U.S. FEI Jumping Calendar
Policies and Procedures

Overview

The aim of these policies and procedures is to produce the most effective U.S. international jumping sporting calendar. It is important to note at the outset, that these policies and procedures do not replace the United States Equestrian Federation ("USEF" or "Federation") 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. However, an event/competition is not USEF approved unless and until a Federation competition license has been executed. **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

USEF Application Deadline The following deadlines are for CSI5* events wishing to be submitted to the FEI by May 1st of the year prior and October 1st of the year prior for CSI4* events and below.

OC's to submit applications as follows:

- **Feb 1st one year prior** to the event for **CSI5*** events.
- **June 1st one year prior** to the event for **CSI4* events and below**

USEF Review Procedure for CSI5* events (All dates in the following timeline are approximate and may change due to circumstances such as FEI Bid Processes)

February 1 – February 15: USEF Staff and the FEI Calendar Working Group (FCWG) 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 calendars.

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

February 15 – March 1: Open Review: Proposed calendars are circulated to all OCs that submitted an application, as well as all calendared Jumper Level 6 competitions. OCs may request modifications, cancellations, or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Jennifer Haydon at jhaydon@usef.org no later than March 1.

March 1– April 1: USEF Staff and the FCWG work with OCs on modification requests and resolving remaining areas of concern. The proposed calendar will be forwarded to the USEF Jumping Sport Committee.

Beginning of April: USEF Jumping Sport Committee reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff and FCWG will work with OCs to resolve areas of concern and re-submit the calendar to the USEF Jumping Sport Committee.

April: The USEF Board of Directors or USEF Executive Committee approves calendars prior the May 1st submission deadline to the FEI.

USEF Review Procedure for CSI4* and below (All dates in the following timeline are approximate and may change due to circumstances such as FEI Bid Processes)

June 1 – June 15: USEF Staff and the FEI Calendar Working Group (FCWG) will review the proposed dates and identify areas of concern and/or opportunity in the calendars. These areas of concern and/or opportunities will be communicated to the impacted OC's with the intent of working with OCs to resolve the areas of concern and/or opportunity prior to further review of the calendars.

Criteria outlined in Annex A 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 OCs that submitted an application as well as Jumper Level 6 competitions. OCs may request modifications, cancellations, or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Jennifer Haydon at jhaydon@usef.org no later than July 1.

July 1 – August 1: USEF Staff and the FCWG work with OCs on modification requests and resolving remaining areas of concern. The proposed calendar will be forwarded to the USEF Jumping Sport Committee.

Beginning of August: USEF Jumping Sport Committee reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff and FCWG will work with OCs to resolve areas of concern and re-submit the calendar to the USEF Jumping Sport Committee.

September: The USEF Board of Directors or Executive Committee approves calendars prior the October 1st submission deadline to the FEI.

FEI Application/Calendar Fees (These FEI Calendar fees are subject to change based upon the FEI fees published annually)

Application fee for a CSI1* or a CSI2* event: $360
Application fee for a CSI3* event: $600
Application fee for a CSI4* or CSI5* event: $900

FEI Deposit: Beginning with the 2024 Calendar year, the FEI has implemented required Deposits for 4* and 5* events. This Deposit will be credited against the FEI Organizing Dues after the event has taken place. See FEI Jumping Regulations, Annex K for further details. The exchange rate on the date of the invoice will be used for the CHF to USD conversion.

FEI Deposit for CSI4* event: 5,000 CHF and is due to USEF September 1st the year prior
FEI Deposit for CSI5* event: 10,000 CHF and is due to USEF April 1st the year prior

FEI Calendar Procedure: The dates for FEI events will also be subject to FEI Rules. See FEI General Regulations Article 112, including Annex K, as well as FEI Jumping Rules Article 200.8. The FEI Calendar for CSI4* events and below is approved annually in November by the FEI Secretary General. The FEI Calendar for CSI5* events is approved annually by July 31st by the Secretary General.

