HOW TO HOST A U.S. BASED FEI ENDURANCE COMPETITION

Below is a basic guide for hosting a U.S. based FEI Only licensed Endurance Competition. For FEI Competitions also running a national portion under the USEF license, please contact the Director of Endurance for more information.

This guide is not intended to supersede any USEF or FEI rules and is not an exhaustive list of requirements but instead an overview of the process and requirements to host a U.S. based FEI Endurance competition.

LICENSING STAGE

Registration of Licensee
Registration of the licensee is an annual requirement and can be completed on the Competition Dashboard. To apply to hold a US Equestrian Competition, the licensee must be registered and obtain a
US Equestrian Licensee ID.

Need to register a New Licensee, read the Licensee Registration Guide.

Need to Renew/Update an EXISTING registration or Modify a Licensee or Transfer a Competition? Click here.

Competition Management
Review the Competition Management Check List
(the below areas of the document are applicable for FEI only competitions)

- Licensee Registration
- License Application or Renewal
- License Change Requests
- Certificate of Insurance
- Manager Requirements

Applying to host a U.S. FEI Endurance Competition
Determining a date and location: Applications to host a U.S. based FEI Endurance competition are due to the Federation by June 1 of the year prior to the competition. Review the U.S. FEI Endurance Calendar Policies & Procedures document for more information. Late applications for upper level events will be subject to late fees.

When determining a location for the event, it is highly recommended that an organizer should be familiar with the trails and footing. The organizer should be familiar with what allowances the location is agreeable with to ensure FEI rules can be complied with and it is preferable that the organizer has ridden the trails.

All FEI Endurance competitions hosted in the US require a USEF license to be applied for prior to submitting the FEI Application. See below and review here the process for applying for a new or renewal license. Please note that the competition dates must match exactly between the FEI and USEF licenses if the competition is FEI only, if the FEI license includes National classes, then the competition dates must either match or fall within the dates listed on the USEF license.

Please ensure that the competition license includes the day in which the First Vet Inspection will occur on.

How to submit an USEF License Application Online:

- Log into your Licensee Account on usef.org.
- Navigate to your USEF Competition Dashboard.
- If this is a new competition, click on "New Competition Application" and follow the prompts.
- If this is not a new competition, click on the competition tile.
- Click on the "Renew Comp" tile and follow the prompts.
- If you encounter any problems with submitting your License Application, please contact dates@usef.org.

How to submit an FEI Application online:

- Log into your Licensee Account on usef.org.
- Navigate to your USEF Competition Dashboard.
- At the top, click on the FEI Competition Dashboard.

- Navigate to the competition that you would like to submit an application for. If the competition has not been FEI in the past, click on new competition at the top.
- Click on "View Competition Details."
- Select the Competition Year the change applies to.
- Click on the "FEI Competition Applications" tile.
- Click on "Submit New Application."
- Select the applicable form type with the correct year.
- Fill out the application.
- Click "Submit" and pay for the application via your cart.
- If you encounter any problems with submitting your FEI application, please contact feicomps@usef.org.

Review the U.S. FEI Endurance Calendar Policies & Procedures document for late applications or competition modifications. 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.

- Navigate to the Competition Dashboard and select FEI Competition Dashboard.
- Select the competition.
- Click on the "Change Requests" tile and select the red "Add New FEI Change Request" button.
- Fill out the form and click Submit.

Changes to date or location must also be submitted via the License Change Requests.

- Navigate to the Competition Dashboard
- Click on the competition
- Select the "Change Requests" tile and follow the prompts

**All remaining stages are dependent on the competition being added to the FEI Approved Calendar.

PRE-COMPETITION PREPARATIONS STAGE

Competition Insurance

A valid certificate of insurance, which names the United States Equestrian Federation, Inc. as an additional insured for each day of the competition, including set-up and take-down days, with at least $1,000,000.00 coverage for third party general liability and $50,000.00 coverage for equipment and property, must be provided to the Federation. Such certificate of insurance must be received by the Federation at least 15 days prior to the first day of the competition.

For Endurance competitions, it is common practice to include on the policy the day when the First (Pre-Ride) Inspection occurs as well as the day after any long-distance rides to ensure the competition is covered if any ride(s) go past midnight.

A sample certificate and insurance FAQs can be found here.

Hire Officials

When hosting a competition with multiple levels being offered, you will need to choose the level of Officials based on the highest ride level being offered and on the expected number of entries.

A list of FEI Endurance Officials can be found here.

Review the FEI Endurance Rules when planning who you will be hiring as officials. For Treatment Veterinarians, please review Annex 5 section 5.2 for state licensing requirements.

Discuss with your officials logistical details such as transport, accommodation, reimbursement, etc..

