

2014 FEI DRIVING EVENT HOSTING PACKET



TABLE OF CONTENTS



1. Hosting an FEI Event – Letter of Invitation

Our welcome letter discusses the approval process, includes submission information, and 'don't miss' updates on page 2.

2. USEF/FEI Application to Host an FEI Event in 2014

We've got an 'app' for that, too...

3. Application for License Agreement (National)

FEI Applications cannot receive final approval without a signed license agreement.

4. Registration of Licensee (National)

We need to know about you; please return this with your Application for License Agreement.

5. Media Application

We need to know about media and marketing for your event; please return this with your application.

6. USEF/FEI Submission Requirements at a Glance

What's due and when? From prize lists to Draft Schedules; keep this chart handy to stay on top of the USEF/FEI submission requirements.

7. Prize List Checklist(s)

Need to know all the components of a quality USEF prize list? Check your prize list here.

8. Guidelines for Hosting an FEI Competition

This reference guide to hosting your FEI event is formatted chronologically and is a more in-depth culmination of many of our most frequently asked questions.

9. FEI Fees and Dues Guide

Not sure what to expect when it comes to financial responsibilities of hosting an FEI event? You can find the financial schedule, along with invoicing information, here.

**All information presented herein is subject to change.*





Dear FEI Organizer:

The United States Equestrian Federation (USEF) invites you to host an international FEI-level competition in the United States. Please find attached the necessary application and informational materials.

Please note that all application materials must be submitted to USEF, Attention: Competitions Department with the applicable FEI Calendar Fee by the deadline listed on the FEI Application.

Upon receipt, each FEI application is sent to the appropriate USEF Discipline Committee, and then to the USEF Executive Committee for approval. If your competition has been denied by both committees, you will receive a letter stating this denial, your application will not be put forth to the FEI, and your Calendar Fee, if already submitted, will be refunded.

If your competition has been approved by the appropriate USEF Discipline Committee and the USEF Executive Committee, you will receive a letter informing you that the USEF has approved your FEI competition and that the entire FEI Calendar for the United States is being sent to the FEI for their final approval.

The FEI formally approves the calendar at the FEI Bureau meeting in November. Please note that any changes to date and/or venue made to your competition after submission to the FEI Calendar will be assessed an additional fee. Following FEI approval, you will receive another letter stating that your FEI Competition has been approved by the FEI.

I look forward to working with you to make your event a great success. If you need any assistance, please feel free to contact me. In the meantime, please see below for some important reminders about international events.

Best regards,

International Competition Consultant
United States Equestrian Federation
4047 Iron Works Parkway
Lexington, KY 40511
Telephone: 859.225.2020, Fax: 859.253.1968
www.usef.org

Please note the following reminders:

- When completing your FEI application and FEI Draft Schedule, please be sure to include the date of the First Horse Inspection in your competition dates. (See FEI Veterinary Regulations, page 6 for details)
- FEI Draft schedules are due 16 weeks prior to your event. Please download the current template and submit your schedule in a timely manner.
- Competition management should confirm FEI Registration IDs and Passport numbers for each participant prior to your FEI event, and include these identification numbers in the results. FEI standings for Horses and Competitors not registered before the beginning of event will not count.
- IHP Fees are \$35 per entry; foreign entrants are not exempt. Please see GR207 in the current *USEF Rule Book* for more details.
- The total Federation fee for FEI Horses is \$28 (\$20 FEI Drugs and Medication fee + \$8 USEF Fee).
- As always, please visit and bookmark the FEI Organizers page for templates and other important information: www.usef.org.





DRIVING - APPLICATION TO HOST A 2014 USEF/FEI COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

- Approved by Technical Committee _____ (office use only)
 Approved by Executive Committee _____ (office use only)

COMPETITION

Date(s) Requested for Competition*:

** Your competition dates must include the First Veterinary Inspection and run through all the time limits.*

Name of Competition:

USEF Licensed Competition ID:

Competition Address:

Competition City:

State:

Zip:

This competition will take place:

Indoors

Outdoors

Licensee:

License #:

Licensee Address:

Licensee City:

State:

Zip:

Licensee Phone:

Fax:

Cell:

Licensee Email:

Contact:

Position:

(All questions about the application will be directed to the contact)

Contact Address:

Contact City:

State:

Zip:

Contact Phone:

Fax:

Cell:

Contact Email:

Application Type: (Please mark all that apply): New Status Change Date Change Location Change Withdraw Renewal

Competition Type: (Please mark all that apply):

CAI-A

CAI-B

4-in-hand

Pairs

Singles

Tandem

Ponies

* If you elect to hold an FEI competition, you must also complete and submit the following forms:

(1) USEF Registration of Licensee

-AND-

(2) USEF Application for License Agreement

* This application, along with applicable payment, must be returned by: June 30, 2013*.



DRIVING - APPLICATION TO HOST A 2014 USEF/FEI COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

HISTORY - *Previous competitions organized by the licensee:*

Same history as specified on last year's application

OFFICIALS - *Please provide the names and nationalities of the competition's proposed officials.*

Competition Manager*:

USEF #.:

* Manager must hold a 'USEF Competing Equestrian' Membership

Proposed Officials:

FACILITY FEATURES

Stabling:

Number of stalls:

Type: Permanent Temporary

Size (10'x10' min.):

Type of doors:

Fenced/enclosed area:

Security:

Dressage Arena:

Dimensions:

Type of footing material:

Schooling Arenas:

Dimensions:

Type of footing material:

Marathon course:

Type of terrain:

Proposed number of obstacles:

Number of sections:

Length of course:

Obstacle arenas:

Dimensions:

Type of footing material:



DRIVING - APPLICATION TO HOST A 2014 USEF/FEI COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

MEDICAL ATTENTION:

Equine:

Veterinary referral hospital:

Location/proximity:

Contact information:

Human:

Emergency treatment facility:

Location/proximity:

Contact information:

(an EMT is required to be on the grounds during competition)

AREA ACCOMMODATIONS

Hotels/motels (list name, phone numbers, room cost per night, and distance from site):

Food service (restaurants, breakfast, hours of operation, facilities, etc.):

COST TO EXHIBITORS

Entry fees:

Stabling (cost per stall):

Warm-up/schooling:

Additional exhibitor's fees (swimming, tennis, etc):

SPONSORS



DRIVING - APPLICATION TO HOST A 2014 USEF/FEI COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

Please complete for use by accounting department.

