



## UNITED STATES EQUESTRIAN FEDERATION

THE NATIONAL GOVERNING BODY OF EQUESTRIAN SPORT

### ATHLETE SERVICES

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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"**

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### 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](mailto: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](mailto: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](mailto: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](mailto: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.