

**Start to Finish**  
**From AERC to FEI in the USA**

The steps necessary to prepare for your first FEI ride can initially seem overwhelming. The following is a step-by-step guide to your journey. It will tell you what to do and how to do it. Each section contains an estimated time to complete and will emphasize important points with the highlighted word “NOTE.”

You should plan to start the process no less than **12 weeks** 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 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: \$ 10.00  
USEF Membership: One year \$ 55.00 or Three year \$150.00  
Horse Recording Fee: Annual \$75.00 or Lifetime \$200.00  
Passport: \$300.00  
FEI Annual Horse Fee: \$ 15.00 (+ microchip cost...see note)  
FEI Annual Rider Fee: \$ 15.00  
Application to USEF Endurance Rider Ranking List: \$ 50.00

**Step One: Be a Current Member of AERC and AERC-International - Annual.**

If you are not already an AERC member go to [www.aerc.org](http://www.aerc.org). On the left side click on “Join/Renew AERC” then either “Join” or “Renew” whichever is applicable. From there, join AERC and AERC-I 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 \$10.00 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: .5 hours.

**Step Two: Be a Current Member of USEF - Annual**

To join USEF go to [www.usef.org](http://www.usef.org). On the left side of the page is a tab that says “Membership”. Choose “Join or Renew”. You will then be given the option of joining online, by mail or fax, or on the phone.

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If you have never been a USEF member and you chose to sign up online, you will need to create an account number. Simply click on “On-line” and follow the instructions. You will then receive an account number that will become your membership number once you complete the process of joining USEF (if you could not remember your number, it will provide you with your already existing membership number and you can then renew your membership.)

Once you have your account number, return to [www.usef.org](http://www.usef.org), click the “Membership” tab then “Join/Renew”, enter your account number and continue where you originally started. Continue following the instructions provided by the website. 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.

The cost for a USEF one-year membership is \$55.00 or a three year membership is \$150.00.  
Time to complete: .5 hours

### **Step Three: Record Your Horse with USEF – Either Annual or Lifetime**

Go to [www.usef.org](http://www.usef.org). On the left side of the page go to the tab entitled “Horse Services” then “Forms & Guidelines” then “2012 Horse Recording/ ID application” If you wish to apply via snail mail you can click on “2012 Horse Recording/ID Application.” This will bring up the form you need to complete and mail to USEF at the address on the application. Include a check for either \$75.00 for an annual recording number or a one-time \$200.00 fee for a life-time recording number. You may also apply on-line by clicking on “Click here to apply online for a Horse Recording/ID number.” You will need the membership/account number you received in Step Two. Follow the instructions that come up. Time to complete: 2-4 weeks.

**NOTE:** If you do not receive your horse recording certificate with the horse recording number within 30 days call USEF immediately. If you have any trouble call USEF and ask for a Horse Recording Specialist.

### **Step Four: Pay the FEI Annual Horse/Rider Fee - Annual**

All horses and 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. The fee is \$15.00 per horse and \$15.00 per rider. The required form is found at [www.usef.org](http://www.usef.org), “Horse Services” “Forms & Guidelines” “2012 FEI Rider Registration Form” and “2012 FEI Horse Registration Form.” Breed and Disciplines” then “2009 FEI Horse Registration Form” and 2009 FEI Rider Registration Form”. This must be done 30 days before your first competition. Time to complete: 4 weeks.

\*\*\*\*NOTE\*\*\*\*\*

**- Compulsory microchipping of horses to be newly registered with the FEI, to come into effect on 1 January 2013 (Veterinary Regulations - Article 1011.1.2.3)**

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This means that starting January 1, 2013, any horses being registered with FEI for the first time **MUST** be microchipped.

