



## U.S. FEI Driving Calendar

### *Policies and Procedures*

#### 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. 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 and is demonstrated by a properly executed competition license agreement.

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

#### **USEF Review Procedure:**

**July 1 – July 15:** USEF Staff and the USEF Driving Sport Committee (DSC) or its designees will review the proposed dates and identify areas of concern and/or opportunity in the calendar. 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.

**July 15 – August 15:** 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 the USEF Director of Driving no later than August 15<sup>th</sup>.

**August 15-August 31:** USEF Driving Sport Committee reviews calendar and makes recommendation to the USEF Board of Directors or USEF Executive Committee.

**September 1 – September 15:** The USEF BOD or Executive Committee approves calendars prior to the September 15<sup>th</sup> USEF deadline for the October 1 submission deadline to the FEI.

#### **Application/Calendar Fees Remittance Procedure:**

The FEI Calendar Fee will be invoiced once the OC's application has been approved by the USEF DSC. You may also remit the FEI Calendar Fee together with the 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. The FEI event calendar fees are annually



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published by the FEI and are listed below (Fees Chart for FEI Competitions).

FEI Calendar Procedure: The dates for FEI events 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 and 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 divisions/classes held, organizer, date, or location (see below for Downgrading) of application submitted on time and made after the regular period. In these instances, the following deadlines have been established.

- CAI3\* event late applications will only be considered if received by USEF a minimum of 12 weeks prior to the start of the event.
- CAI3\* event modifications will only be considered if received by USEF a minimum of 8 weeks prior to the start of the event.
- CAI2\* and below event late applications will only be considered if received by USEF a minimum of 10 weeks prior to the start of the event.
- CAI2\* and below event modifications will only be considered if received by USEF a minimum of 6 weeks prior to the start of the event.
- Late Applications or modifications received after July 1 have NO guarantee of being submitted to the FEI for the applicable October 1 deadline due to the review procedure.

FEI Calendar Procedure: Late applications or modifications will also be subject to FEI Rules. See FEI General Regulations Article 112.

### USEF Review Procedure

For those Driving Sport Committee members who may have a conflict with any of the events on the proposed Calendar, it will be the decision of the remaining Committee members without conflict to decide the involvement of the conflicted members during the review process.

- USEF will notify the OCs that have an event on the date of the late application or modification, including those that may be a minimum of two (2) weeks prior to, or two (2) weeks following. The OCs concerned will have 7 business days to provide detailed comments regarding the proposed late application/modification to the calendar. Any comments must be sent directly to the USEF Director of Driving.
- USEF Staff and Driving Sport Committee or its designees will review the OC comments received. The criteria outlined in Annex A will be utilized during the review.
- USEF Driving Sport Committee will make a recommendation to the CEO. The CEO will





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make the final approval.

### Fees for Late Applications, Modifications & Cancellations

Late Applications are applications received after July 1 annually and will be charged a late application fee as per the Fees Chart for FEI Competitions provided below.

Modification Requests are changes to the divisions/classes held, organizer, date, or location (see below for Downgrading) of application submitted on time and made after the regular review period.

Modification requests will be charged per the fees chart included later in this document. Addition of divisions (such as CAI2\*-P do not require a modification fee).

Cancellation of any FEI event outside of the regular Review period must provide specific reasoning which will be included in the file for future applications. Cancellation of some but not all divisions/classes held at an event must go through the USEF review/approval process and will be considered as a modification request.

Downgrading of a USEF approved event will incur a modification fee. Downgrading of divisions/classes held at an event must go through the USEF review/approval process and will be considered as a modification request.

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 as Junior or Children will be treated the same as their relevant CAI star level and below throughout this document when determining the procedure for Late, Modifications, or Cancellations.

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Fees Chart for FEI Competitions

	Fee Type	Fee Amount
FEI	Lower Level Application Fee (CAI2* and below)	\$360.00
	Upper Level Application Fee (CAI3* and above)	\$600.00
	Upper Level Late Application Fee (CAI3* and above)	\$1,200.00
	Date Change Fee	\$582.50
	Organizing Dues (Prize Money less than \$10K)	\$582.50
	Organizing Dues (Prize Money \$10K and more)	Refer to FEI Regulations.
USEF	Regular Competition License Application Fee (New Competitions and Competitions with 299 or fewer horses in the previous year)	\$100.00
	Regular Competition License Application Fee (Competitions with 300+ horses the previous year)	\$250.00
	Regular Competition Late Application Fee (\$75 Late Fee and \$50 Presidential Modification Fee / Does not include license application fee)	\$125.00
	Location Change Fee	\$100.00
	Name Change Fee	\$100.00
	Rating Change Fee	\$100.00
	Mileage Exemption Fee	\$500.00
	Cancellation Fee (Within 90 days of competition unless act of God)	Same amount as license application fee.
	License Change Fee	\$100.00
Presidential Modification Fee	\$50.00	

\*The above fee chart is subject to change without notice. Please refer to the FEI ([www.fei.org](http://www.fei.org)) and USEF ([www.usef.org](http://www.usef.org)) websites for the most up to date information.

Last Revision Date:

