

# ATHLETE REFERENCE GUIDE



## Competing Abroad in Foreign FEI Competitions

! **Before you may submit entries** to foreign FEI competitions, the following requirements must be met for horses and riders:

### ATHLETES

Athletes competing abroad in foreign FEI competitions must have:

- ✓ USEF [Competing Membership](#) in good standing
- ✓ A current [FEI Registration](#)
  - Review the [FEI Registration Requirements](#). Entries **will not be submitted** until FEI Registrations are issued.
  - Email [feiregistration@usef.org](mailto:feiregistration@usef.org) for assistance
- ✓ Completed [Safe Sport training](#)
- ✓ [Commonly Ridden Horses](#)
- ✓ If competing in **national level competitions outside the U.S.** (*excludes competitions in Canada and Mexico*), complete the [National Permission Questionnaire](#) on the Athlete Dashboard to receive a Letter of Permission
  - Athletes will receive a letter of permission within 48 business hours. A letter will also be sent to the foreign National Federation

! **Athletes riding foreign owned horses** are responsible for ensuring that the ownership, vaccines, & passport are up to date in the FEI database.

### HORSES

Horses competing abroad in foreign FEI competitions must have:

- ✓ A [USEF Life Horse Recording](#) (if owner is a US citizen)
- ✓ A current [FEI Registration](#)
  - Review the [FEI Registration Requirements](#). Entries **will not be submitted** until FEI Registrations are issued.
- ✓ An up to date [passport](#)
  - Email [passports@usef.org](mailto:passports@usef.org) for assistance

! **Once the above requirements are met**, you may submit your entry declarations on your USEF Athlete Dashboard.

### SUBMITTING ENTRY DECLARATIONS

Go to the **Athlete Dashboard** → **FEI Entry** → **Foreign FEI Competitions** → Choose **Discipline, Month, and Country**

Select the **Competition** → Add **Horses** → Select **Tests** (*Dressage only*) → Submit

### INVITATION SYSTEM

Show Jumping competitions with limited entries will utilize the [FEI Invitation System](#). Athletes must [mark wishes](#) 8 weeks prior to the start of the competition and no later than 4 weeks prior. Look for the envelope next to the show on your USEF Athlete Dashboard.

## FEI/INTERNATIONAL COMPETITIONS OUTSIDE THE U.S.

All U.S. athletes invited or nominated to compete abroad in an FEI/International event **must be entered by their National Federation**.

If you are a U.S. athlete wishing to compete in FEI/International level competitions outside the U.S., click on your discipline at the bottom of the [Athlete Services page](#), then refer to the forms and information listed.

### COMPETING IN FEI COMPETITIONS IN CANADA OR MEXICO

A US athlete who wishes to compete in FEI level classes/competitions in **Canada or Mexico** will:

- ✓ Submit applications to compete abroad to USEF
- ✓ Have entries submitted by USEF on behalf of the athlete
- ✓ Additionally enter directly with the competition

### COMPETING ABROAD IN FEI/INTERNATIONAL COMPETITIONS

A US athlete who wishes to compete abroad in FEI level classes/competitions will:

- ✓ Submit applications to compete abroad on the [Athlete Dashboard](#)
- ✓ Let USEF know which competitions are priority
- ✓ Confirm stalls with the organizer if there are multiple weeks of competition at the venue

## FEES

- Compete Abroad application - **\$100 per application**
- Non-Refundable Prepaid Annual Application fee - **\$1,000**
- Urgency fee (for applications submitted 14 days or less prior to the competition) - **\$100**
- Annual Waiver fee - **\$250 (\$200 urgency fee if submitted 14 days or less prior to the competition)**

### NON-REFUNDABLE PREPAID ANNUAL APPLICATION FEE

*Effective 1/1/2013*

USEF has given athletes the option to pay a **\$1,000 Non-Refundable Prepaid Annual Application Fee** to compete in FEI/International competitions outside the U.S. (in lieu of paying a non-refundable application fee of \$100 per competition) with the following understanding:

