BASIC SUBMISSION REQUIREMENTS FOR HOSTING A USEF/FEI EVENT

The Federation Prize List must direct competitors to the FEI Definite Schedule for information on FEI classes or include the FEI Definite Schedule in the Prize List. The Federation Prize List may identify the FEI Event Category (ies), Level (ie CSI2*, CDI-W, etc.), and include the FEI classes in the tentative time schedule but for all other FEI technical information, competitors must be directed to the FEI Definite Schedule.

<table>
<thead>
<tr>
<th>USEF REQUIREMENTS</th>
<th>MUST BE RECEIVED...</th>
<th>APPLICABLE FEE</th>
<th>IF LATER THAN...</th>
<th>IF SUBMITTED LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Insurance*</td>
<td>no later than 14 days prior to event</td>
<td>as noted on the Application</td>
<td>13 or fewer days prior to event</td>
<td>$200</td>
</tr>
<tr>
<td>USEF Results on universal template*</td>
<td>within 10 days after event</td>
<td>as noted on the Application</td>
<td>13 or fewer days prior to event</td>
<td>$250</td>
</tr>
<tr>
<td>Post-Competition Report w/applicable forms and payment*</td>
<td>within 10 days after event</td>
<td>as noted on the Application</td>
<td>11+ days after event</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEI REQUIREMENTS</th>
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<th>APPLICABLE FEE</th>
<th>IF LATER THAN...</th>
<th>IF SUBMITTED LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to host a USEF/FEI Sanctioned event*</td>
<td>as noted on the application</td>
<td>FEI Calender Fee [$600/$360]</td>
<td>the Calender deadline</td>
<td>$600 for upper level; no fee for lower level</td>
</tr>
<tr>
<td>FEI Media Rights Application</td>
<td>alongside the FEI application</td>
<td></td>
<td>alongside the FEI application</td>
<td>n/a</td>
</tr>
<tr>
<td>Draft Schedule on appropriate template</td>
<td>16 weeks prior to event</td>
<td>10 weeks prior to event</td>
<td>$100 USEF + 1,000 CHF FEI</td>
<td></td>
</tr>
<tr>
<td>Definite Schedule on appropriate template</td>
<td>6 weeks prior to event</td>
<td>4 weeks prior to event</td>
<td>$100 USEF + 1,000 CHF FEI</td>
<td></td>
</tr>
<tr>
<td>FEI Results on appropriate template*</td>
<td>48 hours after event</td>
<td>FEI Organizing Dues FEI Franchising Fees (World Cup only)</td>
<td>48 hours after event</td>
<td>$100 USEF + 1,000 CHF FEI</td>
</tr>
</tbody>
</table>

*Late fee will be assessed if not received on time.
FEI FEES AND DUES

In addition to the applicable USEF fees, as an FEI-sanctioned competition, please be aware that you are also responsible for the following FEI fees and dues:

- The FEI Calendar Fee
- The FEI Organizing Dues

Please note that these are FEI fees; therefore, USEF does not have the authority to waive, increase, or decrease said fees. Fees listed herein are subject to change.

**The FEI Calendar Fee** - *Please note that this fee is not invoiced; payment should be submitted with the FEI Application to host for the upcoming year.*

- If your competition is submitted on time and approved through the committees before the Calendar submission deadline, the Calendar Fee is as follows:
  - 600 USD for Upper level events
  - 360 USD for Lower level events

  (If you host Upper and Lower level events, you need only pay the Upper level fee of 600 USD.)