USEF Licensed Competition ID: _____

Name of Competition: _____

Date(s) of Competition: _____

Licensee: _____ License #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Please remit the FEI Calender Fee payment along with this application.

The schedule of fees is as follows:

- \$600 USD CAI-A
- \$360 USD CAI-B

If hosting an upper level event and a lower level event the Fee is \$600 USD.

Return this form to:

USEF Competitions Department
 Attention: Leigh Anne Claywell
 United States Equestrian Federation, Inc.
 4047 Iron Works Parkway, Lexington, KY 40511
 Telephone: 859.225.6959
 Fax: 859.231.6662
 Email: lclaywell@usef.org

If you require a receipt, please check here:

This application cannot receive final approval until the licensee has obtained approval for the dates from USEF.

UNITED STATES EQUESTRIAN FEDERATION : 4047 IRON WORKS PARKWAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : WWW.USEF.ORG

PAYMENT INFORMATION (Do not detach)
ENTER AMOUNT FROM ABOVE

TOTAL AMOUNT ENCLOSED \$.

PAYMENT METHOD (PLEASE DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation

CHECK # _____ We also accept Visa AMEX or MasterCard

Card Number:

Exp. Date: /

Card Holder's Name (Print) _____

Billing Zip Code

Card Holder's Signature _____



APPLICATION FOR LICENSE AGREEMENT NATIONAL FEI DISCIPLINES

UNITED STATES EQUESTRIAN FEDERATION

Office Use Only
Competition ID: _____

COMPETITION CONTACT/SECRETARIES

Deadline for receipt of applications for new licenses in United States Equestrian Federation office:

- Regular, Reining - 60 days prior to date(s) requested
- Driving - 30 days prior to date(s) requested
- Endurance, Vaulting - 45 days prior to date(s) requested
- Eventing - 30 days prior to date(s) requested
- Local - 30 days prior to date(s) requested

Receipt of this application shall not be construed as a guarantee that a license will be granted (GR306). In applying for the below dates the licensee agrees to abide by the rules of the Federation and understands that failure to do so constitutes a breach of the license agreement and may constitute a violation of the rules which may subject the licensee to penalty under the provisions of GR706. Incomplete license applications and applications submitted without a completed licensee registration or accompanying fees will not be accepted.

PLEASE NOTE: These deadlines will be strictly enforced. You should submit your application by a carrier that will provide proof of timely delivery.

NAME OF COMPETITION _____

DATE(S) _____

1 Year License 3 Year License** (If applying for a 3 year license, please list desired dates for all 3 years. Otherwise, license will be issued for one year.)

NEW LICENSES ARE GRANTED FOR AN INITIAL ONE-YEAR TERM. LICENSES MAY BE RENEWED FOR A THREE-YEAR TERM AFTER THE FIRST YEAR.

ADDRESS (OF FACILITY WHERE COMPETITION IS BEING HELD-NO P.O. BOXES) _____

CITY / STATE / ZIP _____

LICENSEE (SEE GR132): _____

*IF NOT CURRENTLY REGISTERED WITH THE USEF, PLEASE FILL OUT A REGISTRATION OF LICENSEE FORM AND SUBMIT WITH THIS APPLICATION.

CONTACT (FOR PUBLICATION) _____

ADDRESS _____

TELEPHONE # (FOR PUBLICATION) _____

TELEPHONE # (FOR COMPETITION) _____

FAX # _____

E-MAIL ADDRESS _____

WEBSITE _____

MANAGER NAME (GR1202): _____

MANAGER SR. MEMBER# _____

SECRETARY NAME (GR1203): _____

SECRETARY SR. MEMBER# _____

TO APPLY TO HOLD AN FEI RECOGNIZED COMPETITION (CDI, CSI, CCI, ETC.) PLEASE CONTACT THE INTERNATIONAL DEPARTMENT AT (859) 258-2472 BEFORE COMPLETING THIS APPLICATION.

FEES FOR COMPETITION (Note: competition fees can be charged to a Visa/MC or AMEX.)

Application Type: (Please mark all that apply): New Date Change Location Change Rating Change Renewal

COMPETITION TYPE

- Combined Driving Competition
- Endurance Competition
- Eventing Competition
- Jumping Competition
- Open Reining Competition
- Youth Reining Championship Qualifier
- Vaulting Competition

COMPETITION LICENSING DUES

- \$100 for competitions with 299 fewer horses in previous year
- \$250 for competitions with 300 or more horses in previous year
- \$50 for Local competition (Jumper and Reining disciplines only)

Fees for the first year are due with the application. Fees are due annually in April for each subsequent competition under a license agreement (e.g. 2014 competition year fees are due in April 2013). Please note that the amount may change over the period of the license agreement.

