



## U.S. FEI Vaulting Calendar

### *Policies and Procedures*

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#### 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 United States Equestrian Federation ("USEF") competition 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 USEF license. An event/competition is not USEF approved unless and until a USEF license has been issued. Organizers must be very clear that an event appearing on the FEI Calendar does not equate to approval of the USEF license for this event. Ultimate approval lies with the USEF and is demonstrated by a properly executed competition license agreement.

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**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 July 1. Any application received after the deadlines below has no guarantee of being submitted to the FEI for the applicable October 1 deadline. If a competition cannot be approved and submitted by USEF prior to the October 1 deadline, the competition may incur the late fees.

**USEF Review Procedure:**

- **July 1 – July 15:** USEF Staff and the USEF Vaulting Sport Committee (VSC) or its designees will review applications received and proposed dates of competition and identify areas of concern and/or opportunity in the calendar. These areas of concern and/or opportunities will be communicated to all Organizing Committees ("OC") that have submitted an application to host FEI competitions with the intent of working with OCs to resolve the areas of concern and/or opportunity prior to further review of the calendar.
- **July 15 – August 15:** Open Review: Proposed calendars are circulated to all OCs that have submitted an application. OCs may request modifications, cancellations, or comments on potential areas of concern during the Open Review. Any request or comment must be submitted to the Discipline Director no later than August 15<sup>th</sup>.
- **August 15-August 31:** The USEF VSC reviews the calendar and makes a recommendation to the USEF Board of Directors or USEF Executive Committee.
- **September 1 – September 15:** The USEF Board or Executive Committee approves calendars prior to September 15 for the October 1 submission deadline to the FEI



### **Application/Calendar Fees Remittance Procedure:**

The FEI Calendar Fee must be paid at the time of application. If the OC's application is not approved by USEF, the payment will be refunded. 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. The FEI event calendar fees are annually published by the FEI.

### **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.

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### ***Late Applications and Modifications***

#### **USEF Late Applications and Modifications Deadlines:**

It is understood that at times there are circumstances where an OC cannot meet the applicable USEF application deadlines or must modify their event. Modification Requests include changes to the date or location made after the regular period for an application that was submitted on time. In these instances, the following deadlines have been established.

- CVI3\* event late applications will only be considered if received by USEF a minimum of 12 weeks prior to the start of the event.
- CVI3\* event modifications will only be considered if received by USEF a minimum of 8 weeks prior to the start of the event.
- CVI2\* and below event late applications will only be considered if received by USEF a minimum of 10 weeks prior to the start of the event.
- CVI2\* and below event modifications will only be considered if received by USEF a minimum of 6 weeks prior to the start of the event.
- Late Applications or modifications received after July 1 have NO guarantee of being submitted to the FEI for the applicable October 1 deadline due to the review procedure.

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



#### **USEF Review Procedure:**

- USEF will notify the OCs that have an event occurring within the two weeks prior to and two weeks following the late application competition or competition seeking a modification. The contacted OCs will have seven business days to provide detailed comments regarding the proposed late application/modification. All comments must be sent directly to the Discipline Director.
- USEF Staff and the VSC or its designees will review the comments received, as well as the late application or modifications.
- The VSC will make a recommendation to the USEF CEO. The USEF CEO will make the final approval.
- USEF may submit the late application/modification request to the FEI prior to the USEF CEO's approval if the VSC is in unanimous agreement that the competition's request should be sent to the FEI. USEF reserves the right to hold the submission to the FEI until approved by the USEF CEO.

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#### ***Fees for Late Applications, Modifications & Cancellations***

- Late Applications are applications received after July 1 annually and will be charged a late application fee if the application cannot be approved and submitted by the USEF by the FEI deadline of October 1.
- Modification Requests will be charged per the FEI published fees. The addition of divisions (such as CVIY2\*) and downgrading will not incur a modification fee.
- Cancellation of any FEI event outside of the regular Review period must provide specific reasoning, which will be considered for future applications from that organizer.
- 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, or all of the fee, may be waived at the discretion of the USEF CEO or their designee.
- Other FEI competition offerings, such as Junior or Young Vaulters, will be treated the same as the relevant CVI star level and below throughout this document when determining the procedure for Late, Modifications, or Cancellations.
- Any changes to the Competition Management, Licensee, or Location must be made in accordance with the USEF Competition policies, procedures, and rules.

Last Revision Date: *May 15, 2023*