<table>
<thead>
<tr>
<th>UPPER LEVEL EVENTS - 600 USD</th>
<th>LOWER LEVEL EVENTS - 360 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dressage:</strong> CDI-W, CDI 3*</td>
<td><strong>Dressage:</strong> CDI 2*, 1*</td>
</tr>
<tr>
<td><strong>Driving:</strong> CAI-A</td>
<td><strong>Driving:</strong> CAI-B</td>
</tr>
<tr>
<td><strong>Endurance:</strong> CEI 3*, 2*</td>
<td><strong>Endurance:</strong> CEI 1*</td>
</tr>
<tr>
<td><strong>Eventing:</strong> CCI-4*, 3*</td>
<td><strong>Eventing:</strong> CCI 2*, 1*</td>
</tr>
<tr>
<td></td>
<td>CIC-W, 3*</td>
</tr>
<tr>
<td><strong>Jumping:</strong> CSIO 5*, 4*, 3*, CS13*W</td>
<td><strong>Jumping:</strong> CSIO 2*, 1*, CS2*W</td>
</tr>
<tr>
<td></td>
<td>CSI 5*, 4*, 3*</td>
</tr>
<tr>
<td><strong>Reining:</strong> CRI 3*, CRI 3*</td>
<td><strong>Reining:</strong> CRI 2*, 1*</td>
</tr>
<tr>
<td><strong>Vaulting:</strong> CVI 2*, 3*</td>
<td><strong>Vaulting:</strong> CVI 1*</td>
</tr>
<tr>
<td><strong>Para-Equestrian</strong> CPEDI 4*, 3*</td>
<td><strong>Para-Equestrian</strong> CPEDI 2*, 1*, M, CPEAI</td>
</tr>
</tbody>
</table>

- Should your competition be submitted and/or approved by all the necessary committees after the FEI Calendar deadline, the FEI Calendar Fees are as follows: (Again, Calendar Fees are not invoiced, but should be paid at the same time the FEI Application to host is submitted.)
  - 1,200 USD for Upper level events
  - 360 USD for Lower level events
  
  No additional fee for Lower level events
GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

APPLY

To host a USEF/FEI sanctioned event, you must complete two applications: one for the FEI and one for USEF:

- Contact the Competitions Department and request an FEI Application packet, or simply go to our website, www.usef.org, under ‘Competitions’/‘FEI Organizers.’
  Please refer to the application materials for deadlines for application submissions.
- Complete the ‘FEI Application to Host a USEF/FEI Competition’ for your discipline and return to the attention of the Competitions Department.
  - The Calendar fee ($600/$360 should be submitted (in U.S. dollars) with the completed ‘FEI Application to Host a USEF/FEI Competition’ form.)
  - Also complete the ‘USEF Registration of Licensee’ and ‘USEF Application for License Agreement’ and include applicable payment and return to the attention of Competition Department.
  - Please note that Applications for FEI Competitions cannot be submitted to the FEI until your competition has been approved by the USEF Board of Directors.
  - Please also note that your competition cannot be submitted to the FEI if payment for FEI Calendar Fees has not been remitted.
  - Once approved by the applicable Discipline Committees and the USEF Board of Directors you will be issued a letter of approval or denial in hosting your proposed competition. Approved competitions will go to the FEI Bureau Meeting in November for final FEI approval.

PREPARE

In preparation to hold your approved USEF/FEI sanctioned event, please note the following submission deadlines:

- Download the Draft Schedule template for your discipline from the FEI website, www.fei.org. Complete the DRAFT SCHEDULE for your competition and return it in Microsoft Word format via email to an International Competition Consultant (www.usef.org) 16 weeks prior to the competition date. The Draft Schedule will be reviewed by our office and then forwarded on to the FEI for their further review. After these reviews, the Draft Schedule will be returned to you to make the corrections directed by the USEF and FEI. Late FEI Schedules incur a fine of $100 for USEF, and 1,000 for FEI.
- Make the appropriate corrections, and forward the Corrected Schedule to an International Competition Consultant (www.usef.org) 6 weeks prior to the competition date. The corrected copy is then returned to the FEI for approval and signature. The signed copy is the DEFINITE SCHEDULE, and will be sent to your attention with a letter specifying the FEI’s approval of the information therein, the Results Template and other documentation.
- Invitations to Foreign Federations are issued from this office after the Definite Schedule has been received. Please be sure to include the list of invited foreign NFs in your FEI Schedule. If an ‘open’ invitation is elected, invitations are sent upon request to foreign Federations.
- Obtain Insurance for your competition. A certificate of insurance for each competition with minimum limits of $1,000,000 third party general liability insurance and $50,000 on equipment and property for each competition naming the Federation as additional insured and certificate holder must be received by the Federation office by mail with proof of delivery, fax, or via email at insurance@usef.org at least 14 days prior to the competition.

