

2016 FEI DRIVING EVENT HOSTING PACKET





DRIVING - APPLICATION TO HOST A 2016 USEF/FEI COMPETITION

UNITED STATES EQUESTRIAN FEDERATION

- Approved by Technical Committee _____ (office use only)
- Approved by International Discipline Council _____ (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

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-1*

CAI-2*

CAI-3*

CAI-4*

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: July 15, 2015*.



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.



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, 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 (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 (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 (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

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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

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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 (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

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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.