



## U.S. FEI Endurance Calendar *Policies and Procedures*

### Overview

The aim of these policies and procedures is to produce the most effective U.S. endurance calendar. It is important to note at the outset, that these policies and procedures do not replace the USEF 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 Agreement 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. *For example, there may be times when an event/competition is included on the FEI Calendar but does not yet have a properly executed competition license agreement with the USEF and therefore without a properly executed Competition License Agreement with USEF, the event/competition is only conditionally approved.*

### Applications, Review, Approval, and Fees

#### **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 June 1. Applications received after June 1 but before July 1, may be considered depending on the availability of the USEF Endurance Sport Committee and staff to ensure the application can be submitted to the FEI by the October 1 deadline. Applications received after the July 1 deadline will be considered late applications. Applications will only be charged late fees if they are not able to be submitted to the FEI for the applicable October 1 deadline.

**USEF Review Procedure** (All dates in the following timeline are approximate and subject to change.)

**June 1 – July 15:** USEF Staff and USEF Endurance Sport Committee or its designees 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 OCs with the intent of working with OCs to resolve the areas of concern and/or opportunity prior to further review of the calendar.

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

**July 15 – August 1:** Open Review: Proposed calendars are circulated to all OCs that submitted an application to host an event on the upcoming FEI competition calendar. OCs may request modifications, cancellations, and/or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Nicole Zerbee (nzerbee@usef.org) no later than August 1.

**August:** USEF Endurance Sport Committee reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff will work with OCs to resolve areas of concern where possible and re-submit the calendar to the USEF Endurance Sport Committee prior to sending the calendar to the USEF Board of Directors or USEF Executive Committee.

**By September 18th:** The USEF Board of Directors or Executive Committee approves calendars prior to the October 1 submission deadline to the FEI.





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### **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 the USEF, then 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 and are listed below (Fees Chart for FEI Competitions).

**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.

### **Late Applications & Modifications**

**USEF Late Applications and Modifications Deadlines** It is understood that at times there are circumstances where an OC is not able to meet the applicable USEF application deadlines and/or must modify their event. Modification Requests are changes to the divisions/classes held, 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.

- CEI2\*, CEIO2\*, CEIOYJ2\*, CEI3\*, CEIO3\*, and CEIOYJ3\* event late applications will only be considered if received by USEF a minimum of 12 weeks prior to the start of the event.
- CEI2\*, CEIO2\*, CEIOYJ2\*, CEI3\*, CEIO3\*, and CEIOYJ3\* event modifications will only be considered if received by USEF a minimum of 10 weeks prior to the start of the event.
- CEI1\*, CEIYJ1\*, CEI2\* CIM, CEIYJ2\*, and CEIYJ3\* event late applications will only be considered if received by USEF a minimum of 10 weeks prior to the start of the event.
- CEI1\*, CEIYJ1\*, CEI2\* CIM, CEIYJ2\*, and CEIYJ3\* 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 August 1 have NO guarantee of being submitted to the FEI for the applicable October 1 deadline due to the review procedure.

### **USEF Review Procedure**

For those Endurance Sport Committee members who may have a conflict with any of the events on the proposed Calendar, it will be the decision of the remaining Committee members without conflict to decide the involvement of the conflicted members during the review process.

- USEF will notify the OCs that have an event on the date of the late application or modification, including those that may be a minimum of two (2) weeks prior to, or two (2) weeks following. The OCs concerned will have 7 business days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to Nicole Zerbee (nzerbee@usef.org).
- USEF Staff and Endurance Sport Committee or its designees will review the OC comments received. The criteria outlined in Annex A will be utilized during the review.
- USEF Endurance Sport Committee will make a recommendation to the USEF CEO for all events.

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





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### Fees for Late Applications, Modifications & Cancellations

**Late Applications** are applications received after June 1 annually and will be charged a late application fee as per the Fees Chart for FEI Competitions provided below.

