U.S. FEI Dressage Calendar

Policies and Procedures

Updates in red due to COVID-19 Pandemic – valid through 12/31/2021

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 licensed agreement.

Applications, Review, Approval, and Fees

**USEF Application Deadline** Applications for events wishing to be submitted to the FEI by October 1st for the following calendar year must be submitted to USEF no later than May 1. Any application after the below deadlines has NO guarantee of being submitted to the FEI for the applicable October 1st deadline.

**USEF Review Procedure** (All dates in the following timeline are approximate)
- **May 1 – June 15:** USEF Staff and USEF Dressage Competitions Working Group 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 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 Laura Roberts (LRoberts@usef.org) no later than July 1.

- **Beginning of August:** USEF Dressage Sport Committee reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff and the Competitions Working Group will work with OCs to resolve areas of concern and re-submit the calendar to the USEF Dressage Sport Committee prior to the sending the calendars 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 1st submission deadline to the FEI.

**Application/Calendar Fees** (These are FEI Calendar fees and subject to FEI fees published annually by the FEI)
• FEI Calendar Fee for Lower Level Events (CDI2* and below): $360
• FEI Calendar Fee for Upper Level Events (CDI3* and above): $600

The FEI Calendar Fee will be invoiced once the OC’s application has been approved by the USEF Dressage Sport Committee. You may also remit the FEI Calendar Fee together with this 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.

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

**Other**: FEI events are automatically added to the NAYC/USEF Qualifying Competitions Calendar if approved as a CDI. If an FEI event is downgraded or cancelled, an Organizer may submit a request to USEF in order to retain NAYC/USEF Qualifying Competition status. These requests must be submitted immediately to the USEF Dressage Department.

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### CDI-W Applications, Review, and Fees

**USEF Application Deadline** Applications for events wishing to be submitted to the FEI for the following FEI World Cup Final qualifying season must be submitted to USEF no later than September 15. (ie. OCs wishing to host a CDI-W in January of 2022 for the 2022 FEI World Cup Final qualifying season must submit their application by September 15, 2020)

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

September 15 – October 15: USEF Staff and USEF Dressage Competitions Working Group 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 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.

October 15 – November 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 Laura Roberts (L.Roberts@usef.org) no later than November 1.

Beginning of November: USEF Dressage Sport Committee reviews calendar. If potential areas of concern are noted by the Committee, USEF Staff and the Competitions Working Group will work with OCs to resolve areas of concern and re-submit the calendar to the USEF Dressage Sport Committee prior to sending the calendars to the USEF International Disciplines Council (IDC) or an IDC Ad Hoc Calendar Group. The USEF International Disciplines Council (IDC) or an IDC Ad Hoc Calendar Group will make a recommendation to the FEI or its designees.

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

• FEI Calendar Fee for FEI World Cup Final Qualifying Events (CDI-W): $600

The FEI Calendar Fee will be invoiced once the OC’s application has been approved by the USEF Dressage Sport Committee. You may also remit the FEI Calendar Fee together with this 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. OCs will not be charged an additional calendar fee if their application was received prior to the May 1 deadline.

**FEI Calendar Procedure**: The dates for FEI events will also be subject to FEI Rules. See FEI General Regulations Article 112.
**Other:** FEI World Cup Final qualifying events are automatically added to the FEI Calendar if approved. If an FEI World Cup Final qualifying event is downgraded or cancelled, an Organizer may submit a request to USEF in order to retain FEI competition and/or NAYC/USEF Dressage Qualifying Competition status. These requests must be submitted immediately to the USEF Dressage Department.

### 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.

- **CDI5*/4*/3* event** late applications and modifications will only be considered if received by USEF a minimum of 22 14 weeks prior to the start of the event.
- **CDI2* and below event** late applications and modifications will only be considered if received by USEF a minimum of 48 10 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.
- **CDI-W applications** must be submitted by September 15th. No late applications will be accepted for the CDI-W calendar.

