



## 2022 U.S. FEI Eventing Calendar *Policies and Procedures*

### Overview

The aim of these policies and procedures is to produce the most effective U.S. sporting calendar. It is important to note at the outset that these policies and procedures do not replace the USEF Licensing and/or Mileage Rules.

USEF may submit dates on the FEI calendar for events that are conditionally approved in advance of an Organizer receiving their one (1) year Federation license. An event/competition is not USEF approved unless and until a Federation license has been issued. **Organizers must be very clear that an event appearing on the FEI Calendar does not equate to approval of the Federation license for this event.** Ultimate approval lies with the USEF Board of Directors and is demonstrated by a properly executed competition license agreement.

### Applications, Review, Approval, and Fees

*Please note applications for CCI4\*-L, CCI5\*-L and CCI0 competitions are only accepted via invitation.*

**USEF Application Deadline:** Applications for events wishing to be submitted to the FEI by October 1 for the following calendar year must be submitted to USEF no later than March 1. Any application received after the below deadlines has NO guarantee of being submitted to the FEI for the applicable October 1 deadline.

### **USEF Review Procedure:**

**March- April 15:** USEF Staff and the USEF Eventing Calendar Working Group (CWG) will review the proposed dates and identify areas of concern and/or opportunity in the calendar. These areas of concern and/or opportunities will be communicated to the impacted Organizing Committees (OCs) with the intent of working with OCs to resolve the areas of concern and/or opportunity prior to further review of the calendar.

Criteria outlined in Annex A will be consulted to alleviate potential areas of concern in the proposed calendar.

**April 15-May 1: Open Review:** Proposed calendars are circulated to all OCs that submitted an application. OCs may request modifications, cancellations, or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Christina Vaughn at [cvaughn@usef.org](mailto:cvaughn@usef.org) no later than May 1.

**May 1– June 1:** USEF Staff and the CWG work with OCs on modification requests and resolving remaining areas of concern. The proposed calendar will be forwarded to the USEF Eventing Sport Committee (ESC).

**Beginning of July:** ESC reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff and CWG will work with OCs to resolve areas of concern and re-submit the calendar to the ESC prior to sending the calendars to the USEF International Discipline Council (IDC) or an IDC Ad Hoc Calendar Group.

**September:** IDC reviews calendars and makes recommendations to the USEF Board of Directors (BOD) or an Ad Hoc Calendar Group approved by the USEF BOD. The BOD approves calendars prior to the October 1 submission deadline to the FEI.

**Application/Calendar Fees:** (These are FEI Calendar fees and subject to the FEI fees published annually by the FEI.)

FEI Calendar Fee for all CCI3\*-L and CCI3\*-S competitions and below: \$360

FEI Calendar Fee for all CCI4\*-L and CCI4\*-S competitions and above: \$600

The FEI Calendar Fee will be invoiced once the OC's application has been approved by the ESC. The FEI Calendar Fee can also be remitted together with this application. Please be advised that the OC's event cannot hold a place on the FEI Calendar until the FEI Calendar Fee is paid in full. Non-payment of the FEI Calendar Fee in a timely fashion will result in a late fee.

**FEI Calendar Procedure:** The dates for FEI events will also be subject to FEI Rules. See FEI General Regulations Article 112. The FEI Calendar is approved annually after the FEI General Assembly in November by the FEI Secretary General.

### **Late Applications & Modifications**

**USEF Late Applications and Modifications Deadlines:** It is understood that at times there are circumstances where an OC is not able to meet the applicable USEF application deadlines or must modify their event. Modification requests are changes to the organizer, date, or location (see below for Downgrading) of application submitted on time and made after the regular Open Review period. In these instances, the following deadlines have been established:

- For CCI3\*-L and CCI3\*-S competitions and below, event late applications and modifications will only be considered if received by USEF a **minimum of 22 weeks prior** to the start of the event.
- For CCI4\*-L and CCI4\*-S competitions and below, event late applications and modifications will only be considered if received by USEF a **minimum of 16 weeks prior** to the start of the event.
- Late applications or modifications received after **August 1** have **NO** guarantee of being submitted to the FEI for the applicable October 1 deadline due to the review procedure.

### **USEF Review Procedure:**

- USEF will notify the OCs (FEI) that have an event on the date of the late application or modification two weeks prior to and two weeks following the competition's date as listed on the application. The OCs concerned will have 14 days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to Christina Vaughn at [cvaughn@usef.org](mailto:cvaughn@usef.org).
- USEF Staff and CWG will review the OC comments received. CWG will utilize the criteria outlined in Annex A and make a recommendation to the ESC.
- ESC reviews the recommendation of the CWG and will make a recommendation to the IDC, BOD or BOD Ad Hoc Calendar Group as required.
- USEF may submit the late application/modification request to the FEI prior to IDC and the BOD or BOD Ad Hoc Calendar Group approval if ESC is in unanimous agreement. USEF reserves the right to hold the submission to the FEI until approved by the IDC, the BOD or BOD Ad Hoc Calendar Group.

**FEI Calendar Procedure:** Late applications or modifications will also be subject to FEI Rules. See FEI General Regulations Article 112.

### Fees for Late Applications, Modifications & Cancellations

**Late applications** are applications received after the appropriate March 1 deadline listed above, *and includes the addition of a level*, and will be charged as follows:

- a. CCI5\*-L and below competitions and below: \$1,000 flat fee.

**Modification requests, for a submitted application by March 1**, are changes to the organizer, date, or location (see below for Downgrading) of application submitted on time and made after the regular Open Review period. Modification requests will be charged a \$75 flat fee plus \$10 per month for each month past the applicable deadline of March 1.

**Cancellation** of any FEI event outside of the regular Open Review period must provide specific reasoning, which will be included in the file for future applications.

**Downgrading** of a USEF BOD approved event will incur a modification fee.

If an event does not receive approval from the FEI, fails to receive a USEF License, or in other exceptional circumstances approved by the USEF CEO, a portion of the fee may be waived at the discretion of the USEF CEO or his designee.

*Other FEI Categories such U25, Junior, Young Rider, Youth Team Challenge etc. will be treated the same as a CCI3\*-L/CCI3\*-S competitions and below throughout this document when determining the procedure for Late Applications, Modifications, or Cancellations.*

### Annex A

- ❖ Primary criteria:
  - Technical aspects (arena footing, cross country footing, turf management, stabling, schedule, prize money, officials, etc.)
  - High Performance Sport impact; impact on the cross discipline key events calendar
  - How the event fits with the plans for U.S. Eventing Teams
  - Growing equestrian sport in the U.S.
- ❖ Previous experience and expertise of the Organizing Committee
- ❖ Developing volunteer opportunities and volunteer numbers
- ❖ Opportunities for benefits for Developing athlete programs and competitions
- ❖ Generating participation in equestrian sport
- ❖ Benefit to and interaction with the local community
- ❖ Media related impact and TV opportunities
- ❖ Opportunities to attract new sponsors or link existing USEF sponsors
- ❖ Opportunities for the USEF to interact with existing and potential donors