fee when applicable) is only refundable if the competition is cancelled or the Credentials Committee does not grant the athlete a waiver (when applicable) for that particular competition and that the waiver request fee (and urgency waiver request fee when applicable) is non-refundable even if the waiver is denied.

COMPETITION INFORMATION

Before submitting your app please verify the name, level and date are correct by checking the calendar on www.horsesport.org

Competition Name - you <u>must</u> list category <u>AND</u> star level	Country	Month & Date of Competition	Jumpers <u>must</u> also list max. fence heights you intend to jump <u>AND</u> if competing in Amateur Classes
		2011	meters <input type="checkbox"/> Amateur Classes
		2011	meters <input type="checkbox"/> Amateur Classes
		2011	meters <input type="checkbox"/> Amateur Classes
		2011	meters <input type="checkbox"/> Amateur Classes
		2011	meters <input type="checkbox"/> Amateur Classes

ATHLETE INFORMATION

FIRST name	LAST name		
USEF #	FEI Registration #	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Email Address:	Date of Birth: MM-DD-YY	-	-

ATHLETE'S PRIMARY MAILING ADDRESS, PHONE AND FAX # (INCLUDING AREA CODE)

Phone – Cell	Street	
Phone – Landline	City	
Phone – Eve	State	Zip
Fax	Country (Abroad)	

PLEASE LIST TEL #S & EMAIL WHERE YOU CAN BE REACHED WHILE IN EUROPE (INCLUDING COUNTRY CODES)

Phone – Cell	Phone - Eve
Phone – Landline	Fax

Drivers Only: Competing as: Singles Pairs Four-In-Hand Competing with: Horses Ponies

Vaulters Only: Competing as: Individual Pas de Deux Team Member – name of Team

If competing as a team member 1) complete next 2 lines, 2) your coach must sign pages 4 & 5

Coach's Name: _____ Coach's Phone-Day: _____

Coach's Email: _____ Coach's Fax: _____

For Office Use Only

Life Active FEI Reg Email List Comp List Horse Info Qualified Needs Waiver Waiver Granted

Please return this page (PREFERABLY BY FAX) to:

USEF / Athlete Services / PO Box 83/ Gladstone, NJ 07934 / Tel. 908 326-1150 / Fax 908 719-7588



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2011 Application for FEI Foreign
Competition (including CAN & MEX)

GR 828 Questionnaire

(For All Disciplines)

Page 2

**IN ACCORDANCE WITH USEF GR 828 REGARDING PERMISSION
TO COMPETE ABROAD, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Are you a US Citizen YES NO *If you answered NO please do not return this form. Instead you must contact the Federation of your Nationality. Contact information for all Federations can be found on www.fei.org*
2. Are you currently a USEF member in good standing of competing or life status? YES NO
Memberships must be renewed annually unless you are a Life member.
The membership year starts on Dec. 1st thru Nov. 30th of the following year.
3. Have you been charged or found in violation of FEI or USEF rules, or the rules of any other National Federation or USEF affiliated association? YES (SEE BELOW) NO
4. Have you been indicted, named in an information, convicted or disciplined by an administrative agency, humane society or court of law, whether civil, criminal or administrative, for an act, which would be in violation of USEF rules.
 YES NO

If You Have Answered Yes To #s 3 And / Or 4, Please Provide Details Below Which Must Be Signed & Dated.

5. By signing below, the applicant is verifying that the information above is accurate and agrees to immediately advise Athlete Services of USEF (phone number 908 326-1150) if any of the above answers change.
6. By signing below I understand the application fee per competition (and urgency application fee when applicable) is only refundable if the competition is cancelled or the Credentials Committee does not grant a competitor a waiver (when applicable) for that particular competition and that the waiver request fee (and urgency waiver request fee when applicable) is non-refundable even if the waiver is denied.
7. By signing below I understand the FEI mandates all athletes (in all disciplines) and horses are annually registered with the FEI and that it is my responsibility to communicate this information to the horse owner(s) and to see that this requirement is fulfilled. I also understand that if I compete on a foreign owned horse it is my responsibility to make certain the horse is registered with the FEI through the horse owner's Federation.

Athlete (print name)	Athlete signature	USEF #	Date
Parent/Guardian (print name)	Parent or Guardian signature (if Athlete is under 18)	USEF #	Date

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2011 Application for FEI Foreign Competition (including CAN & MEX)
Horse Information Page
(For All Disciplines)
Page 3

You may make additional copies of this page if you have more horses

PLEASE CLEARLY PRINT ALL INFORMATION AS IT APPEARS IN THE FEI PASSPORT

The FEI mandates all athletes (in all disciplines) and horses are annually registered with the FEI. It is the responsibility of the athlete to communicate this information to their horse owner(s) and to see that this requirement is fulfilled. If you are competing on a foreign owned horse it is your responsibility to make certain the horse is registered with the FEI through the horse's Federation.