Hire Support Staff and Volunteers

Support Staff and Volunteers are a pivotal part of any competition to ensure it runs smoothly. Review all aspects of your competition and ensure you have the needed support for a successful competition.

Examples of support staff include: secretary, trail manager, timing staff, etc.

Farrier

A farrier can either be on-call or on-site depending on the needs of your competition. See FEI Rules for more information.

Medical Staff

A competition must have on-site the presence of personnel trained in emergency medical care and have an appropriate medical emergency action plan for the evacuation, emergency treatment, and transport of injured athletes. See the FEI's General Medical Coverage Requirements for FEI Events document and FEI Rules for more information.

Schedule

FEI Endurance Schedule Information can be found here. This page includes the **FEI Draft Schedule Template**, Guidelines, information on the CEI2* CIM and CEI2* transition, and more.

Review Art. 804 within the FEI Endurance Rules to confirm your schedule includes the minimally required information.

You will submit your schedule to feicomps@usef.org.

The Draft Schedule must be submitted using the FEI Template. The FEI Draft Schedule is due to USEF 6 weeks prior to the event for January and February competitions and 12 weeks prior for all others.

Definite Schedules must reach the FEI at the latest four (4) weeks prior to the Event.

Any changes needed to be made to the schedule after approval should be submitted in writing to feicomps@usef.org, changes on an updated schedule must be highlighted. This includes cancellation of any sections at the event (lack of entries, etc.) which must be communicated to the above email address before the start of the event.

Changes to officials for any reason must be reported to feicomps@usef.org or submitted on an updated schedule.

Rule Review

Review the FEI Endurance Rules to ensure full compliance.

Entries

An athlete will submit their entry for the competition through the USEF Athlete Dashboard. Foreign Riders will submit their entry through their National Federation. The week of the Definite Entry deadline, you will begin to see entries through the FEI Entry System. You will need to accept the entries for them to become final. 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.

Horses can be substituted up to 1 hour prior to the first Vet Inspection – all substitutions have to go through the FEI Entry System.

Information specifically for the FEI Entry System for Endurance can found here.

Information specifically for an Organizing Committee using the FEI Entry System can be found here.

Information specifically for an athlete submitting a FEI Entry through their USEF Athlete Dashboard can be found here.

The FEI Event Organizers Guide to Invitations and Competition Entries can be found here.

You will also want to download the FEI Sport APP which allows you to track your entries "live" and utilize various data tracking tools for your competition. Follow instructions here for information on downloading and using the app.

Review Event Resources

FEI Endurance Event Materials Check List

Required USEF Documents

All FEI participants must sign the State specific Waiver and Release of Liability and all applicable FEI participants must sign the Federation Entry Agreement. Parents/Guardians must sign for minors. If needed, contact USEF Director of Endurance to review Fees associated with hosting a FEI/USEF Endurance event.

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AT COMPETITION STAGE

Vaccination Requirements

Review FEI Endurance Rules and FEI Veterinary Rules for current equine vaccination requirements.

Compliance with Rules

Ensure the competition runs in compliance with the FEI Rules.

See here for information regarding Warning Cards.

Check Out Horses

The OC is required to check out horses that are departing from the competition with the FEI HorseApp. Follow

instructions here to set up a FEI HorseApp 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.

POST COMPETITION STAGE

Results

Results must be submitted to the FEI within two (2) days following the competition. Click here to see the three different ways results can be submitted to the FEI.

Additionally, results for FEI events must also be submitted to USEF via the Competition Dashboard within 10 days of the end of competition.

- Navigate to the Competition Dashboard
- Click on applicable competition box
- Click on Results tile
- Click on Submit "Current year" Results button
- Follow Prompts

Post Competition Report (USEF)

Regardless of if your competition runs FEI Only or both FEI and National divisions, a USEF Post Competition Report needs to be completed and submitted to USEF no later than 10 calendar days after the close of competition. This report must be completed via the Competition Dashboard, for additional information, please review the Post Competition Report FAQs.

For FEI Only competitions, the below fees must be collected.

- International High-Performance Fee (IHP): $35/horse
- USEF Fees (per horse FEI sanctioned competition): $33/horse
- Competition Fee: $1.50/horse

Review here for a guide regarding FEI Fees associated with hosting an event. Please note the FEI Organizing Dues are invoiced by the FEI periodically, there may be a delay between the event and an organizer receiving the invoice.

For additional assistance, please use the contact information below.

Licensing questions: Dates@USEF.org

Insurance questions : insurance@usef.org

Schedule questions: feicomps@usef.org

Entry questions: feientries@usef.org

Results questions for USEF submission: results@usef.org

Officials Status, License Level, Eligibility, etc. questions: LOInquiry@usef.org

Help with the FEI Apps: usersupport@fei.org