**Modification Requests** are changes to the divisions/classes held, organizer, date, or location (see below for Downgrading) of application submitted on time and made after the regular Open Review period. Modification requests will be charged per the fees chart included later in this document. Addition of divisions (such as CEIYJ do not require a modification fee).

**Cancellation** of any FEI event outside of the regular Open Review period must provide specific reasoning which will be considered for future applications. Cancellation of some but not all divisions/classes held at an event must go through the USEF review/approval process and will be considered as a modification request.

**Downgrading** of a USEF approved event will incur a modification fee. Downgrading of divisions/classes held at an event must go through the USEF review/approval process and will be considered as a modification request.

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.

Please Note: All events are also subject to USEF Competition Licensing, License Modification and Cancellation fees.





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### Fees Chart for FEI Competitions

	Fee Type	Fee Amount
<b>FEI</b>	Lower Level Application Fee (CEI1*, CEIYJ1*, CEI2* CIM, CEIYJ2*, and CEIYJ3*)	\$360.00
	Upper Level Application Fee (CEI2*, CEIO2*, CEIOYJ2*, CEI3*, CEIO3* and CEIOYJ3*)	\$600.00
	Upper Level Late Application Fee (CEI2*, CEIO2*, CEIOYJ2*, CEI3*, CEIO3* and CEIOYJ3*)	\$1,200.00
	Date Change Fee	\$582.50
	Organizing Dues (Prize Money less than \$10K)	\$582.50
	Organizing Dues (Prize Money \$10K and more)	Refer to FEI Regulations.
<b>USEF</b>	Regular Competition License Application Fee (New Competitions and Competitions with less than 300 horses the previous year)	\$100.00
	Regular Competition License Application Fee (Competitions with 300+ horses the previous year)	\$250.00
	Regular Competition Late Application Fee (\$75 Late Fee and \$50 Presidential Modification Fee / Does not include license application fee)	\$125.00
	Location Change Fee	\$100.00
	Name Change Fee	\$100.00
	Rating Change Fee	\$100.00
	Mileage Exemption Fee	\$500.00
	Cancellation Fee (Within 90 days of competition unless act of God)	Same amount as license application fee.
	License Change Fee Presidential Modification Fee	\$100.00 \$100.00

*\*The above fee chart is subject to change without notice. Please refer to the FEI ([www.fei.org](http://www.fei.org)) and USEF ([www.usef.org](http://www.usef.org)) websites for the most up to date information.*

The Endurance Sport Committee shall review this policy annually.

*Last Revision Date: April 15, 2024*





## U.S. FEI Endurance Calendar *Policies and Procedures*

### Annex A

- ❖ Primary criteria;
  - Technical Aspects (accommodations, footing, schedule, officials, etc. per FEI and USEF Rules).
  - Infrastructure and Logistics
  - High Performance Sport impact; impact on the cross-discipline key events calendar.
  - How the event fits with the plans for U.S. Endurance Teams.
  - Growing endurance in the U.S.
- ❖ The application was received in a timely manner in accordance with the application deadlines as outlined in this document
- ❖ Distance proximity to other competitions and overlap of the Mandatory Out of Competition Periods of other competitions
- ❖ Previous experience and expertise of the Organizing Committee
- ❖ Developing Volunteer opportunities and Volunteer numbers
- ❖ Developing educational opportunities for athletes, competition management and officials
- ❖ Opportunities for benefits for developing athlete programs and competitions
- ❖ Generating participation in endurance
- ❖ Benefit to and interaction with the local community
- ❖ Media related impact
- ❖ Opportunities to attract new sponsors or link existing USEF sponsors, creating benefits for USEF
- ❖ Opportunities for the USET Foundation to interact with existing and potential Donors
- ❖ Inclement weather plan
- ❖ For late applications: impact on previously approved events

Additionally, in principle, a CEIO event should be given priority over a non-CEIO event on the same week.

