NAYC/USEF DRESSAGE QUALIFYING CALENDAR
POLICIES AND PROCEDURES

OVERVIEW
The aim of these policies and procedures is to produce the most effective and accessible qualifying calendar for NAYC and USEF National Championships. It is important to note at the outset, that these policies and procedures do not replace the USEF Licensing and/or Mileage Rules.

APPLICATIONS, REVIEW, APPROVAL, AND FEES
Please note FEI competitions follow separate procedure which can be found here.

USEF Application Deadline
Applications for events wishing to be considered for the NAYC/USEF Qualifying Competitions Calendar must be submitted no later than May 1st for the following calendar year with the required fee (see below). A late application may be submitted until June 15th however additional fees will apply (see below).

USEF Review Procedure (All dates in the following timeline are approximate)

May – June 15: USEF Staff and USEF Dressage Competitions Working Group 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 organizers with the intent of working with organizers to resolve the areas of concern and/or opportunity prior to further review of the calendar.

Criteria outlined on pages 3 and 4 of this document will be consulted to alleviate potential areas of concern in the proposed calendar.

June 15 – July 1: Open Review: Proposed calendars are circulated to all Managers that submit an application. Managers may request modifications, cancellations, or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Laura Roberts at LRoberts@usef.org no later than July 1.

Beginning of August: If potential areas of concern have been communicated to USEF, Staff and the Competitions Working Group will work with applicable Managers to resolve areas of concern prior to final approval.

September: Competitions Working Group grants final approval / disapproval of NAYC/USEF Qualifying Competitions Calendar according to criteria outlined.

Application/Calendar Fees
- Application fee (Received by May 1st) $25

The NAYC/USEF Qualifying Competitions Calendar Application and fees will be required at the time the application is submitted. This does not include the USEF licensing fee that is due at the time the competition license is renewed.

FEI Calendar Procedure
FEI events are automatically added to the NAYC/USEF Qualifying Competitions Calendar if approved as a CDI. If an FEI event is downgraded or cancelled, an Organizer may submit a request to USEF in order to retain NAYC/USEF Qualifying Competition status. These requests must be submitted immediately to the USEF Dressage Department in writing to Laura Roberts (lroberts@usef.org) and are subject to a $25 application fee.

The Policies and Procedures for the US FEI Calendar can be found here.
LATE APPLICATIONS & MODIFICATIONS

USEF Late Applications and Modifications Deadlines
It is understood that at times there are circumstances where a Manager 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:

- Late Applications will only be considered if received by USEF by June 15th for the following calendar year. Late applications must provide detailed reasoning for missing the initial deadline.
- Modifications may be made to approved competitions however they must be received a minimum of 12 weeks prior to the competition and are subject to approval of the Dressage Competitions Working Group. Exceptions may be made for this rule in extraordinary circumstances. Modifications include:
  o Change of Date(s) from Date(s) Submitted on Application
  o Change of Venue/Location from Venue/Location Submitted on Application
  o Addition of Date(s) from Date(s) Submitted on Application
  o Changes of Manager/Secretary must be submitted to the USEF Competitions Department however no approval is required as long as Manager/Secretary meet qualification requirements for Level 3 competitions.
- Late Applications will not be accepted after June 15th for the following calendar year.
- Late Application Fee – see below.

USEF Review Procedure
- USEF will notify the Managers that have an event on the date of the late application or modification, one week prior to, and one week following. Managers 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 Laura Roberts at LRoberts@usef.org.
- USEF Staff and the designees of the dressage sport committee will review the Manager comments received. The Working Group, or its designees, will utilize the criteria outlined in making their decision.

FEES FOR LATE APPLICATIONS, MODIFICATIONS & CANCELLATIONS

Late Applications are those received after the May 1st deadline listed above and will be charged as follows:
- Late Application fee (Received between May 2 and June 15): $300

Modification Requests (as defined above) of an application submitted on time and made after the regular Open Review period will be charged a $25 fee (subject to additional licensing fees and mileage).