Horse's Name			
USEF Recording #		US owned horses <u>MUST</u> be Life Recorded with USEF	
FEI Passport #		Horse must have valid FEI International Passport	
Sex	<input type="checkbox"/> Gelding <input type="checkbox"/> Mare <input type="checkbox"/> Stallion	Breed	
Color		Sire	
Year of Birth		Dam	
Country of Birth		Sire of Dam	

THIS IS A FOREIGN OWNED HORSE <input type="checkbox"/>			Foreign owned horses are <u>not</u> required to be Life Recorded with USEF however they <u>must</u> be registered with the FEI. Foreign owners (non US citizens) are not required to be members of USEF.
Owner's	Last Name		
	First Name		
	Nationality		

THIS HORSE IS OWNED BY A US CITIZEN <input type="checkbox"/>			
Owner	Farm/Org.		If horse is owned by a organization or a farm, you <u>must</u> also provide the name of individual who owns the or organization. This individual <u>must</u> be an active member of USE (or Life Member)
	USEF #		
Owner's	Last Name		
	First Name		
	USEF #		

DRESSAGE RIDERS ONLY MUST ALSO COMPLETE THIS SECTION	
This horse will compete in the	Big Tour <input type="checkbox"/> Small Tour <input type="checkbox"/>
VAULTERS ONLY MUST ALSO COMPLETE THIS SECTION	
Longeur: _____	Reserve Longeur: _____
Will this horse also be used by another country in this same CVI? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, which country will be responsible for the horse while the horse is at this CVI? Country: _____	

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Horse: Life Recorded 2011 FEI Reg Exp Date of Passport in AHSD _____

US Owners Only Life Member Active Member

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2011 Application for FEI Foreign Competition (including CAN & MEX)

Code of Conduct (For All Disciplines)

Page 4

UNITED STATES EQUESTRIAN FEDERATION, INC. CODE OF CONDUCT

As a United States Equestrian Federation, Inc. (USEF) competitor and/or horse owner, I acknowledge my obligation to uphold and adhere to the highest standards of horsemanship, sportsmanship, and citizenship whenever I am representing my country whether as a team member, individual competitor, or horse owner, and whether during actual competition or not.

As a horseman, I will place my horse's welfare above all other considerations and faithfully observe both the USEF and the FEI Codes of Conduct.

As a sportsman, I will know and comply with all pertinent rules of USEF as my National Governing Body (NGB), the FEI as the International Governing Body, and, when applicable, the U.S. and International Olympic Committees, and honor the principles of fair play inherent in them. I will place the interests of the team above my own, and respect the decisions of its duly appointed/elected officials, made in the team's best interest.

As a citizen, I will respect the laws of my own country as well as those of foreign countries in which I or my horse(s) may compete. Knowing that as a USEF competitor and/or horse owner I also serve as an Ambassador for my sport, USEF, and my country. I will endeavor at all times to reflect credit on them through my conduct, dress, and behavior.

I clearly acknowledge my responsibility to ensure that my employees who accompany me whenever I am competing and/or representing my country also abide by this Code of Conduct.

I understand and accept that serious or repeated transgressions of these Codes may be grounds for suspension from a squad or team, or other appropriate disciplinary action. In addition, I agree to abide by selection procedures established by USEF wherever applicable.

Finally, I fully understand that entries will not be made until this application form is signed and completed in full and that this application indicates my intent to compete. Failure to participate may result in disciplinary action on USEF by the FEI (FEI Statutes 002.1, GR121.12). I agree to reimburse all fines imposed by the FEI on USEF for failure to participate in the competitions entered and agree to honor all other penalties including possible and further disciplinary action.

_____ Athlete (print name)	_____ Athlete signature	_____ USEF #	_____ Date
_____ Parent/Guardian (print name)	_____ Parent or Guardian signature (if Athlete is under 18)	_____ USEF #	_____ Date
_____ Owner – US Owner only(print name)	_____ Owner signature	_____ USEF #	_____ Date
_____ Name of Horse (print name)	_____ Horse's USEF #		
_____ Coach (print name) <i>for Vaulting only if competing as a team member</i>	_____ Coach signature If applicable) <i>for Vaulting only if competing as a team member</i>		_____ Date

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**2011 Application for FEI Foreign
 Competition (including CAN & MEX)
 Release Form
 (For All Disciplines)
 Page 5**

UNITED STATES EQUESTRIAN FEDERATION, INC.
RELEASE, ASSUMPTION OF RISK, WAIVER AND INDEMNIFICATION
This document waives important legal rights. Read it carefully before signing.