UNITED STATES EQUESTRIAN FEDERATION : 4047 IRON WORKS PARKWAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : WWW.USEF.ORG

DO NOT DETACH
ENTER AMOUNT FROM ABOVE

TOTAL AMOUNT ENCLOSED \$

PAYMENT METHOD (PLEASE DO NOT SEND CASH) Make Check Payable to: United States Equestrian Federation

CHECK # _____ We also accept Visa AMEX or MasterCard

Card Number:

Exp. Date: /

Card Holder's Name (Print) _____

Billing Zip Code

Card Holder's Signature _____

USEF APPLICATION FOR LICENSE AGREEMENT

DIVISIONS & RATINGS

- a. Applications for Regular Competitions will not be accepted without indication of divisions and ratings to be offered. Divisions cannot be added or dropped or ratings changed after dates have been approved without permission of the Federation.
- b. Check "AA", "A", "B", "C", or "N" for each division you intend to offer. "A", "B", and "C" indicate the division rating; "N" indicates non-rated division. In Equitation section, check all USEF Medal Classes you intend to offer.
- c. **Hunter competitions:** check here if this competition is to be restricted to Juniors and/or Amateurs (see Rule HU164.3): _____
- d. Please check here if this competition will restrict entries in accordance with GR915: _____
Note: This may require Executive Committee approval. See GR915 for details on how to request approval.

ANDALUSIAN/LUSITANO	A B C N	FRIESIAN	A B C N	MORGAN	A B C N
Half-Andalusian/Lusitano	A B C N	Part-Bred Friesian	A B C N	Dressage *	
Dressage *		Dressage *		____ Breed-restricted	N
____ Breed-restricted		____ Breed-restricted		____ Open to all breeds	N
____ Open to all breeds	N	____ Open to all breeds	N	NATIONAL SHOW HORSE	A B C N
PUREBRED ARABIAN	A B C N	HACKNEY		PARADE	N
Jr. Ex. Arabian	A B C N	Hackney Pony	A B C N	PASO FINO	A C N
Dressage *		Hackney Harness Pony	A B C N	REINING	N
____ Breed-restricted		Hackney Pleasure Pony	A B C N	Open Final Qualifier	N
____ Open to all breeds	N	Hackney Roadster Pony	A B C N	Youth Reining Championship Qualifier**	N
HALF/ANGLO ARABIAN	A B C N	Hackney Horse	A N	ROADSTER	
Jr. Ex. Half-Anglo/Arabian	A B C N	HUNTER		Roadster Horse	A B C N
Dressage *		Hunter Breeding		Roadster Pony	A B C N
____ Breed-restricted		Pony Breeding		(Open to all breeds)	
____ Open to all breeds	N	Regular Working	AA A B C N	SADDLEBRED	
CARRIAGE PLEASURE DRIVING	N	Green Working	AA A B C N	3-Gaited	A B C N
COMBINED DRIVING	N	Amateur Owner (3'3")	AA A B C N	5-Gaited	A B C N
CONNEMARA	N	Amateur Owner (3'6")	AA A B C N	Park	A B C N
ENDURANCE	N	Regular Conformation	AA A B C N	Pleasure (Country, Show & Park)	A B C N
ENGLISH PLEASURE		Green Conformation	AA A B C N	Fine Harness	A B C N
Saddle Seat	A B C N	Junior Hunter	AA A B C N	SHETLAND PONY	N
Hunter Seat	A B C N	Pony Hunter	AA A B C N	VAULTING	N
Driving	A B C N	Green Pony Hunter	AA A B C N	WELSH PONY	
EQUITATION		Children's Hunter	C N	Pleasure Driving Sec. A/B	A B C N
Hunter Seat	N	Adult Amateur Hunter	C N	Pleasure Sec. A/B 12.2 & Under	A B C N
____ USEF Hunter Seat Medal		Pre-Green Hunter	C N	Pleasure Sec. B Over 12.2	A B C N
____ USEF Pony Medal		(Zone 1, 3, 4, 6, 7, 8, 9 & 10)		Hunter Sec. A/B	A B C N
____ USEF Adult Hunter Seat		Ladies' Sidesaddle		Adult Pleasure Sec. A/B	A B C N
Saddle Seat	N	Hunter Classic	AA A B C N	Welsh Pleasure Sec. C/D	A B C N
____ USEF Saddle Seat Medal		Other Hunter	N	Adult Hunter Section A/B	A B C N
____ USEF Adult Saddle Seat Medal		JUMPER		WESTERN (OPEN)	
Show Jumping	N	Check all appropriate lines:		Trail Horse	A B C N
____ USEF Show Jumping Talent Search		____ Amateur-Owner Jumper		Western Pleasure	A B C N
Western Equitation	N	____ Junior Jumper			
____ Western Seat/ Reining Seat		____ Young Jumper			
		____ Child/Adult Jumper			
		____ Pony Jumper			
		Total Jumper money offered:			
		____ Less than \$5,000			
		____ \$5,000 to \$24,999			
		____ \$25,000 to \$49,999			
		____ \$50,000 to \$124,999			
		____ \$125,000 to \$199,000			
		____ \$200,000 and Above			

* If you would like this competition to be recognized by the U.S. Dressage Federation, check here: _____

** By holding a USEF Youth Reining Championship Qualifier, you agree to forward \$15 per entry upon completion of the event. You understand funds received from Youth Qualifying Classes will be applied to support the USEF Youth Reining Championship.

Return completed and signed application with check or credit card number for dues to: United States Equestrian Federation, Inc., Attn: Competitions Department, 4047 Iron Works Parkway, Lexington, KY 40511; Tel: (859) 258-2472, Fax: (859) 231-6662. This application must be completed, signed and, submitted by the license applicant before a license agreement can be considered. The cashing of a check or running of a credit card submitted for competition licenses does not indicate license approval. Competition fees submitted for a license that cannot be granted will be refunded, less a \$50 processing fee.

If Licensee is other than an individual, the undersigned further represents that he/she is the individual who is authorized by the licensee to sign this form and therefore legally bind the licensee to its terms.

