



United States Equestrian Federation

The National Governing Body for Equestrian Sport
4047 Iron Works Parkway, Lexington, Kentucky 40511
Phone: (859)258-2472 • Fax: (859) 234-9417 www.usef.org

MEMORANDUM

To: U.S. FEI Endurance Judges, Stewards, Technical Delegates & Organizing Committees
From: Mrs. Sally Ike, Managing Director, Education and Licensed Officials
Date: June 15, 2017
Re: Important Changes to Licensing Maintenance Requirements for U.S. FEI Endurance Judges, Stewards, Technical Delegates at FEI Endurance Events

Effective immediately, the FEI has approved the following modifications for U.S. FEI Endurance Judges, Stewards, and Technical Delegates officiating at FEI Endurance events. Please review the important information below:

- If multiple competitions are held in one day, e.g. CEI/CEIYJ1*, 2*, and/or 3*, the officiating requirements of the highest star level apply and the same panel must officiate the entire day.
 - However, if a CEI3*/CEIYJ3* is held over a two or three day period, then the same panel of officials must officiate each day.
 - An official may serve as a veterinarian and serve as a Judge, Steward, or Technical Delegate during a multi-day event providing the requirements (found [here](#)) for serving as a veterinarian are met.
- The Organizing Committee must submit a Draft Schedule to USEF for review.
 - The Draft Schedule must include a chart showing the officials and their roles for each day of the Event.
 - The Draft Schedule will have final approval of the FEI. This is published as the 'Definite Schedule'.
 - Details on the officials' roles for each day are included in an Event's Definite Schedule to ensure that the FEI and USEF acknowledge a Judge's, Steward's, or Technical Delegate's role(s) at the Event for licensing maintenance requirements.
- Responsibility for Submitting Forms to the FEI for Multi-Day Events - An individual who serves in the position of Chief Steward or Technical Delegate is allowed to officiate in another position at a multi-day event but is still responsible for submitting a report to the FEI for the day(s) they served as Chief Steward or Technical Delegate. The Chief Steward and Technical Delegate must meet the highest star level officiating requirements for the entire day.
 - If the Chief Steward and/or Technical Delegate changes during a multi-day event, each individual is responsible for submitting a report to the FEI at the conclusion of the event.
- The above information applies to U.S. FEI Endurance Judges, Stewards, or Technical Delegates serving at Events held outside, as well as those inside the United States.
 - U.S. FEI Endurance Judges, Stewards, or Technical Delegates serving at events held outside of the U.S. must submit a Verification Form (found [here](#)) to USEF's Licensed Officials Department. This form ensures that your role(s) are verified for licensing maintenance requirements.

We appreciate your patience with the time it has taken to make this information available to U.S. FEI Endurance Judges, Stewards, or Technical Delegates and to the U.S. Organizing Committees.

If you have any questions, please do not hesitate to contact me (sally.ike@usef.org) or Kristen Brett (kbrett@usef.org).

N.B. An Event is composed of the various competitions, i.e. collectively a CEI/CEIYJ1*, 2*, etc. is an Event. A CEI2* is a competition at an Event.

cc: Kristen Brett, Director, Endurance
Cavan Allen, International Competition Consultant

The memorandum is intended to provide information to U.S. FEI Endurance Judges, Stewards, Technical Delegates and U.S. Organizing Committees for planning purposes. The information provided is subject to change.