I AGREE, in consideration for my participation as a competitor, and therefore a representative of the United States and the United States Equestrian Federation, Inc. (the National Federation), to the following:

I AGREE that I choose to participate voluntarily with my horse, as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, or as parent or guardian of an exhibitor under 18 years of age. I am fully aware and acknowledge that horse sports involve inherent dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death ("Harm").

I AGREE to release the Federation from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm caused by me or my horse to others, even if the Harm resulted, directly or indirectly, from the negligence of the Federation.

I AGREE to expressly assume all risks of Harm to me, or my horse, including Harm resulting from the negligence of the Federation.

I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Federation and to hold it harmless with respect to claims for Harm to me, or my horse, and for claims made by others for any Harm caused by me, or my horse at the Competition.

I AGREE that "the Federation" as used above includes all of its officials, officers, directors, employees, agents, personnel, volunteers and affiliated organizations.

I represent that I have the requisite training, coaching and abilities to safely compete in this competition. BY SIGNING BELOW, I AGREE to be bound by all of the above terms, by all applicable Federation Bylaws and General Rules, FEI rules and USOC Bylaws..

Rider/Driver/Handler/Vaulter/Longeur

Print Name: _____

Signature: _____ Date: _____

Owner/Agent

Print Name: _____

Signature: _____ Date: _____

Parent/Guardian (Required if Rider/Driver/Handler/Vaulter/Longeur is under eighteen years of age.)

Print Name: _____

Signature: _____ Date: _____

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THIS PAGE TO BE COMPLETED BY **ENDURANCE RIDERS ONLY**

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2011
Endurance FEI Eligibility Form
For FEI Foreign Competition
(Including CAN & MEX)
(PLEASE PRINT LEGIBLY)

Please complete a separate form for each horse you are entering

An explanation of requirements for entering 2011 FEI Endurance Competitions can be found on our website www.usef.org

I, _____ am entering the following competition
(print rider's name)

Check (one) appropriate division below.	Competition Name - If uncertain of name check calendar on the FEI's website www.fei.org	Country	MM-DD-YYY of Competition
1*(80 km) <input type="checkbox"/> , 2* (120 km) <input type="checkbox"/> or 3* (160 km) <input type="checkbox"/>			- - 2011

I understand that I and my horse(s) must meet the qualifications as stated in article 816 of the FEI Rules for Endurance Events 7th Edition, effective 1st January, 2009 as posted on the USEF website <http://www.usef.org>. I hereby declare that I am qualified to enter the above competition and distance and I provide the following list of AERC and/or FEI competitions as proof.

IF YOU WERE ENTERED IN THE FEI DIVISION CHECK THE BOX.

You MUST complete the rider AND horse section. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Rider's Name:	USEF #	FEI #
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>		
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>		
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>		
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>		

Horse's Name:	FEI #
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>	
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>	
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>	
Ride: _____ Date: _____ Distance: _____ Time: _____ FEI: <input type="checkbox"/>	

If this information is inaccurate, I understand that I may be responsible for fines imposed by the FEI and/or lose my classification in the event.

Rider's Signature: _____ Date: _____

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THIS PAGE TO BE COMPLETED BY EVENTING RIDERS ONLY



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2011 Eventing Fact Sheet

For FEI Foreign Competition (including CAN & MEX)

Below, please list in detail the horse and rider's competitive record of the previous 24 months, and include all future competitions leading to the event in question. If the horse competed with a different rider you must state this.

Please Clearly Print All Information

Competition Name – you must include star (*) level of this competition		Country	Month & Date of Competition	
Rider: First Name		Last Name:		USEF #
Email:		Cell or Day #		Fax #
Horse: Name				Horse's USEF #

We will review your results on either the USEA, British Eventing or the FEI websites (whichever is applicable). If you have just competed in competition(s) in the past 2 weekends, please list your results below with horse you intend to compete with in foreign CCI or CIC since it's possible these results have not yet been posted on the above websites.

Date mo/yr	<i>Event name, category & level</i>	Completed yes / no?	<i>Horse's Name</i>	Dressage Score	X-C Jump Pen.	X-C Time Pen.	Show Jumping Jump Pen.	Placing

List future competitions you plan on using as qualifiers for the event in question (include division and date):

1.	4.
2.	5.
3.	6.

I acknowledge the information provided is true to the best of my knowledge and that I have not omitted any information relevant to qualifying under the current FEI/USEF rules.

Print name: _____ **Signature:** _____ **Date:** _____

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