* Any alteration to your FEI event, including date change, venue change, and status change should be sent, in writing, to the attention of the Competitions Department as soon as they become known.

* Cancelled Competitions. Should you need to cancel your competition, official notification should be submitted to the USEF office c/o the Competitions Department in writing at least 60 days prior to the start date of the competition, unless the cancellation is due to an act of God.
GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

EXHIBITOR REQUIREMENTS

- **Entry blanks** not only serve as entry information for you, the competition, but also serve as documentation for USEF. USEF uses the information provided on the entry blank to arbitrate point disputes, member inquiries regarding USEF Horse of the Year points, false affidavits, and other inquiries. Please note that it is the owner's responsibility to complete entry blanks completely, clearly, and accurately. Riders, trainers and, competition staff are not responsible for inaccurate information or omissions.

- **Membership/Recording requirements for the USEF and FEI:**
  - **Horses**
    - Horses are required to have a Life or Active Annual Recording with the USEF to compete in FEI competitions.**
    - Measurement Cards are required if a horse will compete in a class in which the horse/pony height is a factor. The Measurement Card must be presented to the competition secretary for the appropriate classes.
    - Horses are required to have an FEI Registration Number to compete in FEI competitions (Effective January 1, 2006). USEF must receive the necessary application forms no later than four weeks prior to the first day of competition. Thus, Registration Numbers cannot be applied for at the competition.
    - FEI Registration Numbers must be annually renewed.
    - A valid FEI approved Passport is required when:
      - competing in a foreign country;
      - competing at home at the following types of events: an FEI International event that specifically requires a passport, FEI Championship, FEI Regional event, and Pan American or Olympic games
  - **Owners**
    - Owners must have a Life or Active Annual Membership with the USEF.**
  - **Riders**
    - Riders must have a Life or Active Annual Membership with the USEF.**
    - Riders are required to have an FEI Registration Number to compete in FEI competitions (Effective January 1, 2006). USEF must receive the necessary application forms no later than four weeks prior to the first day of competition. Thus, Registration Numbers cannot be applied for at the competition.
    - FEI Registration Numbers must be annually renewed.
  - **Unless competitor is foreign

- Competition management must validate Entry blanks, FEI Registration IDs, Passports, and all Membership materials. To verify FEI registration, please visit the FEI website Search Center. Please also cross reference the USEF Suspension List with your competition roster of entries, to avoid violations.

- **International High Performance Fee is $35 per entry** (Foreign exhibitors are not exempt from IHP dues.) [Please see USEF GR207 for full details.]

- The USEF/D&M fee for FEI Competitions is $33.
GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

RESULTS

- Two sets of results must be submitted: one set for the FEI and one set for USEF.
- FEI Results must be submitted within 48 hours of the closing of the competition, to the attention of an International Competition Consultant (www.usef.org).
  - Full FEI Results must be provided on the USEF universal template.
  - Late or insufficient FEI results can result in a fine of $100 USD plus 1,000 CHF in addition to FEI Organizing and FEI Franchising Fees.
- USEF Results must be submitted electronically to results@usef.org on the Universal Results Template within 10 days after the close of the competition. Please contact Catherine Goodenow (cgoodenow@usef.org) for all USEF results submission guidelines.
- You will receive a ‘Results Reconciliation Report’ for both the FEI Results and USEF Results; each explains the findings of the review of the results, and may request additional information.

POST COMPETITION

- The Post Competition Report Form should be completed and returned to USEF within 10 calendar days from the end of the competition; otherwise a late fine will be levied. Questions regarding the Post Competition Report Form can be directed to Michele Hoskins in our Finance Department. In addition to the Post Competition Report form, please also include the appropriate dues.
- FEI Organizing dues and any applicable Franchising fees will be invoiced after the end of the competition. Organizing dues are determined by the amount of prize money awarded; if no prize money is awarded a minimum fee of 500 CHF will apply. Please remit payment of these dues in a timely manner. Please see the FEI Schedule of Fees Guide for further details.
- The FEI Report of the Chief Steward must be completed by the FEI Chief Steward listed in the Schedule and sent to the attention of Becky Francis in the Competitions Department.