SIGNATURE OF LICENSEE

TITLE

DATE



USEF REGISTRATION OF LICENSEE

UNITED STATES EQUESTRIAN FEDERATION

For Office Use Only	
Number:	_____
Date:	_____
Initials:	_____

MUST BE COMPLETED AND RETURNED

United States Equestrian Federation, Inc. Rule 1, Chapter 4, GR130, defines Licensee as follows:

GR130. Licensee. Shall be the party who enters into the license agreement with USEF and is therefore financially and otherwise responsible to USEF for the licensed competition. The Licensee is responsible for and obligated to ensure that the licensed competition is conducted in compliance with all USEF rules, policies and, procedures. The Licensee is responsible for ensuring that all the terms and conditions of the license agreement are met. The Licensee may be an individual, corporation, partnership, or sponsoring organization, and the license application must be signed by an officer or principal who is responsible to USEF for the conduct of the competition. Licensee may be further defined in the License Agreement. GR130.3 The Licensee of a Licensed Competition must be registered with the Federation in order to receive approval to hold a Federation licensed competition. Once registered, it is the sole responsibility of the Licensee to update the registration to reflect any changes. Failure to update the licensee registration may result in cancellation or non-renewal of license or other penalties under the provisions of GR706.

ALL PORTIONS OF THE FOLLOWING FORM MUST BE COMPLETED

1. Name of Licensee: _____

Form of Ownership: (check all that apply)

- Individual
 Partnership
 Educational (university, college)
 Sponsoring Organization
 Corporation (charitable, LLC)
 State (agency, fair)

2. Principal Owners and Officers (must be listed if a partnership, corporation, or sponsoring organization):

Name	USEF Member Number	Title	Ownership Interest (No. of shares, % interest, etc.)

3. Address of principal place of business:

City: _____ State: _____ Zip: _____

Tel. #: (_____) _____ Fax #: (_____) _____

Email: _____

THE UNDERSIGNED REPRESENTS THAT THIS INFORMATION IS CORRECT AND THAT ANY CHANGES WILL BE REPORTED IN WRITING TO USEF AS AN AMENDMENT TO THIS FORM. IF LICENSEE IS OTHER THAN AN INDIVIDUAL, THE UNDERSIGNED FURTHER REPRESENTS THAT HE/SHE IS THE INDIVIDUAL WHO IS AUTHORIZED BY THE LICENSEE TO SIGN THIS FORM AND THEREFORE LEGALLY BIND THE LICENSEE TO ITS TERMS.

Signature of Licensee: _____

Name and Title (please print): _____ Date Signed: _____



MEDIA COVERAGE FOR FEI-APPROVED COMPETITIONS

UNITED STATES EQUESTRIAN FEDERATION

COMPETITION NAME & ID#:

COMPETITION TYPE (i.e. CDI1*):

COMPETITION DATES:

ORGANIZER'S NAME:

DESIGNATED MEDIA CONTACT:

Do you plan on having media coverage at this competition? Yes No

If yes, what type(s) of media coverage (check all that apply)?

Television

Describe distribution: _____

If advertising spots are being sold, please describe: _____

Describe any plans to syndicate or repurpose content: _____

Internet Broadcast or Webcast

URL address: _____

If advertising spots to the coverage are being sold, please describe: _____

Is this webcast a subscription service? Yes No

If yes, how much is the subscription? _____

Is this webcast a pay-per-view? Yes No

Radio or Internet Radio Show

Describe distribution: _____

Name or call letters of station(s): _____

URL address of Internet radio show: _____

Videography

Name of Videographer: _____

Photographer

Name of Photographer: _____

Do you have intention of selling any media rights to a third party? If yes, please describe:

Name of Assigned Press Officer: _____



BASIC SUBMISSION REQUIREMENTS FOR HOSTING A USEF/FEI EVENT

UNITED STATES EQUESTRIAN FEDERATION

USEF REQUIREMENTS	MUST BE RECEIVED...	APPLICABLE FEE	IF LATER THAN...	IF SUBMITTED LATE
Application for License Agreement plus applicable payment*	alongside the FEI application	as noted on the Application	as noted on application	\$75
Registration of Licensee	alongside the FEI application	as noted on the Application		n/a
Submission of Prize List*	no later than 30 days prior to event	as noted on the Application	28 or fewer days prior to event	\$200
Proof of Insurance*	no later than 14 days prior to event	as noted on the Application	13 or fewer days prior to event	\$200
USEF Results on universal template*	within 10 days after event	as noted on the Application	11+ days after event	\$250
Post-Competition Report w/applicable forms and payment*	within 10 days after event	as noted on the Application	11+ days after event	\$100

FEI REQUIREMENTS	MUST BE RECEIVED...	APPLICABLE FEE	IF LATER THAN...	IF SUBMITTED LATE
Application to host a USEF/FEI Sanctioned event*	as noted on the application	FEI Calender Fee [\$600/\$360]	the Calender deadline	\$600 for upper level; no fee for lower level
FEI Media Rights Application	alongside the FEI application		alongside the FEI application	n/a
Draft Schedule on appropriate template*	16 weeks prior to event		10 weeks prior to event	\$100 (USEF) +1,000 CHF (FEI)
Definite Schedule on appropriate template *	6 weeks prior to event		4 weeks prior to event	\$100 (USEF) +1,000 CHF (FEI)
FEI Results on appropriate template	48 hours after event	FEI Organizing Dues FEI Franchising Fees (World Cup only)	48 hours	\$100 (USEF) +1,000 CHF (FEI)

*Late fee will be assessed if not received on time.



