



U.S. FEI Jumping Calendar *Policies and Procedures*

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 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.

Applications, Review, Approval, and Fees

Please note that while applications for CSI-W's and CSIO's will follow a separate procedure with guidance from the Major Events Strategy, fees for downgrading on page 3 of this document apply to CSI-Ws' and CSIO's.

USEF Application Deadline The following deadlines are for events wishing to be submitted to the FEI by October 1st of the year prior for CSI4* events and below and October 1st two years prior for CSI5* events. Any application received after the below deadlines has NO guarantee of being submitted to the FEI for the applicable October 1st deadline.

OC's to submit applications by **MAY 1** for the following events:

- **One year prior** to the event for **CSI4* events and below ****
- **Two years prior** to the event for **CSI5* events**. Note: OCs are encouraged to submit CSI5* dates three (3) years prior to the event and up to 5 years prior to the event.

USEF Review Procedure (All dates in the following timeline are approximate)

May – June 15: USEF Staff and the FEI Calendar Review Task Force (FCRTF) 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 FCRTF 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 FCRTF will work with OCs to resolve areas of concern and re-submit the calendar to the USEF Jumping Sport Committee prior to sending the calendars to the USEF International Discipline Council (IDC) or an IDC Ad Hoc Calendar Group.

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

Application/Calendar Fees (These are FEI Calendar fees and subject to the FEI fees published annually by the FEI)

Application fee for a CSI1* or a CSI2* event: \$360

Application fee for a CSI3*, CSI4*, or CSI5* event: \$600

FEI Calendar Procedure: The dates for FEI events will also be subject to FEI Rules. See FEI General Regulations Article 112 as well as FEI Jumping Rules Article 200.8. 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.

- CSI5*/CSI4*/CSI3* event late applications and modifications will only be considered if received by USEF a **minimum of 22 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 18 weeks prior** to the start of the event. **
- Late Applications or modifications received after August 1st have NO guarantee of being submitted to the FEI for the applicable October 1st deadline due to the review procedure.

USEF Review Procedure

- USEF will notify the OCs (FEI and Level 6) that have an event on the date of the late application or modification, one week prior to, and one week following. The OCs concerned will have 14 days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to Jennifer Haydon at jhaydon@usef.org.
- USEF Staff and FCRTF will review the OC comments received. FCRTF 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 FCRTF and will make a recommendation to the IDC, BOD or BOD Ad Hoc Calendar Group as required.
- USEF may submit the late application/modification request to the FEI prior to IDC and the BOD or BOD Ad Hoc Calendar Group 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 the IDC, 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 as well as FEI Jumping Rules Article 200.8.

Fees for Late Applications, Modifications & Cancellations

Late Applications are applications received after the appropriate May 1st deadline listed above and will be charged as follows:

- a. CSI3*/CSI4*/CSI5* events: \$1500 flat fee plus \$100 per month for each month past the applicable deadline.
- b. CSI2*/CSI1* event: \$500 flat fee plus \$100 per month for each month past the applicable deadline. **

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 a \$500 flat fee plus \$100 per month for each month past the applicable deadline of May 1st (i.e. one year prior for CSI4* events and below and May 1st two years prior for CSI5* events).

Cancellation of any FEI event outside of 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 applicable application deadline unless the application is denied by the USEF or the FEI, the event fails to receive a USEF License, or due to force majeure.

Downgrading of a USEF BOD approved event will incur the following fees plus \$100 per month for each month past the applicable application deadline From 5* to 4* = \$3,000; from 5* to 3* = \$4,000; From 5* to 2*/1* = \$5,000; from 4* to 3* = \$1,000; from 4* to 2*/1* = \$2,300; from 3* to 2*/1* = \$1,200.

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.

** Other FEI Categories such U25, Junior, Young Rider, Children, etc. will be treated the same as CSI2* and below throughout this document when determining the procedure for Late, Modifications, or Cancellations.

Annex A

- ❖ Primary criteria;
 - 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 USETF to interact with existing and potential Donors

Additionally, in principle, World Cup Qualifiers (WCQ) should be given priority over non-World Cup Qualifier FEI events on the same week. If another FEI event wishes to run on the same week as a US WCQ, then the non-WCQ event's star level should not be more than equal to the star level of the WCQ. If the WCQ is a 5*, careful review of the location of the events as well as the above criteria will be taken into consideration.