



U.S. FEI Endurance Calendar ***Policies and Procedures*** ***Effective beginning with the 2022 U.S. FEI Calendar.***

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 license has been issued. 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 the 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. Any application received after the June 1 deadline has No guarantee of being 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 – June 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 to be 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. OCs may request modifications, cancellations, or comment on potential areas of concern during the Open Review. Any request or comment must be submitted to Steven Morrissey (smorrissey@usef.org) no later than July 1.

Beginning of 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 and re-submit the calendar to the USEF Endurance Sport Committee prior to sending the calendar to the USEF International Disciplines Council (IDC) or an IDC Ad Hoc Calendar Group.

September: IDC reviews calendars and makes recommendations to the USEF Board of Directors or an Ad Hoc Calendar Group approved by the USEF Board of Directors. The USEF Board of Directors approves calendars prior to the October 1 submission deadline to the FEI.

Application/Calendar Fees Remittance Procedure:

The FEI Calendar Fee will be invoiced once the OC's application has been approved by the USEF Endurance Sport Committee. You may also remit the FEI Calendar Fee together with the application. 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 or must modify their event. Modification Requests are changes to the 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.

- CEI3* event late applications and modifications will only be considered if received by USEF a minimum of 20 weeks prior to the start of the event.
- CEI2* and below event late applications and modifications will only be considered if received by USEF a minimum of 16 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 Steven Morrissey (smorrissey@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 IDC or IDC Ad Hoc Calendar Group, BOD or BOD Ad Hoc Calendar Group as required.
- USEF may submit the late application/modification request to the FEI prior to IDC or IDC Ad Hoc Calendar Group and the BOD or BOD Ad Hoc Calendar Group approval if the USEF Endurance Sport Committee is in unanimous agreement. USEF reserves the right to hold the submission to the FEI until approved by the IDC or IDC Ad Hoc Calendar Group, the BOD or BOD Ad Hoc Calendar Group.

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

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 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 included in the file for future applications.

Downgrading of a USEF BOD approved event will incur a modification fee.

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 his designee.

Other FEI Categories such as Junior/Young Rider will be treated the same as a CEI2* and below throughout this document when determining the procedure for Late, Modifications, or Cancellations.

Fees Chart for FEI Competitions

	Fee Type	Fee Amount
FEI	Lower Level Application Fee (CEI2* and below)	\$360.00
	Upper Level Application Fee (CEI3* and above)	\$600.00
	Upper Level Late Application Fee (CEI3* and above)	\$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.
USEF	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.
	Licensee Modification Fees (per day of license)	\$75.00

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

The Endurance Sport Committee shall review this policy annually.

USEF BOD Approved: September 29, 2020

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.
- ❖ 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.