

Steps to Enter Your First FEI Ride

You should plan to start the process no less than 12 months before your first FEI competition and, if at all possible, even earlier than that. As you will find, much of this time will be spent waiting for the return of documents from various entities. **NOTE:** Do not wait to complete one step before proceeding to the next. You should try to work your way through all of the steps concurrently and delay completion of a particular step only when you are waiting for required information or documents to be returned to you. You should also keep copies of every form/application that you submit.

Each step also outlines the costs involved. Some costs vary depending on the type and number of FEI rides you ride. Those costs are summarized as follows:

- AERC Membership: New member \$63.75 Renewing \$ 75.00
- AERC-I Membership: \$ 15.00
- USEF Membership: One year \$ 55.00 or Three year \$150.00
- Horse Recording Fee: Lifetime \$200.00
- Equine Passport: National Passport \$50.00 annually Or International Passport \$300.00 and \$175 renewal every 4 years
- FEI Horse Registration: \$ 15.00 (+ microchip cost and Vaccinations)
- FEI Rider Registration: \$ 15.00 (Riders age 17 and under are FREE)

1. **Step One: Novice Qualification**

All athletes and horses must meet the Novice Qualifications established by the FEI and verified by USEF prior to competing in their first CEI1* or CEIYJ1* competition. Athlete and horse Novice Qualifications must be completed at AERC competitions, though not necessarily as a combination. Athletes and Horses need not be members of any organization to complete the Novice Qualifications, however membership in AERC is recommended for recordkeeping purposes.

Athlete Novice Qualifications: The novice qualifications require the athlete to successfully complete:

- 2 rides between 25 miles and 49 miles AND
- 2 rides between 50 miles and 56 miles.

Each ride must be at a speed of 10mph or under and are not required to be completed in any certain order. Athletes must complete the novice eligibility requirements all within the 24 month period and no shorter than 6 months, immediately prior to taking part in an FEI competition.

Horse Novice Qualifications: The horse must be at least 5 years old to qualify as novice and complete the novice qualifications. Competitions prior to your horse turning 5 years old will not count towards the novice publications. The novice qualifications require a horse to successfully complete:

- 2 rides between 25miles and 49miles AND
- 2 rides between 50miles and 56miles.

Each ride must be at a speed of 10mph or under and are not required to be done in any certain order. Horses must complete the requirements of this qualifying phase all within

the 24 month period and no shorter than 12 months, immediately prior to taking part in an FEI Competition.

2. **Step Two: Membership Requirements**

a. Required Athlete Membership:

i. **AERC and AERC-I** (http://www.aerc.org/static/Join_AERC.aspx) Join AERC and AERC-I by using either the online or paper application. If you choose “Join Paper” you will get a member registration form that can be copied, filled out and mailed to AERC with the appropriate fees. If you chose “Join On-Line” you are directed to an electronic form to complete. Whether you choose a paper or on-line form, make sure to indicate at the appropriate location that you are also joining AERC-I. A single new membership to AERC is \$63.75. A renewing membership is \$75.00 The cost of joining AERC-I is another \$15.00 per person. If you are already a member of AERC and wish to join AERC-I, all you need to do is call the AERC office (toll free: 866-271-AERC) and tell them you wish to join AERC-I. Have your credit card ready and they can handle it over the phone. **Time to complete: 0.5 hours. Cost: \$78.75 for new members or \$90.00 annual renewal.**

ii. **USEF**

(<https://www.usef.org/iframes/memberservices/membership/joinrenew.aspx>) To join the USEF or renew your membership online, the process begins by signing in to a My USEF My Way account. If you have been a member but have not created a My USEF My Way account, you may use your USEF ID to do so. If you are a new member, you'll be asked to create an account by providing basic contact information. In order to compete in FEI sanctioned events, you must be a USEF Senior Competing Member. You may also take advantage of live, **online support** provided by one of the USEF's Customer Care Representatives (available M-F, 8:30am-5:00pm EST). Once you've joined, renewed, or upgraded your membership, you'll be able to personalize your My USEF My Way page and keep up-to-date on your activities and the upcoming program opportunities offered by USEF and its Recognized Affiliates. You must create an online account with USEF, as this is how entries in FEI events are processed. Once you have completed all the steps you should get a response indicating the transaction was successfully completed. You will then have the option of printing a temporary membership card, which you should do. A permanent membership card will be mailed to you. If you have any trouble you can contact USEF at 859-258-2472. **Time to complete: 0.5 hours. Cost: \$55.00 one year membership \$165.00 three year membership or \$2,500.00 lifetime membership**

iii. **FEI:** All riders competing in any FEI event must register annually with the FEI. You must have an active FEI registration number prior to starting an FEI competition. You may **NOT** pay this fee at to the FEI ride manager at the time of the ride. If not completed at time of USEF registration, log into your My USEF My WAY account (<https://www.usef.org/> My Account Tab on upper right). Under the FEI COMPETITION ENTRY AND COMPETING ABROAD tab select 2016 FEI Rider Registration (January 1, 2016 – December 31, 2016) and fill out required form. **Time to complete: 0.5 hours. Cost \$15 annually**

b. **Required Horse Membership**

i. **USEF:** If not completed at time of USEF registration, log into your My USEF My WAY account (<https://www.usef.org/> My Account Tab on upper right). Under the Horse Links tab select ADD/UPDATE HORSE. Horses are required

to have a USEF lifetime recording for passports to be issued. **Time to complete: 0.5 hours. Cost \$200 one time**

