



## 2024 U.S. Eventing Calendar CCI3\*-S, CCI2\*-L, CCI2\*-S, CCI1\* Levels Policies and Procedures

### Overview

The aim of these Policies and Procedures is to produce a U.S. FEI Eventing Calendar for the CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\* levels. It is important to note at the outset that these Policies and Procedures do not replace the competition licensing rules located in Chapter 3 of the United States Equestrian Federation's ("USEF") Rulebook.

To avoid confusion, it should be noted that USEF may submit dates on the FEI calendar for competitions that are not yet approved. In some cases, such dates are submitted for competitions that are only conditionally approved. A competition date is not final until a USEF Competition License Agreement is fully executed between USEF and the Competition Organizer ("Organizer" or "Organizers"). **Organizers must understand that a competition appearing on the FEI Calendar may simply be a placeholder, and an Organizer cannot reasonably rely on the calendar as demonstrative of final approval.**

*This document addresses the CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\* levels only. Refer to the [2023-2027 U.S. Eventing Calendar CCI4\\*-L, CCI4\\*-S, CCI3\\*-L, and Advanced Policies and Procedures](#) for competitions hosting those levels. Applications for CCI5\*-L and CCIO competitions will follow the FEI review process applicable at the time.*

### Applications, Review, Approval, and Fees

*All National and FEI levels taking place at competitions bidding to host the CCI4\*-L, CCI4\*-S, CCI3\*-L, and/or Advanced levels will be reviewed as part of the 2023-2027 USEF Eventing Calendar Bid Process.*

Competitions must include in their applications all levels they intend to offer, including national levels. National levels will be approved if hosted with a CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\*. National levels hosted within a CCI3\*-S, CCI2\*-L, and/or CCI1\* competition must be submitted in accordance with the deadlines indicated below.

**USEF Application Deadline for Organizers Seeking to Host CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\*:** Applications for competitions wishing to be submitted to the FEI by October 1, 2023 for the 2024 calendar year must be submitted to USEF no later than May 15, 2023. Any application received after the following deadlines has NO guarantee of being submitted to the FEI for the applicable October 1, 2023 deadline.

**USEF Review Timeline: The following dates are anticipated but are subject to adjustments:**

**April 18 – May 15, 2023 – Application Period**

**May 15 – June 16, 2023:** USEF will review the proposed dates and work with Organizers and exert best efforts to resolve potential non-mileage related conflicts. Criteria outlined in Annex A will be used to make determinations on which competitions to license.

**June 20 – July 3, 2023: Open Review:** Proposed calendars will be circulated to all FEI Organizers that submitted an application, including Organizers that submitted applications to host CCI4\*-L, CCI4\*-S, CCI3\*-L, and Advanced level competitions. Organizers may request modifications, cancel applicant competitions, and/or comment on potential areas of concern during the Open Review. All requests and comments must be submitted to Amber Braun at [abraun@usef.org](mailto:abraun@usef.org) no later than July 3, 2023.

**July 3 – September 17, 2023:** USEF Staff will work with Organizers on modification requests based on feedback received during the Open Review. The proposed calendar will be forwarded to the USEF Administrative Working Group (AWG) for review and recommendation. The recommendation of the AWG will be presented to the Eventing Sport Committee.

**September 18 – October 1, 2023:** The recommendation of the Eventing Sport Committee, will be made to the USEF Board of Directors or Executive Committee.

**October 1:** U.S. FEI Competition Calendars are submitted to the FEI.

**November 19-21:** Calendars are approved at the FEI General Assembly.

**Application/Calendar Fees:** (These are FEI Calendar fees and subject to the FEI fees published annually by the FEI.) The fees will be charged in accordance with USEF and FEI policies concerning calendar fees:

- FEI Calendar Fee for CCI3\*-S, CCI2\*-L, CCI2\*-S and CCI1\*: \$360

**FEI Calendar Procedure:** The dates for FEI competitions will also be subject to FEI Rules. See FEI General Regulations Article 112. The FEI Calendar is approved annually after the FEI General Assembly in November by the FEI Secretary General.

