



2025 USEF/NAYC 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 USEF National Championships and FEI North American Youth Championships (NAYC) (“USEF/NAYC Qualifying Competitions Calendar”). It is important to note at the outset, that these policies and procedures do not replace the USEF Licensing and/or Mileage Rules. Specific qualifying class requirements, including required judges and tests, will be noted in relevant Championship Qualifying Requirements and Selection Procedures.

APPLICATIONS, REVIEW, APPROVAL, AND FEES

Please note FEI competitions follow separate procedures which can be found [here](#).

USEF Application Deadline

Applications for events wishing to be considered for the USEF/NAYC Qualifying Competitions Calendar must be submitted no later than May 1st 2024 for the 2025 calendar year through August of 2026 with the required fee (see below). A late application may be submitted, however additional fees will apply (see below).

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

May 1: Applications must be received by USEF.

May 2 - June 15: USEF Staff and USEF Dressage Calendar 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 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 considered to alleviate potential areas of concern in the proposed calendar.

June 15-July 15: Open Review: Proposed calendars are circulated to all organizers 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 Lauren Moore in writing at lmoore@usef.org no later than July 15.

Beginning of August: USEF Calendar Working Group reviews calendar and feedback during the Open Review. If potential areas of concern have been communicated by competition organizers to USEF, Staff and the Calendar Working Group will work with applicable Managers to resolve areas of concern where possible. The calendar will then be submitted to the USEF Dressage Sport Committee for review, prior to sending the calendars to the USEF Board of Directors, Executive Committee or an Ad Hoc approved by the USEF Board of Directors, for final approval.

By September 2024: The USEF Board of Directors, Executive Committee, or an Ad Hoc approved by the USEF Board of Directors grants final approval/disapproval of USEF/NAYC Qualifying Competitions Calendar through 2026 according to criteria outlined.

Application/Calendar Fees

- Application fee (Received by May 1st) is twenty-five dollars (\$25.00)
- Late Application fee is three hundred dollars (\$300.00)

The USEF/NAYC 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, or any license modification fees that may be required if the application is approved.

FEI Calendar Procedure

FEI events may be added to the USEF/NAYC 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 USEF/NAYC Qualifying Competition status. These requests must be submitted immediately to the USEF Dressage Department in writing to Lauren Moore (lmoore@usef.org) and are subject to a twenty-five dollar (\$25.00) application fee.

The Policies and Procedures for the US FEI Calendar can be found [here](#).

USDF Regional Dressage Championships Procedure

Great American/USDF Regional Dressage Championship Competitions may be added to the USEF/NAYC Qualifying Competitions Calendar. These competitions will be required to hold USEF/NAYC Junior/Young Rider Qualifying Classes. Regional Championship competitions wishing to offer all national qualifying classes (in addition to the Junior/Young Rider classes) are subject to a twenty-five-dollar (\$25.00) application fee.

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 relevant USEF application deadlines or must modify their event. Modification Requests are changes to the organizer, date, or location (see below for Downgrading) of an 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 in extraordinary circumstances. Late applications must provide detailed reasoning regarding the extraordinary circumstances. Extraordinary circumstances may include (but are not limited to):
 - The cancellation of already approved qualifiers in the Region.
 - Regions with a low number of qualifying opportunities.
 - Additions that are in the best interest for the development of the sport in the US.
- 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 Calendar Working Group. Exceptions may be made for this requirement in extraordinary circumstances. Modifications include:
 - Change of Date(s) from Date(s) Submitted on Application.
 - Change of Venue/Location from Venue/Location Submitted on Application.
 - Addition of Date(s) from Date(s) Submitted on Application.
 - 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.

Please note: modification requests that require changes to the license agreement will be subject to the applicable license modification fees. Requests to change license agreements may be submitted in writing to dates@usef.org or via the Change Request system on the USEF Competition Dashboard.

Late Application Fee see below for additional detail.

USEF Review Procedure

- USEF will notify the Manager, secretary, and licensee of events occurring on the date of the late application or modification, one week prior to, and one week following within the same region or adjacent region. If the late application or modification is greater than three times the mileage rule (see GR314) from an existing qualifying competition, then competition management will not be notified. Managers, secretary, and licensee will have 7 days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent in writing directly to Lauren Moore (lmoore@usef.org).

- USEF Staff and the designees of the Dressage Sport Committee will review the Manager, secretary, and licensee comments received. The Calendar Working Group, or its designees, will utilize the criteria outlined in making their recommendation. Recommendations from the Working Group will be sent to the USEF CEO for consideration and final approval/disapproval of the request.

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, or in extraordinary circumstances as outlined above: \$300.00 flat fee plus \$10 per month for each month past the applicable deadline.

Modification Requests (as defined above) of an application submitted on time and made after the regular Open Review period will be charged a twenty-five dollar (\$25.00) fee (subject to additional licensing fees and mileage).

Cancellation of any USEF/NAYC event outside of the regular Open Review period must be received in writing to Lauren Moore (lmoore@usef.org) with specific reasoning concerning the cancellation. The cancellation notification will be included in the file for future applications and could affect eligibility to host a qualifier in future years. Cancellation fees apply unless the cancellation is due to force majeure or an Act of God under GR305.4.

- **Cancellation Fees:**

If written notice of a cancellation is received:

- From 180 days and up-to 45 days prior to the first day of competition: Fine up to \$300.
- Between 45 – 30 days prior to the first day of competition: Fine up to \$500.
- Less than 30 days prior to the first day of competition: Fine up to \$1000.

All previously paid application fees are not refundable. Please note: Competitions are also subject to the license cancellation fees outlined in GR3.

Criteria Considered by USEF Dressage Calendar Working Group

The USEF Dressage Calendar 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. When this is the case, USEF staff will work with competition management to determine the maximum number qualifiers that will be accepted per organizer and/or venue.

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, Competition Evaluations, and Compliance Reports** from previous years.
- **Any rule violations related to the event or its representatives.**
- **Length of Event:** Minimum of two days (could be multiple competitions).
- **USEF Competition License:** Obtain a correct USEF competition license including the appropriate sections for qualifying tests (ie. Young Horse, Para Equestrian, etc.)
- **Results Reporting:** Competition submits results to USEF within the required timelines, using current section codes.

- **Number of applications received in the Region.** For Regions with a high number of applications, USEF staff may work with competition management to determine the number of applications that will be accepted per organizer and/or venue (excluding CDIs).

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):

- **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 three.
 - Regions with 50-mile restrictions use 150 miles and those with 100 use 300 miles.
- **The Number of entries** per division from previous years may also be taken into consideration.
- **Manager and Secretary** must be eligible for Level 3 competitions per DR 126.
- **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 will be reviewed.
- **Limits of season:** Traditionally, no qualifiers are held in August. However, the Calendar 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. Technical Delegate reports for previous history of competition will be reviewed.
- **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 typically 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, competition management 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). The Level 3 competition cannot be immediately preceded by a competition of a lower level (i.e. it is not permitted to hold a Level 2 competition on a Friday and then the qualifier on Saturday and Sunday).
- **Classes Offered:** The correct qualifying classes must be offered. Please refer to the USEF/NAYC Dressage Qualifying Competition Manual.
- **Modifications:** If modifications do not follow the process outlined in the Policies and Procedures, the competition may be removed as a USEF/NAYC Qualifying Competition.
- **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. Please refer to each respective Qualifying Requirements.

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 USEF 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 Lauren Moore.