1. This option **does not exempt** athletes from having to apply to compete in an FEI/International level competition outside the U.S. for each competition they wish to participate in.
2. The Prepaid Annual Application Fee covers the application fees for the **first ten** FEI/International level competitions outside the U.S. and every competition thereafter in that same calendar year. Athletes who require waivers will still be responsible to pay the \$250 waiver request fee.
3. The Prepaid Annual Application Fee is **NON-REFUNDABLE**. If the athlete's anticipated plans change and they compete in less than 10 competitions that year, they will NOT receive a refund, credit, or partial credit for the prepaid application fee.
4. At the time the athlete applies for their first competition for that calendar year, they must indicate on the online form that they wish to pay the Prepaid Annual Application Fee. Otherwise, they will be charged on a competition-by-competition basis. ***Athletes cannot decide that the Prepaid Annual Application Fee option is a better choice after competing and paying on a per competition basis.***
5. The Prepaid Annual Application Fee is due when submitting the first application for the year.

6. Applications should be received by USEF Athletes Services **at least 2 months prior to the competition**. Athletes who pay the Prepaid Annual Application Fee and apply 14 days or less from the start date of a competition will also be charged a non-refundable urgency application fee per competition (as stated in the Urgency Fees policy) effective on the date the application is received.

**IMPORTANT:** Athletes who **do not** choose to pay the Prepaid Annual Application Fee may continue to pay a \$100 application fee per competition (on a competition-by-competition basis). If they did not elect the prepaid application fee option at the time they applied for their first competition for that year, they **cannot** do so later but will have the opportunity to do so the following year.

## URGENCY FEE

*Effective 1/1/2013*

It is not the intention of the USEF to promote tardy applications which should ideally be received 2 months in advance of the start date of the competition. If USEF finds certain athletes abuse the urgency fee policy, disciplinary action may be taken.

A **\$100 non-refundable** urgency application fee will be charged to athletes who apply to compete abroad to USEF **14 days or less** from the start date of the competition.

- Please note the urgency application fee is in addition to the standard application fee per competition (or annual prepaid application fee) and **does not guarantee** that the Organizing Committee will accept the athlete into their competition.

A **\$200 non-refundable** urgency waiver request fee will be charged to athletes who do not meet their discipline's minimum criteria to compete abroad and therefore submit a waiver request **14 days or less** from the start date of the competition.

- Please note the urgency waiver request fee is in addition to the standard waiver request fee and **does not guarantee** a waiver will be granted.

**IMPORTANT:** For a late application to compete or waiver request to be considered, the athlete must already have in place:

- ✓ Current USEF membership in good standing
- ✓ Current Safe Sport training
- ✓ Current Horse Life Recording with USEF (US owned horses only)
- ✓ Current FEI passport for horse
- ✓ Current FEI registration for rider
- ✓ Current FEI registration for the horse

## WITHDRAWALS

Once an athlete has applied to compete, should they need to withdraw, the following steps are to be taken without delay. USEF fees are non-refundable regardless of if the athlete competes or withdraws.

### **BEFORE ENTRY IS SUBMITTED OR BEFORE ORGANIZING COMMITTEE CONFIRMS INVITATION:**

- The athlete is to email Athlete Services at [feientries@usef.org](mailto:feientries@usef.org) and include the reason for the withdrawal.

### **AFTER ENTRY IS SUBMITTED OR AFTER ORGANIZING COMMITTEE CONFIRMS INVITATION:**

- The athlete is to email USEF Athlete Services **and** the Organizing Committee and include the reason for the withdrawal along and an apology to the Organizing Committee for any inconvenience their withdrawal may have caused.
  - The Organizing Committee's contact information can be found in the schedule for that competition.
- The athlete may receive a late entry withdrawal fee from the competition.

**IMPORTANT:** Jumpers must refer to "Withdrawing of Entries" in the [Protocols to Be Followed by US Riders Wishing to Compete Abroad](#).