USEF CHECKLIST OF GENERAL PRIZE LIST REQUIREMENTS

UNITED STATES EQUESTRIAN FEDERATION

GENERAL

- Federation Page** - This page must be printed in its entirety and placed in a conspicuous position in the prize list of each Licensed Competition. This page must also include the classification of the Competition, as well as the division or section ratings.
- Entry Blank** - Must contain the current disclaimer and entry agreement. It must also include the name, age, sex, color and, in case of all horses 4 years old or over, the height of each horse entered in any class (exception Four-in-Hand, Team, Collection, Championship, and other classes in which the conditions state that the entry need not be named.) The entry blank must contain a space for an emergency contact phone number. For disciplines recognized by the FEI at non-breed-restricted events, the entry blank must contain the citizenship of the riders, drivers, and vaulter. (GR906) All USEF fees appearing on the entry blank must be grouped together in one section of the page, preferable in a box separating them from other fees. (GR908)
- Class Specifications** - Complete class description and judging specifications for all classes that are offered which are not included in the *USEF Rule Book*. These must be included in the prize list or referred in the prize list to a conspicuous place on the competition's web site.
- Fees & Prizes** - Statement regarding entry fees, prizes offered in each class, and registration fees pursuant to GR206 which the Federation is assessing certain participants who are non-members of the Federation. If a licensed competition's prize list does not state whether or not the competition will refund entry fees in the event of a cancellation due to severe weather or other emergency, refunds of entry fees must be made upon request by the exhibitor within 30 days of the cancellation.
 - **Prize Money Payment** - Statements as to when and how the prize money will be paid – maximum of 30 days following the competition.
 - **USEF Drugs/Medications Fee** is \$16 (\$8 D/M + \$8 fee). For competitions held in the State of California, \$20 must be collected for each horse entered - \$5 to the CDFA, plus the Federation Fee of \$16 (\$8 to Drugs and Medications, \$8 to USEF). Please list these fees separately on the entry blank and in the prize list.
 - **USEF Non-member Fee** of \$30 (Does not apply to Local shows).
 - **Jumper Prize Money** - The prize list for competitions offering "A"-rated sections and/or Jumper sections of \$10,000 or more, must be printed and available to exhibitors at least 21 days prior to the closing date of entries. For competitions offering a Jumper Class of \$25,000 or more, the prize list must be printed and available to exhibitors at least 30 days prior to the closing date of entries.
- Local Headgear Laws** - If local laws are more restrictive than the requirements of GR801 relating to protective headgear, Competition Management is required to publish the more restrictive local law (which shall control) in the prize list.
- Sharps Containers** - Competition management must place a notice of this requirement in either the prize list or on a specific handout given to trainers on check in at the competition (GR1210.4).
- Exhibition Classes** - If the competition is offering Exhibition Classes, the classes must be clearly stipulated in the prize list.
- Local Classes** - If the competition is offering Local Classes or sections, it must be stated in the prize list, and the territory of reasonable size and character must be printed in the prize list.
- Opportunity Classes** - If the competition is offering Opportunity Classes, the classes in the prize list must include "opportunity" in the name of the class. The prize list must also state whether or not horses and/or riders/drivers/handlers entered in Opportunity Classes can cross enter into the rated/recognized divisions. Unless the competition is using existing USEF class specifications, the prize list must list the class specifications for each Opportunity Class, to include but not be limited to: gaits required; judging criteria; and attire, tack, and equipment allowed. For breed-restricted competitions, it must be stated in the prize list if the classes will be restricted to one breed or open to all. See GR821 for further specifications.
- Unrecognized Classes** - If offering unrecognized classes on a licensed date (see GR305), the prize list/omnibus must clearly state that the classes are not recognized by USEF, and a separate entry blank must be used.



USEF CHECKLIST OF GENERAL PRIZE LIST REQUIREMENTS

UNITED STATES EQUESTRIAN FEDERATION

OFFICIALS

- Judges** - Name of officiating judges with the division(s) in which they will adjudicate and the names of the Federation stewards or technical delegates, provided they have accepted to serve (include the city and state they live in). Both division and sections to be adjudicated must be listed for breed division judges, provided they have accepted to serve. Please see the current *USEF Rule Book* for Affiliate membership requirements.
- Management** - List of competition officials (Directors, Officers, Chairman of the Show Committee, Manager, Secretary, Veterinarians).
 - Manager and Secretary must be Senior Active members of USEF. See USEF and Affiliate rules for affiliate membership requirements.
- Licensee** - The name of the Licensee (see GR112 and GR304.2) and the name of the Chief Executive Officer or the person with the largest ownership interest.
- Course Designers** - Name of the Hunter and Jumper and/or Trail Course Designer (Exception: Arabian, Saddlebred, Morgan, and Adalusian/Lusitano divisions).
- Veterinarian** - Name and telephone number of the veterinarian – if on call, the phone number where he/she can be reached during the competition; if unknown, the prize list must state where this information will be posted during the competition.
 - At competitions where the official veterinarian is on call, the prize list must include the time period when the veterinarian will be available to conduct measurements.

STATEMENTS

- Include the statement** - “EVERY CLASS OFFERED HEREIN WHICH IS COVERED BY THE RULES AND SPECIFICATIONS OF THE CURRENT *USEF RULE BOOK* WILL BE CONDUCTED AND JUDGED IN ACCORDANCE THEREWITH.”
- Membership Statement** - Must be printed in its entirety and in bold type. Not required in the prize list for a “Local Member” competition.
- Statement concerning post entries.**
- A tentative schedule of classes, by sessions.**
- The exact date and location of the competition.**
- A map and/or directions to the competition grounds.**
- For local member competitions, LOCAL competition must be stated on the cover.**
- Statement as to type of stabling and whether stall doors will be provided.**
- Statement of type of footing available in warm-up areas and competition arenas; the dimensions of the competition arenas must also be included.**
- Statement as to which of the USEF Medal Classes, USEF Equitation Classes, and USEF/USDF Qualifying Classes are to be offered.**
- Statement concerning a particular system of judging to be used.**
- Driver’s License Statement** - GR901.29 requires that the following rule be printed in the prize list for every licensed competition. If your competition prohibits the use of motorized vehicles on the competition grounds, this statement must still be printed in the prize list along with a statement prohibiting the use of motorized vehicles.
 - Minors who do not have a valid driver’s license which allows them to operate a motorized vehicle in the state in which they reside will not be permitted to operate a motorized vehicle of any kind including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles on the competition grounds of licensed competitions. Minors who have a valid temporary license may operate the above described motorized vehicles as long as they are accompanied by an adult with a valid driver’s license. Violations of this rule will be cause for sanctions against the parent(s), guardian(s) and/or trainer(s) who are responsible for the child committing the offense. Penalties may include exclusion of the child, parent(s), guardian(s), and/or trainer(s) from the competition grounds for the remainder of the competition and charges being filed against any of the above individuals in accordance with Chapter 6. Wheelchairs and other mobility assistance devices for individuals with disabilities are exempt from this rule. (If your competition bans motorized vehicles, please contact our office for further instruction.)