Cancellation of any NAYC/USEF event outside of the regular Open Review period must be received in writing to Laura Roberts (lroberts@usef.org) with specific reasoning concerning the cancellation. The cancellation notification will be included in the file for future applications. There is no cancellation fee. All previously paid application fees are not refundable.
Criteria Considered by USEF Competitions Working Group

The USEF Competitions Working Group is dedicated to ensuring athletes have access to high quality and well managed competitions within their qualifying Region. In Regions with a high number of competitions, there may be cause to limit the number of competitions held on the same dates to increase competition among competitors.

Primary criteria:
- Technical Aspects (footing, stabling, schedule, prize money, officials, etc. per FEI and USEF Rules including the criteria for Level 3 Competitions)
- Input from USDF Regional Director
- TD Reports from previous years
- Rule violations

Other considerations (these factors are considered as a whole and in no particular order, meeting one consideration does not guarantee an application will be approved or disapproved):
- Manager and Secretary must be eligible for Level 3 competitions per DR 126.
- Balancing number of CDIs vs CDNs within a region or area.
- Conflicting Dates: the following factors are taken into consideration when two or more competitions within a Region apply for the same dates:
  - Mileage Rule limitations are used, we multiply the mileage limit by four
  - Regions with 50 mile restrictions use 200 miles and those with 100 use 400 miles.
- The Number of entries per division from previous years may also be taken into consideration.
- Management Teams & Venues with Multiple Applications: effort is made to space out approved qualifiers and there may be a need to mix management teams & venues with others that may have similar schedules.
- Quality (if known) of venue, primarily footing & stabling. If competition evaluations have been submitted for competitions, the comments are reviewed (evaluation forms remain anonymous!)
- Limits of season: Traditionally no qualifiers are held in August. However, the competitions working group may make exceptions as they see fit.
- New Competitions: In general, new competitions applying are only approved if they have held Level 2 competitions in the past. Check Technical Delegate reports for previous history of competition
- Historical Competitions or Traditional Dates: Unless there is a reason to disallow a competition to continue as a qualifier, competitions that have been approved as qualifiers in the past are normally approved. The same applies if a competition has a ‘traditional’ date.
- Other: The location of Regional Championships and the proximity to another Region is considered as it may help an area have enough qualifying opportunities (LaCrosse, Wisconsin area to Minneapolis).

By submitting an application, a Manager agrees they will meet the following criteria:

Level of Competition: Competitions approved as USEF/NAYC qualifiers are considered Level 3 competitions. A competition and all associated officials and staff must fully comply with the requirements of a Level 3 competition (and/or above). In addition, the correct qualifying classes must be offered. Please refer to the Required Classes and Judge Requirements section. The Level 3 show cannot be immediately preceded by a show of a lower level (i.e. it is not permitted to hold a Level 2 show on a Friday and then the qualifier on Saturday and Sunday).

Modifications: If modifications do not follow the process outlined in the Policies and Procedures, the competition may be removed as a NAYC/USEF Qualifying Competition.

Qualifying Classes: Qualifying classes may only be offered once per qualifying competition. NONE of the “qualifying” tests may be offered as part of a Test of Choice class (unless noted below).

FEI Children, Pony Rider, Junior and Young Rider Team Tests: The Team Test must be scheduled PRIOR to the Individual and Freestyle Tests. Freestyle Tests may be offered before Individual Tests.
**One Athlete Rule:** For USEF qualifying for Children, Pony Riders, Juniors, Young Riders, Brentina Cup (Young Adults), and Young & Developing Horse divisions, within 24 hours prior and at no time during the competition, may any horse entered in a USEF Qualifying class be ridden by anyone other than the athlete entered in that class on that horse, under penalty of disqualification from the class for USEF championship qualifying purposes. Exception: grooms riding on a loose rein. For purposes of this rule, the competition starts when horse and athlete arrive on the show grounds.

**Licenses:** All competitions must retain current and correct USEF licenses and USDF recognition. Competitions held over the course of a weekend are considered one qualifying opportunity, even if they have separate license/recognition numbers.