### Late Applications & Modifications

**USEF Late Applications and Modifications Deadlines for CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\*:** It is understood that at times there are circumstances where an Organizer is not able to meet the applicable USEF application deadlines and/or must modify their competition. Modification requests include changes to the comparable date, level(s), or location (see below for Downgrading) of an application submitted on time and made after the regular Open Review period. In these instances, the following deadlines have been established:

- Late applications or modifications received after May 15, 2023 have **NO** guarantee of being submitted to the FEI for the applicable October 1 deadline due to the review procedure.

Note:

- Adding or dropping a day is not considered a date modification under these Policies and Procedures. However, the request to add or drop a day from an existing competition must be made no later than 10 days before the start of the competition. These requests are subject to all applicable license modification fees and the issuance of a revised Competition License Agreement.
- Adding or dropping a national level below Advanced is not considered a modification under these Policies and Procedures. However, the request must be made at least 90 days prior to the start of the competition. These requests are subject to all applicable license modification fees and the issuance of a revised Competition License Agreement.
- Changes to Competition managers are not treated as modifications under these Policies and Procedures. However, changes to managers must be submitted to USEF for review at least 30 days prior to the start of the competition and the manager must comply with all USEF requirements.

**USEF Review Procedure for Late Applications & Modifications for CCI3\*-S, CCI2\*-L, CCI2\*-S, and CCI1\*:**

- Modification requests must be submitted at least 90 days of the start of competition.
- USEF will notify the FEI Organizers that have a competition on the date of the late application or modification two weeks prior to and two weeks following the competition's date as listed on the application. The Organizers contacted will have 14 days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to Amber Braun at [abraun@usef.org](mailto:abraun@usef.org). Comments received outside of the feedback period may not be considered in the review.
- USEF Staff and the AWG will review the Organizer's comments received. The AWG will

utilize the criteria outlined in Annex A and make a recommendation to the ESC.

- The ESC will review the recommendation of the AWG and will make a recommendation to the USEF CEO for final approval.

USEF may submit the late FEI application/modification request to the FEI at any time prior to any final recommendations and/or approvals. USEF reserves the right to hold the submission to the FEI until final approval is obtained from the USEF CEO.

**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 for the CCI3\*-S, CCI2\*-L, CCI2\*-S and CCI1\* levels received after the appropriate May 15 deadline listed above, and include the addition of a level, and will be charged as follows:

- CCI3\*-S, CCI2\*-L, CCI2\*-S and CCI1\*: \$1,000 flat fee.

**Modification requests, for a submitted application by May 15,** are changes to the organizer, comparable date, or location or addition of level (see below for Downgrading) of application submitted on time and made after the regular Review period. Modification requests will be charged a \$75 flat fee along with any applicable FEI and USEF license modification fees.

**Cancellation** of any FEI competition outside of the Review period must provide specific reasoning, which will be included in the file for future applications. Competition cancellations are subject to USEF cancellation fees outlined in Chapter 3.

**Downgrading** of a USEF BOD approved competition will incur a modification fee of \$75.

If a competition does not receive approval from the FEI, fails to receive a USEF License, or in other exceptional circumstances approved by the USEF CEO, a portion of the fee may be waived at the discretion of the USEF CEO or their designee.

### **Annex A**

#### **+ Primary criteria:**

- Technical aspects (arena footing, cross country footing, turf management, stabling, schedule, prize money, officials, etc.)
- High Performance Sport impact, including impact on the multi-discipline key competitions
- How the competition fits with the plans for U.S. Eventing Teams
- Growing equestrian sport in the U.S.

Additional criteria that may be considered:

- + Previous experience and expertise of the Organizing Committee
- + Developing volunteer opportunities and volunteer numbers
- + Opportunities for benefits for Development athlete programs and competitions
- + Generating participation in equestrian sport
- + Benefit to and interaction with the local community
- + Media facilities, impact, TV, and live stream opportunities
- + Opportunities to attract new sponsors or link existing USEF sponsors
- + Opportunities for the USEF to interact with existing and potential donors
- + Any other factors that may impact the best interest of the sport that is not specifically included above.