USEF PRIZE LIST REQUIREMENTS CHECKLIST: DRIVING

UNITED STATES EQUESTRIAN FEDERATION

CARRIAGE PLEASURE DRIVING

- It is encouraged that 3-year-olds be restricted to competition in maiden, novice or limit classes and not be allowed to cross enter into other divisions. In multiple turnouts, the restrictions should be applied considering the age of the youngest horse. Restrictions must be clearly stated in the prize list/omnibus. (CP108).
- If offering the Concours d'Elegance class, the prize list must state if this class will be judged as a separate class, in conjunction with the marathon, or by overall impression throughout the competition.
- The prize list must state if the Marathon Course will be open to inspection or if it will be run "blind." If inspections are to be allowed, the times when the course will be open for inspection must be stated in the prize list/omnibus.
- The timing method for the Marathon must be clearly explained in the prize list/omnibus.

COMBINED DRIVING

- To ensure uniformity, Organizing Committees must send a draft prize list for their Event to the USEF setting out the general conditions of each Competition and any particular conditions, not provided for in the rules, which they wish to present (DC101).
- Stable arrangements and security for the Event must be included in the prize list.
- The method of determining the order of starting for Competition A for advanced division competitors must be printed in the prize list.
- For Driven Dressage Tests, the prize list must clearly state which of the approved FEI Driven Dressage Tests is to be used.
- For Driven Dressage - Freestyle Test, the method of scoring must be printed in the prize list.
- For the Marathon Course, please state in the prize list the type of terrain, the number of sections, and the number of obstacles.
- Please state the length of the cones course in your prize list.
- If during the Obstacle Cone Driving Test, a bridge similar in design to Annex 16.3 (*USEF Rule Book*) is used, advance notice must be provided in the prize list.



GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

APPLY

To host a USEF/FEI sanctioned event, you must complete two applications: one for the FEI and one for USEF:

- Contact the Competitions Department and request an FEI Application packet, or simply go to our website, www.usef.org, under 'Competitions'/'FEI Organizers.'
Please refer to the application materials for deadlines for application submissions.
- Complete the '**FEI Application to Host a USEF/FEI Competition**' for your discipline and return to the attention of the *Competitions Department*.
 - **The Calendar fee** [\$600/\$360 should be submitted (in U.S. dollars) with the completed 'FEI Application to Host a USEF/FEI Competition' form.]
- Also complete the '**USEF Registration of Licensee**' and '**USEF Application for License Agreement**' and include applicable payment and return to the attention of Competition Department.
- Please note that Applications for FEI Competitions cannot be submitted to the FEI until your competition has been approved and licensed by USEF.
- Please also note that your competition cannot be submitted to the FEI if payment for FEI Calendar Fees has not been remitted.
- Once approved by the applicable Discipline Committees and the USEF Executive Committee you will be issued a letter of approval or denial in hosting your proposed competition. Approved competitions will go to the FEI Bureau Meeting in November for final FEI approval.

PREPARE

In preparation to hold your approved USEF/FEI sanctioned event, please note the following submission deadlines:

- Download the Draft Schedule template for your discipline from the FEI website, www.fei.org. Complete the **DRAFT SCHEDULE** for your competition and return it in Microsoft Word format via email to an International Competition Consultant (www.usef.org) 16 weeks prior to the competition date. The Draft Schedule will be reviewed by our office and then forwarded on to the FEI for their further review. After these reviews, the Draft Schedule will be returned to you to make the corrections directed by the USEF and FEI. Late FEI Schedules incur a fine of \$100 + 1,000 CHF.
- Make the appropriate corrections, and forward the Corrected Schedule to an International Competition Consultant (www.usef.org) 6 weeks prior to the competition date. The corrected copy is then returned to the FEI for approval and signature. The signed copy is the **DEFINITE SCHEDULE**, and will be sent to your attention with a letter specifying the FEI's approval of the information therein, the Results Template and other documentation \$100 + 1,000
- Invitations to Foreign Federations are issued from this office after the Definite Schedule has been received. Please be sure to include the list of invited foreign NFs in your FEI Schedule. If an 'open' invitation is elected, invitations are sent upon request to foreign Federations.
- Submit your prize list to the USEF Competition Services Department no later than 30 days prior to the competition date. For more information regarding prize list requirements, please see the current *USEF Rulebook*. Every USEF licensed competition must submit a prize list.
 - If you need assistance producing a prize list, please contact our Competition Services department. (For any questions regarding the FEI Requirements, please contact an International Competition Consultant (www.usef.org.)
 - Upon receipt, the prize list will be reviewed by USEF staff, and a follow-up letter entitled "Comments on Prize List" will be sent to you. This letter outlines important matters improperly omitted or incorrectly listed in the Prize List that may interfere with the compliance of USEF Rules. You must respond to each of the items noted in the Comments letter, and supply written notification and/or documentation regarding how the matters were addressed, and will run in compliance with USEF rules. This written documentation should be sent to the Competition Services Department prior to the first day of the competition.
- Obtain Insurance for your competition. A certificate of insurance for each competition with minimum limits of \$1,000,000 third party general liability insurance and \$50,000 on equipment and property for each competition naming the Federation as additional insured and certificate holder must be received by the Federation office by mail with proof of delivery, fax, or via email at insurance@usef.org at least 14 days prior to the competition.
- * **Any alteration to your FEI event, including date change, venue change, and status change should be sent, in writing, to the attention of the Competitions Department as soon as they become known.**
- * **Cancelled Competitions:** Should you need to cancel your competition, official notification should be submitted to the USEF office c/o the Competitions Department in writing at least 60 days prior to the start date of the competition, unless the cancellation is due to an act of God.



GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

OFFICIALS

Competition management must employ officials who are qualified to officiate in the disciplines offered, and verify their eligibility. Management must also obtain the Special, Guest, or Learner judge's cards for judges, course designers, stewards, and technical delegates, where appropriate. Please contact a staff member in the Licensed Officials Department to verify current membership and licenses of any officials.

EXHIBITOR REQUIREMENTS

- **Entry blanks** not only serve as entry information for you, the competition, but also serve as documentation for USEF. USEF uses the information provided on the entry blank to arbitrate point disputes, member inquiries regarding USEF Horse of the Year points, false affidavits, and other inquiries. Please note that it is the owner's responsibility to complete entry blanks completely, clearly, and accurately. Riders, trainers, and competition staff are not responsible for inaccurate information or omissions.
- **Membership/Recording requirements for the USEF and FEI:**
 - **Horses**
 - Horses are required to have a Life or Active Annual Recording with the USEF to compete in FEI competitions.**
 - **Measurement Cards** are required if a horse will compete in a class in which the horse/pony height is a factor. The Measurement Card must be presented to the competition secretary for the appropriate classes.
 - **Horses are required to have an FEI Registration Number to compete in FEI competitions (Effective January 1, 2006). USEF must receive the necessary application forms no later than four weeks prior to the first day of competition. Thus, Registration Numbers cannot be applied for at the competition.**
 - FEI Registration Numbers must be annually renewed.
 - A valid FEI approved Passport is required when:
 - competing in a foreign country;
 - competing at home at the following types of events: an FEI International event that specifically requires a passport, FEI Championship, FEI Regional event, and Pan American or Olympic games
 - **Owners**
 - Owners must have a Life or Active Annual **Membership with the USEF.****
 - **Riders**
 - Riders must have a Life or Active Annual **Membership with the USEF.****
 - **Riders are required to have an FEI Registration Number to compete in FEI competitions (Effective January 1, 2006). USEF must receive the necessary application forms no later than four weeks prior to the first day of competition. Thus, Registration Numbers cannot be applied for at the competition.**
 - FEI Registration Numbers must be annually renewed.
- ****Unless competitor is foreign**
- *Foreign* competitors cannot be allowed to compete in FEI classes without *both* a letter of permission (in English) from their home NF stating that they have permission to compete, and they are a current member in good standing of that NF and meet any and all other requirements as necessary (i.e. - amateur status, etc.), as well as having a current FEI Registration [see USEF GR1309.2.a.(7), USEF GR828.4, and FEI, GR Article 113, 116 for details].
- **Competition management must validate Entry blanks, FEI Registration IDs, Passports, and all Membership materials.** To verify FEI registration, please visit the FEI website Search Center. Please also cross reference the USEF Suspension List with your competition roster of entries, to avoid violations.
- **Please remember that Riders without FEI Registration IDs and/or Horses with expired, inaccurate, or otherwise invalid Passports are *not eligible* to compete in FEI classes.**
- **International High Performance Fee is \$35 per entry** (Foreign exhibitors are not exempt from IHP dues.) [Please see USEF GR207 for full details.]
- **The USEF/D&M fee for FEI Competitions is \$28.**



GUIDELINES FOR HOSTING AN FEI/USEF SANCTIONED COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

RESULTS

- **Two sets of results must be submitted: one set for the FEI and one set for USEF.**
- **FEI Results must be submitted within 48 hours of the closing of the competition,** to the attention of the an International Competition Consultant (www.usef.org).
 - **Full FEI Results** must be provided on the USEF Universal Template.
 - Late or insufficient FEI results can result in a fine of \$100 USD plus 1,000 CHF in addition to FEI Organizing and FEI Franchising Fees.
- **USEF Results** must be submitted electronically to results@usef.org on the Universal Results Template within 10 days after the close of the competition. Please contact Catherine Goodenow (cgoodenow@usef.org) for all USEF results submission guidelines.
- You will receive a 'Results Reconciliation Report' for both the FEI Results and USEF Results; each explains the findings of the review of the results, and may request additional information.

POST COMPETITION

- The **Post Competition Report Form** should be completed and returned to USEF within 10 calendar days from the end of the competition; otherwise a late fine will be levied. Questions regarding the Post Competition Report Form can be directed to Michele Hoskins in our Finance Department. In addition to the Post Competition Report form, please also include the appropriate dues.
- **FEI Organizing dues and any applicable Franchising fees** (Franchise fees only apply to World Cup competitions) will be invoiced after the end of the competition. **Organizing dues are determined by the amount of prize money awarded, if no prize money is awarded a minimum fee of 500 CHF will apply. Please remit payment of these dues in a timely manner. Please see the FEI Schedule of Fees Guide for further details.**
- **The FEI Report of the Chief Steward** must be completed by the FEI Chief Steward listed in the Schedule and sent to the attention of Becky Francis in the Competitions Department.