- ii. **FEI:** All horses competing in any FEI event must register annually with the FEI. You must have an active FEI registration number prior to starting an FEI competition. You may **NOT** pay this fee at to the FEI ride manager at the time of the ride. A copy of your horse's pedigree/breed papers is required if obtaining an initial FEI Horse Registration. The name on your horse's breed papers must match the USEF Horse Recording and FEI Horse Registration. There is a fee to the FEI for changing your horse's name. If a copy of your horse's breed papers is unavailable, you will be required to obtain a National Passport or an International (FEI) passport prior to competing. If not completed at time of USEF registration, log into your My USEF My WAY account (<https://www.usef.org/> My Account Tab on upper right). Under the FEI COMPETITION ENTRY AND COMPETING ABROAD tab select 2016 FEI Horse Registration (January 1, 2016 – December 31, 2016) and fill out required form. **Time to complete: 0.5 hours. Cost \$15 annually**
3. **Step Three Passport:** As of January 1st, 2017 all horses must have either a National or International Passport to compete in FEI competition (an International passport is required to compete in CEI3* or above). Normal Processing time for all passports is 10-15 business days. The passport will be mailed to you and must be completed by a licensed veterinarian and returned to USEF for approval. Approval process normally takes 10-15 business days. Note: these processing times can be expedited to 3 business days with an additional \$300 fee. **Time to Complete 6 Weeks**
 - a. **National Passport**
(<https://www.usef.org/documents/international/natpassapp.pdf>) Application must be printed and faxed or mailed to USEF. **Cost \$50 one time**
 - b. **International Passport**
(<https://www.usef.org/documents/membership/NewPassportApp.pdf>) Application must be printed and faxed or mailed the USEF. **Cost \$300 one time**
4. **Step Four Vaccines and Microchip Requirements:** In order to compete in FEI competition, horses must have a microchip and current on equine influenza Vaccine. This information is recorded in the equine's passport.
 - a. **Microchip:** Beginning Jan. 1, 2013, all horses newly-registered with the FEI must be microchipped (2012 FEI Article 1011.1.2.3). The microchip must be compatible with ISO 11784 and ISO 11785, and all microchip information must be entered in the horse's passport and reported to the USEF. Check with your veterinarian on how to get a microchip for your horse. ISO 11784 and ISO 11785 compliant microchips for implant in U.S. horses are commonly available and include the following 134.2-kHz microchips (Bayer ResQ or HomeAgain/Digital Angel)
 - b. **Vaccination Requirements.** 1. At Federation licensed competitions, horses entering the grounds must be accompanied by documentation of **Equine Influenza Virus** and **Equine Herpes Virus (Rhinopneumonitis)** vaccinations within six months prior to entering the stables. Horses not in compliance with this rule may be required to leave the competition grounds upon request by Competition Management.
Documentation should consist of one of the following methods mentioned below. The frequency of vaccine administration should be per the vaccine manufacturers' or veterinarian's recommendations. It is recommended that vaccines are administered by or under the direction of a veterinarian.

Competition Management may not amend or enhance vaccination requirements without prior approval of the Veterinary Committee.

1. In the case of vaccines administered by a veterinarian, the exhibitor, upon request by Competition Management, must provide documentation from the veterinarian on documenting that the horse in question received the vaccinations; name of the vaccines and date of vaccine administration.
 2. In the case of vaccines administered by a person other than a veterinarian, the exhibitor, upon request by Competition Management, must provide a receipt of the vaccine purchase which is signed by the owner, or agent with care, custody, and control of the horse; name, serial number and expiration date of the vaccine; and date of vaccine administration.
 3. In the case of a horse that is unable to receive either of the vaccinations due to a history of adverse reactions, the exhibitor, upon request by Competition Management, must provide a letter from the veterinarian on official letterhead stating that the horse in question cannot be vaccinated due to medical concerns and a log of temperatures taken twice daily for the seven days prior to entering the competition grounds. These horses must also have their temperature taken and logged twice daily while on the competition grounds. The log of temperatures should be provided to the Competition Management, steward, or technical delegate when requested.
5. **Step Five Familiarize Yourself with FEI Regulations** There are several rules unique to FEI that you will be required to comply with at all FEI rides. These rules change frequently, so you need to check the FEI website for the endurance rulebook or talk with an experienced FEI rider or your zone rep before your first ride. Specific rules about rein length, caged stirrups, collared shirts and spurs differ significantly from those of AERC. [http://www.fei.org/sites/default/files/Endurance%20Rules 2016%20clean 0.pdf](http://www.fei.org/sites/default/files/Endurance%20Rules%202016%20clean%200.pdf)
6. **Step Six Enter your first FEI Ride** After completing the above steps in the necessary timeline, you are ready to enter a CE1*. Please note that you will be required to enter both the FEI and the AERC portion of the ride.
- a. You must declare you and your horse through the online portal on USEF prior to posted Definite Entry closing date. Log into your My USEF My WAY account (<https://www.usef.org/> My Account Tab on upper right). Under the FEI COMPETITION ENTRY AND COMPETING ABROAD tab select Manage Entries for U.S. Competitions in the FEI Entry System and follow the instructions.
7. Prior to obtaining your horse's passport, keep track of your horse's record at 1* and 2* competitions by using the FEI Endurance Log Sheet found on the USEF website (<https://goo.gl/CsC70z>).