**CDIs:** In addition to the designated USEF/NAYC Qualifying Competitions, CDIs may also serve as qualifiers. An athlete/horse combination cannot earn a qualifying score in a national competition (CDN) if a CDI with the respective division category is also held at the event, i.e. CDI-Ch; P; J; Y; U-25; and CDI-YH [exception: When qualifying for Developing Horse Prix St. Georges and Grand Prix National Championships and for the Four Year Old division (FEI Four Year Old Test does not count)]. Please refer to each respective Qualifying Requirements.
Proper Section Codes for Score Reporting:

In addition to USEF and USDF score reporting requirements, approved Qualifying competitions are REQUIRED to e-mail these results VIA PDF to both the USEF & USDF Dressage Departments (LRoberts@usef.org / results@usdf.org) within forty-eight (48) hours of the conclusion of your competition. Qualifying competitions held the final weekend of the 2019 NAYC qualifying period (anticipated to be June 17, 2019) must submit scores within twenty-four (24) hours of the competition’s conclusion.

As a reminder, please use the section codes below when reporting scores to USEF Competitions Department via .DAT files.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Section Code</th>
<th>Test Name</th>
<th>Program/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRESSAGE</td>
<td>1551</td>
<td>USEF Dressage Test for 4-Year-Old Horses</td>
<td>4 Year Old Young Horse</td>
</tr>
<tr>
<td>DRESSAGE</td>
<td>1542</td>
<td>FEI Dressage Test for 5-Year-Old Horses (Final and Preliminary)</td>
<td>5 Year Old Young Horse</td>
</tr>
<tr>
<td>DRESSAGE</td>
<td>1543</td>
<td>FEI Dressage Test for 6-Year-Old Horses (Final and Preliminary)</td>
<td>6 Year Old Young Horse</td>
</tr>
<tr>
<td>DRESSAGE</td>
<td>1562</td>
<td>FEI Dressage Test for 7-Year-Old Horses (Final and Preliminary)</td>
<td>7 Year Old Young Horse</td>
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<tr>
<td>DRESSAGE</td>
<td>1553</td>
<td>USEF Developing Prix St. Georges</td>
<td>Developing Horse Prix St. Georges</td>
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<tr>
<td>DRESSAGE</td>
<td>1553</td>
<td>USEF Developing Grand Prix</td>
<td>Developing Horse Grand Prix</td>
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<tr>
<td>DRESSAGE</td>
<td>1555</td>
<td>FEI Grand Prix 16-25</td>
<td>Brentina Cup</td>
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<tr>
<td>DRESSAGE</td>
<td>1535</td>
<td>FEI Intermediate II</td>
<td>Brentina Cup</td>
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<tr>
<td>DRESSAGE</td>
<td>1597</td>
<td>FEI Junior (Team and Individual)</td>
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<td>DRESSAGE</td>
<td>1598</td>
<td>FEI Junior Freestyle</td>
<td>Junior</td>
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<tr>
<td>DRESSAGE</td>
<td>1597</td>
<td>FEI Young Rider (Team and Individual)</td>
<td>Young Rider</td>
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<tr>
<td>DRESSAGE</td>
<td>1598</td>
<td>FEI Young Rider Freestyle</td>
<td>Young Rider</td>
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<tr>
<td>DRESSAGE</td>
<td>1560</td>
<td>FEI Children (Team and Individual)</td>
<td>Children</td>
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<tr>
<td>DRESSAGE</td>
<td>1594</td>
<td>FEI Pony (Team and Individual)</td>
<td>Pony</td>
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<td>DRESSAGE</td>
<td>1557</td>
<td>CDI - Grand Prix Open</td>
<td>Grand Prix (For CDI competitions)</td>
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<tr>
<td>DRESSAGE</td>
<td>1558</td>
<td>CDI - Grand Prix Special</td>
<td>Grand Prix (For CDI competitions)</td>
</tr>
<tr>
<td>DRESSAGE</td>
<td>1559</td>
<td>CDI - Grand Prix Freestyle</td>
<td>Grand Prix (For CDI competitions)</td>
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<tr>
<td>DRESSAGE</td>
<td>1549</td>
<td>CDI-AM FEI Grand Prix</td>
<td>Grand Prix - Am (For CDI competitions)</td>
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<td>DRESSAGE</td>
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<td>Prix St. Georges</td>
<td>Intermediaire I (For CDI competitions)</td>
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<td>Intermediate I</td>
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<td>Intermediate I Freestyle</td>
<td>Intermediaire I (For CDI competitions)</td>
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<td>DRESSAGE</td>
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<td>FEI Prix St. Georges for Amateur CDIAm</td>
<td>Intermediaire I - Am (For CDI competitions)</td>
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<td>FEI Intermediate I for Amateur CDIAm</td>
<td>Intermediaire I - Am (For CDI competitions)</td>
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<td>DRESSAGE</td>
<td>1534</td>
<td>Intermediate I Freestyle - CDIAm</td>
<td>Intermediaire I - Am (For CDI competitions)</td>
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</table>
**JUDGE REQUIREMENTS & REQUIRED TESTS:**