FEI FEES AND DUES

UNITED STATES EQUESTRIAN FEDERATION

In addition to the applicable USEF fees, as an FEI-sanctioned competition, please be aware that you are also responsible for the following FEI fees and dues:

- The FEI Calendar Fee
- The FEI Organizing Dues “and”
- For World Cup events - FEI Franchising Fees.

Please note that these are FEI fees; therefore, USEF does not have the authority to waive, increase, or decrease said fees. Fees listed herein are subject to change.

The FEI Calendar Fee - *Please note that this fee is not invoiced; payment should be submitted with the FEI Application to host for the upcoming year.*

- If your competition is submitted on time and approved through the committees before the Calendar submission deadline, the Calendar Fee is as follows:
 - 600 USD for Upper level events
 - 360 USD for Lower level events

(If you host Upper and Lower level events, you need only pay the Upper level fee of 600 USD.)

UPPER LEVEL EVENTS - 600 USD		LOWER LEVEL EVENTS - 360 USD	
Dressage:	CDI-W, CDI 3*	Dressage:	CDI 2*, 1*
Driving:	CAI-A	Driving:	CAI-B
Endurance:	CEI 3*, 2*	Endurance:	CEI 1*
Eventing:	CCI-4*, 3* CIC-W, 3*	Eventing:	CCI 2*, 1* CIC 2*, 1*
Jumping:	CSIO 5*, 4*, 3*, CSI3*-W CSI 5*, 4*, 3*	Jumping:	CSIO 2*, 1*, CS2*-W CSI 2*, 1*
Reining:	CRIO 3*, CRI 3*	Reining:	CRI 2*, 1*
Vaulting:	CVI 2*, 3*	Vaulting:	CVI 1*
Para-Equestrian	CPEDI 4*, 3*	Para-Equestrian	CPEDI 2*, 1*, M, CPEAI

- **Should your competition be submitted and/or approved by all the necessary committees after the FEI Calendar deadline, the FEI Calendar Fees are as follows:** (Again, Calendar Fees are not invoiced, but should be paid at the same time the FEI Application to host is submitted.)
 - 1,200 USD for Upper level events
 - 360 USD for Lower level events



FEI FEES AND DUES

UNITED STATES EQUESTRIAN FEDERATION

THE FEI Franchising FEE - Please note that this fee is invoiced after the conclusion of your event. Applicable conversion rate applies.

- The World Cup ('W') is an event designation for Dressage (CDI-W), Eventing (CIC-W), and Jumping (CSI-W) competitions. Only World Cup competitions are responsible for the FEI Franchising Fee.

Dressage: 1,250 CHF for CDI-W events
 Eventing: 3,900 CHF for CIC-W events
 Jumping: 4,000 CHF for CSI-W events

The FEI Organizing Fee - Please note that this fee is invoiced after the conclusion of your event. Applicable conversion rate applies.

- Organizing dues are charged on the basis of the total amount of prizes in cash and in kind convertible into cash according to the scale shown below. Please note that the amount charged by the FEI is double checked in accordance with the below-referenced sliding percentage scale before issued to the Competition Organizer.
 - 4.7% on amounts up to 149,999 CHF
 - 4.2% on amounts from 150,000 to 249,999 CHF
 - 3.0% on amounts from 250,000 to 499,999 CHF
 - 2.5% on amounts from 500,000 to 799,999 CHF
 - 2.0% on amounts from 800,000 to 999,999 CHF
 - 1.0% on amounts from 1,000,000 CHF
- Minimum Organizing Dues: The following minimum fees will be imposed for events without prize money or with a prize amount lower than 8,900 CHF:
 - For all disciplines and levels: 500 CHF
- Organizing Dues for multi-discipline events will be based on the "combined prize money of all disciplines". (This does not apply to Continental Championships [like NAJYRC] or World Championships).
- Continental Championships are calculated on the above-referenced sliding percentage scale, however, the Minimum Organizing dues for Continental Championships are as follows:

	SENIORS	YOUNG RIDERS	JUNIORS	PONIES
Dressage:	1,300	1,000	500	500
Eventing:	1,300	1,000	500	500
Jumping:	1,300	1,000	750	500
Driving:	1,300			500
Endurance:	1,300			
Vaulting:	500			
Reining:	500	1,000		

- World Championships are calculated on the above-referenced sliding percentage scale, however, the Minimum Organizing dues for World Championships are as follows:
 - Vaulting: 500 CHF
 - All other disciplines: 1,750 CHF



FEI FEES AND DUES

UNITED STATES EQUESTRIAN FEDERATION

FREQUENTLY ASKED QUESTIONS

Are there additional fees if I have to make a change to my competition?

Yes. Should your competition change dates or venues after the Calendar submission deadline, the following additional 'Modification to the Calendar' fees will apply: 500 CHF for Upper level events and no additional fee for Lower level events. Any other changes do not incur FEI fees. 'Modification to the Calendar' fees are invoiced.

What if I submit my application late?

Should your competition be submitted and/or approved by all the necessary committees, after the Calendar submission deadline, the FEI Calendar Fees are as follows: 1,200 USD for Upper level events and 360 USD for Lower level events.

What does "CHF" mean?

The unit of currency, Swiss Francs, is denoted as "CHF"; just as we refer to our currency, United States Dollars, as "USD." Calendar fees are not charged in Swiss Francs, but in US Dollars. All other fees are converted from CHF and based on the USEF standard exchange rate.

What forms of payment are accepted?

Visa, MasterCard, American Express, and check are all acceptable forms of payment. When paying with a credit card, please make sure the cardholder's name is clearly printed, along with signature, cardholder's state, and billing zip code.

To whom do I make my check out?

Please make checks payable to USEF. Please write the fee description ("FEI Calendar Fee," "FEI Organizing Dues," "FEI Franchising Fee"), as well as your competition number, in the memo field of the check.