**USEF Review Procedure**

- USEF will notify the OCs that have an event on the date of the late application or modification, including those that may be one week prior to, or one week following. The OCs concerned will have 4 14 days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to Laura Roberts (LRoberts@usef.org).
- USEF Staff and Dressage Competitions Working Group will review the OC comments received. The Working Group will utilize the criteria outlined in Annex A and make a recommendation to the USEF Dressage Sport Committee.
- USEF Dressage Sport Committee reviews the recommendation of the Working Group and will make a recommendation to the IDC or IDC Ad Hoc, 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 and the BOD or BOD Ad Hoc Calendar Group approval if the USEF Dressage 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.

### Fees for Late Applications, Modifications & Cancellations

**Late Applications** are applications received after the appropriate May 1st deadline listed above and may will be charged as follows (exception may be made due to extenuating circumstances):

a. CDI-W/CDI3*/CDI4*/CDI5* events: $150 flat fee plus $10 per month for each month past the applicable deadline.

b. CDI2*/CDI1* event: $75 flat fee plus $10 per month for each month past the applicable deadline. **

c. CDI-W event: no late CDI-W applications will be accepted. In cases of extreme extraordinary circumstances exceptions may be granted.

**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 $75 flat fee plus $10 per month for each month past the applicable deadline of May 1st. Addition of
divisions (such as CDIY/CDIJ/CDICH/CDIYH, etc.) do not require a modification fee. **Modification fees may be waived due to extenuating circumstances and will be evaluated on a case by case basis.**

**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 U25, Junior, Young Rider, Children, etc.** will be treated the same a CDI2* and below throughout this document when determining the procedure for Late, Modifications, or Cancellations.

**Annex A**

- **Primary criteria:**
  - Technical Aspects (footing, stable, schedule, prize money, officials, etc. per FEI and USEF Rules including the criteria for Level 5 Competitions).
  - 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
- Developing educational opportunities for competition management and officials
- 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 USEF Foundation to interact with existing and potential Donors
- Inclement weather plan
- For late applications: impact on previously approved events

**Additional criteria which will be considered when making a recommendation to the FEI for CDI-W competitions:**

Past performances as FEI OC: In these criteria, the fulfilment of FEI requirements, compliance with FEI Rules & regulations, OC’s willingness to cooperate with FEI and OC’s working relationship shall be taken into account. FEI to review Foreign Judge report(s), Foreign Rider report(s), Chief Steward report(s) from past events (past evaluations must meet satisfactory standard).

1. **Calendar Date:**
   - Relevance to World Cup Qualifying Period
   - Relevance to entire World Cup Qualifying Calendar Impact on overall Sport Calendar
   - Impact on other Dressage Championships and High Performance

2. **Venue:**
   - History,
   - Iconic location,
   - Accessibility,
   - Interest for FEI partners,
   - National interest in the sport.
   - Combination with other FEI Named Events (supporting classes/divisions)

3. **Infrastructure & Logistics:**

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*Approved by a USEF Board of Directors Ad Hoc group December 17, 2020*
- Distance to nearest airport/train station
- Hotels (Number, Distance from Venue, *Level)
- IT infrastructure for: live streaming, E judging, Freestyle Degree of Difficulty, etc.
- Food service
- Service Vendors

4. Competition Grounds:
   - Size of arena and type of arena (e.g. indoor, outdoor, covered with open sides)
   - Light and sound conditions
   - Stable facilities
   - Training facilities (Main arena familiarization and sound check plans)
   - Grooms facilities (If necessary / available)
   - Officials facilities / hospitality
   - Inclement weather plans
   - Parking (Trailer/Competitors/Officials/Spectators)

5. Event:
   - Schedule (including timing of Grand Prix Freestyle World Cup Qualifier class)
   - Budget, History of financial security
   - Prize Money
   - Live Scoring / Online Results / Paperless Judging / Commentator and willingness to work with USEF/FEI on livestream options
   - Spectator Seating / Attendance Expectations
   - VIP / Hospitality Options
   - PR Plan
   - Atmosphere (Audience interaction, Supporting program (non-competition such as Master Class / displays), plans for graphics)
   - Vendors / Trade Fair

Additionally, in principle, World Cup Qualifiers (WCQ) should be given priority over non-World Cup Qualifier FEI events on the same week.