**Judges:** A panel of at least two (2) FEI or USEF ‘S’ judges must officiate all:

- FEI Children Tests
- FEI Pony Rider Tests
- FEI Junior and Young Rider Tests
- FEI Grand Prix 16-25 and Intermediate II Tests *(At least one judge must differ per panel for qualification purposes)*
- USEF Developing Horse Prix St. Georges and Grand Prix Tests
- FEI Young Horse Tests for Four*, Five and Six-Year-Olds *(All Judges must have USEF or FEI Young Horse Judging Designation)*

*Note:*

- The Markel/USEF qualifying test for Four-Year-Olds must be officiated by a panel of at least two judges, of which one *may* optionally be a USEF “R” judge. The remaining judges must be USEF “S” and/or FEI judges.
- For all FEI Young Horse Tests and the USEF Four-Year-Old Test, all judges assigned to these qualifying tests must have USEF or FEI Young Horse Judging Designation. The designations are listed on the online rosters on the USEF and FEI websites.

**Required Tests:**

<table>
<thead>
<tr>
<th>Pony</th>
<th>Children</th>
<th>Junior</th>
<th>Young Rider</th>
<th>Young Adult ‘Brentina Cup’</th>
<th>Young Horse</th>
<th>Developing Horse</th>
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</thead>
<tbody>
<tr>
<td>FEI Pony Team Test</td>
<td>FEI Children Team Test</td>
<td>FEI Junior Team Test</td>
<td>FEI Young Rider Team Test</td>
<td>FEI Intermediate II Test</td>
<td>USEF Four-Year-Old Test</td>
<td>USEF Developing PSG Test (7-9 year olds)</td>
</tr>
<tr>
<td>FEI Pony Individual Test</td>
<td>FEI Children Individual Test</td>
<td>FEI Junior Individual Test</td>
<td>FEI Young Rider Individual Test</td>
<td>FEI Grand Prix 16-25 Test</td>
<td>FEI Five-Year-Old Final Test</td>
<td>USEF Developing Grand Prix Test (8-10 year olds)</td>
</tr>
<tr>
<td><strong>FEI Pony Freestyle may also be offered.</strong></td>
<td>N/A</td>
<td>FEI Junior Freestyle Test</td>
<td>FEI Young Rider Freestyle Test</td>
<td>FEI Grand Prix Freestyle <em>(Can be ridden as a TOC – See Qualifying Requirements)</em></td>
<td>FEI Six-Year-Old Final Test</td>
<td></td>
</tr>
</tbody>
</table>

*These tests must be held as individual classes which are specifically designated as USEF or NAYC qualifying.
“Test of Choice” classes will not count towards a qualifying score.
Please note Preliminary Tests for 5- and 6-year-olds do NOT count towards qualification.*
Designated qualifying competitions must comply with all of the outlined requirements above, as well as the USEF Dressage Rules, USEF General Rules, and Qualifying Requirements that apply to these competitions. Failure to comply may result in investigation, penalties, and sanctions and will affect a competition’s future status as a qualifier. If you determine that your competition is unable or unwilling to comply with these requirements and would like to be removed from the official qualifying competition list, please contact me immediately.

We appreciate your participation and for helping provide these special qualifying opportunities for your exhibitors. If you have any questions, please do not hesitate to contact me.

Sincerely,

LAURA ROBERTS
Director, Dressage Performance & Event Support
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e lroberts@usef.org
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