FEI COMPETITION MANAGER
QUICK GUIDE

Questions about FEI Competitions?
For questions about FEI Entries, please email feientries@usef.org
For questions about hosting an FEI competition, please email feicomps@usef.org

1. SUBMIT A HOSTING APPLICATION

- Hosting Applications should be submitted online through the organizer's USEF FEI Competition Dashboard.
- The application must be submitted by the deadline outlined in the relevant discipline's Policies and Procedures Documents which can be found **here**.
    - o **Late Hosting Apps will be subject to late fees.**
- If submitting for a new competition, you must first submit a new application for a License Agreement. This can be completed on your USEF Competition Dashboard.
    - o Once complete, you can then submit the online Hosting Application.
- **Organizers are required to pay the calendar fees to complete their application submission.**

    Please note: Calendar Fees are refunded if an application is withdrawn or disapproved.

2. PAY LATE FEE INVOICES

- Upon receipt of the Hosting App, USEF will invoice any additional FEI Calendar Late Fees to the competition, if applicable.
    - o This includes FEI Late Fees and USEF Late Fees, which are outlined in the relevant discipline's Policies and Procedures Documents
- Fees can be paid online through the organizer's USEF Competition dashboard.
- All fees **must** be paid before the competition is added to the FEI calendar on October 1st.

FEI Late Fees

- The FEI charges $600 for the addition of all upper-level competitions to the FEI Calendar after the October 1st deadline.
    - o CSI5*, CSIO5*, CSI4*, and CSIO4* competitions will be charged $900 when added to the calendar late.
        - ▪ CSI5* competition applications must be submitted prior to February 1st one year prior to the competition.
        - ▪ CSI4* competition applications must be submitted prior to June 1st one year prior to the competition.

3. APPLICATION APPROVAL PROCESS

- Each competition will go through the relevant discipline's approval process laid out in their individual Policies and Procedures Document.
- Organizers will be notified of USEF approval or disapproval no later than October 1st.
- All 4* and 5* Jumping competitions must pay the Jumping Deposit prior to being added to the FEI calendar.
- All USEF approved FEI competitions will be submitted to the FEI calendar on October 1st.
- The FEI will complete their own approval process and will release a final approved calendar in November.

4. SUBMIT CHANGE REQUESTS

- All change requests to dates, levels, venues, etc. both prior to and after approval **must** be submitted via the FEI Change Request platform in the USEF FEI Competition Dashboard.
    - o   Navigate to the Competition Dashboard and select FEI Competition Dashboard.
    - o   Select the competition.
    - o   Click on the "Change Requests" tile and select the red "Add New FEI Change Request" button.
    - o   Fill out the form and click Submit.
- Change Requests are subject to change fees outlined in the relevant discipline's Policies and Procedures.
- Change Requests will go through the approval process outlined in the relevant discipline's Policies and Procedures.

5. SUBMIT A DRAFT SCHEDULE

- Draft schedules are due 16 weeks prior to the start of the competition.
- **Late draft schedules will be charged a $100 late fee.**
- Organizers will begin receiving auto reminder emails to submit their draft schedule 4 weeks before they are due (i.e. 20 weeks before the start of the competition).
- The International Competitions Specialist will work with each organizer to make changes to the schedule as well as coordinate any corrections requested by the FEI.
    - o   All changes to the schedule should be submitted in writing to feicomps@usef.org
    - o   **Do NOT contact the FEI directly regarding Draft Schedules.**

Driving, Para-Driving, Dressage, Para-Dressage, and Endurance Draft Schedules
- Draft schedules must be submitted to feicomps@usef.org on the most recent word document template.
    - o   Please submit **WORD DOCUMENTS ONLY**

Eventing and Jumping Draft Schedules
- Draft schedules must be submitted via the online FEI Schedules Dashboard.

6. RECEIVE APPROVED SCHEDULE

- Once the schedule is approved by the FEI, it will be posted online for athletes to see.
- Any changes to be made to the schedule after approval should be submitted in writing to feicomps@usef.org or by submitting an updated schedule.
- Changes to officials for any reason **must** be reported to feicomps@usef.org or submitted on updated schedule.

7. ACCEPT ENTRIES

- The FEI Event Organizers Guide to Invitations and Competition Entries can be found here.
    - o   More helpful FEI How-To guides:
        - ▪   FEI Entry System for Jumping
        - ▪   FEI Entry System - General
        - ▪   Jumping Invitations
- Entries will be submitted into the FEI Entry System as soon as the competition is open in the system.
    - o   Jumping is the exception due to the Invitation System.

- USEF will continue to submit entries they are received, and qualifications are checked
- As entries are submitted, some will appear as pending additions - **please accept pending entries**.
  - There may be entries that are not in the system due to an issue with the entry (FEI Registration, Safe Sport, Passport, Etc.)
- USEF will reach out to the organizer regarding the issue(s).
- Organizers can email feientries@usef.org and request an export of entries for cross-checking. This can be requested as many times as needed.
- Entries **must** be accepted in the FEI Entry System after the definite date no later than 5PM EST on Monday the week of the event.
- For Jumping, all remaining entries will be submitted after Home Invitations are issued.

8. SUBMIT ENTRY CHANGES OR WITHDRAWALS

- Please remind athletes to submit all changes and withdraws through their USEF Athlete Dashboard
  - Entry changes and withdraws will not be accepted via phone or email.
  - For Jumping, organizers can send a contact request through the FEI Entry System for withdraws.
    - If the organizer is to send the contact request, there is wording on the entry that says, "Contact NF" or "Contact entering NF". Click this to send the contact request.

9. ACCEPT LATE ENTRIES

- Athletes can submit late entries through their USEF Athlete Dashboard up until the start date of the competition.
  - After that point the athlete **must** submit their entry details in writing to feientries@usef.org.
  - The athlete will have a $75 late entry fee to be paid when they submit the late entry.
- The organizer decides whether to accept or deny the late entry.

10.   CHECK OUT HORSES

- The OC is **required** to check out horses that are departing from the competition with the FEI HorseApp.
- The organizer must have a FEI HorseApp account. Follow instructions **here** to set up an account.
- Instructions on how to check out horses from the competition can be found **here**.
  - Horses are to be checked out when passports are returned.
  - The app allows for horses to be checked out a few days later than the end date of the show, as horses may layover.
    - Temperatures **must** be entered during this period.
  - Horses must be checked out on the date that they leave, or the system will issue sanctions.

Please note: Email usersupport@fei.org for additional help with the FEI HorseApp.

11.   RESULTS

- All results must be submitted directly to the FEI immediately following the competition.