Leagues and Series

A league or series of three or more events in the U.S. (outside of FEI named series or leagues) must submit a full list of events for the following year by the applicable USEF deadlines - list of CSI5* events for the following year by February 1st a year prior or for CSI4* and below events by June 1st a year prior. This list must be inclusive of all events part of the league or series including those outside the U.S. The principal of the organization or individuals financially responsible for the league or series must be Federation Senior Active Members and must agree to be bound by and comply with all applicable Federation rules.

Late Applications & Modifications

USEF Late Applications 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 star level, 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.

- CSI4*/CSI5* event late applications and modifications will only be considered if received by USEF a **minimum of 18 weeks prior** to the start of the event.
- CSI3* event late applications and modifications will only be considered if received by USEF a **minimum of 14 weeks prior** to the start of the event.
- CSI2* and below event late applications and modifications will only be considered if received by USEF a **minimum of 12 weeks prior** to the start of the event.
- CSI4* and below late applications and modifications received after August 1st have **NO guarantee of being processed for submission to the FEI for the October 1st** deadline due to the review procedure.
- CSI5* late applications and modifications received after March 1st have **NO guarantee of being processed for submission to the FEI for the May 1st** deadline due to the review procedure.

USEF Review Procedure

- USEF will notify impacted OCs (FEI and Level 6) defined as those that have an event on the date of the late application, one week prior to, and one week following. The OCs concerned will have 5 days to provide detailed comments regarding the proposed late application to the calendar. Any comments must be sent directly to Jennifer Haydon at jhaydon@usef.org.
- USEF Staff and FCWG will review the OC comments received. FCWG will utilize the criteria outlined in Annex A and make a recommendation to the USEF Jumping Sport Committee.
- USEF Jumping Sport Committee reviews the recommendation of the FCWG and will make a recommendation to USEF CEO for approval.
- USEF may submit the late application to the FEI prior to USEF's CEO approval if the USEF Jumping Sport Committee is in unanimous agreement. USEF reserves the right to hold the submission to the FEI until approved by USEF's CEO.

FEI Calendar Procedure: Late applications will also be subject to FEI Rules. See FEI General Regulations Article 112, including Annex K, as well as FEI Jumping Rules Article 200.8.

Fees for Late Applications, Modifications & Cancellations

Late Applications are applications received after the applicable deadlines listed above. Modifications are changes to the date or location. These will be charged as follows:

a. CSI5* and CSI4* events: $1,800 flat fee plus $100 per month for each month past the applicable deadline. The applicable FEI Deposit is due upon receipt of the invoice.
b. CSI3* events: $1,200 flat fee plus $100 per month for each month past the applicable deadline of June 1st the year prior.
c. CSI2*/CSI1* event: $500 flat fee plus $100 per month for each month past the applicable deadline of June 1st the year prior.

Cancellation of a CSI1*, CSI2*, or CSI3* event after the regular Open Review period will incur a fee of 1% of the minimum prize money for the FEI category of the event plus $100 per month past the application deadline of June 1st the year prior unless the application is denied by the USEF or the FEI, the event fails to receive a USEF License, or due to force majeure.

Cancellation of a CSI4* or CSI5* event after submission to the FEI is subject to the cancellation procedures outlined in Annex K of the FEI General Regulations.

Downgrading of a CSI2* or CSI3* event outside the regular Open Review will be charged a flat fee of $1,000 plus $100 per month for each month past the June 1st application deadline.

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. FEI fees outlined in Annex K of the FEI General Regulations are not refundable.

Please Note: Events may also be subject to USEF Competition Licensing Modification Fees where applicable.

U.S. Policy for NF Invitations and OC Invitations

NF Invitations – Invitations for U.S. Athletes will be allocated in ranked order based on the Rolex/USEF Show Jumping Ranking List published the Friday four (4) weeks prior to the event.

OC Invitations – The OC invitations will be allocated in ranked order based on the applicable FEI Ranking List unless otherwise agreed upon by USEF.

Annex A

- Primary criteria;
  - Unique high-quality events for professional level sport
  - Technical Aspects (footing, 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 US Equestrian Teams
  - Growing equestrian sport in the USA
- 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, creating benefits for USEF
- Opportunities for the USRTF to interact with existing and potential Donors