### **Step Five: If Entering a One-Star FEI Ride (50-74 miles)**

Before entering your first FEI 1\* both you and your horse must first complete Novice Qualifying rides. To do this you and your horse (although not necessarily as a combination) must both successfully complete (a) 2 AERC LD rides and 2 AERC 50-mile rides no faster than 10 miles per hour (i.e. ride time of 5 hours or more on a 50 or 2.5 hrs or more on a 25- miler), OR (b) 3 50-mile rides at speeds 10 mph or less, meaning 5+ hours. These Novice Qualifying Rides must have been completed within 24 months of the FEI 1\* ride you will plan to enter and the horse must have been at least 5-years of age at the time of the Qualifying Ride. You should look up your record and be prepared to enter these qualifying rides on any FEI entry form.

(Horse: Must be at least 6 years old (Article 815.2.2)

Horse & Rider (not necessarily as a combination). Within 24 months of the event you are planning to enter complete two rides at distances of between 40-79 km AND two rides of between 80-90 km at speeds of 16 kph or under **OR** successfully complete 3 rides of distances between 80-90 km at speeds of 16 kph or under. (Article 816).)

Have this information readily available as you will be required to verify when, what rides, and your completion times.

Time to Complete: Varies

### **Step Six: Enter Your First FEI Ride**

Once you can document that you and the horse meet the Novice Qualifying requirements, you will be able to move through the Star Qualifying system. This means that you must enter and complete an FEI CEI\* ride (50 miles) before you can enter an FEI CEI\*\* (75-99 mile) ride, which must be completed before entering an FEI CEI\*\*\* (100 mile) ride.<sup>1</sup>

In addition to the usual AERC ride entry form, you will need to complete an additional form to enter the FEI portion of the ride. The ride manager will provide these forms. There will also be an additional entry fee. Time to complete: .5 hours

### **Step Seven: Obtain Documents To Identify Your Horse and Demonstrate Adherence To Required Influenza Vaccination Requirement**

1\* FEI rides do not require a passport of any kind, although the horse must have (1) have some form of identification, such as registration papers, health papers, or Coggins papers that clearly show the horse's identifying marks (white markings, pink skin, color of hoofs, whorls, etc.), and (2) proof that the influenza vaccination requirements have been met.

The influenza requirements state that you must document that the horse has had its primary series of influenza vaccinations. The primary series consists of two influenza vaccinations using the same method of administration (IM or IN) given between 21 to 92 days apart. A third dose

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1. Under FEI rules, horse must be at least 5 yrs to qualify as Novice. Horses entering CEI\* (50 mile) rides and CEI\*\* (75-99 mile) rides must be 6 yrs. Horses entering CEI\*\*\* (100 mile) rides must be 7 yrs and CEI \*\*\*\* (100 mile) championship rides must be 8 yrs old. USA horses are deemed to have their birthday on Jan. 1. That is, any horse born in 2004 is considered to be 5 yrs. old as of Jan 1, 2009.

(referred to as the First Booster) must be administered within six months + 21 days after the second primary dose. Thereafter an annual booster must be given within 365 days of the First Booster. NOTE: If the horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 calendar months + 21 days of arrival at the FEI event. No vaccinations shall be given within 7 days of the day of arrival at the FEI event.

The annual booster can be intramuscular or intranasal. This information must be entered contained in either the horses' health papers or can be written on his Coggins form. It must state the : date of administration, place, country, name of vaccine, batch number, vet stamp and signature. All details must be recorded in order for the vaccination(s) to be considered valid. Only the veterinarian who administers the vaccine to the horse may record the inoculation. Transferring vaccines on behalf of another veterinarian is not acceptable. Make sure the veterinarian signs and stamps the documenting form. If the horse has a long influenza vaccination record, rather than enter each shot the veterinarian who completes the descriptive page may use a specific statement to certify that the vaccinations have been administered in accordance with FEI regulations. You should contact a Passport Specialist at USEF to get the proper wording.

**Step Eight: If Entering a Two-Star Ride - Obtain a Horse Passport (One Time Per Horse) - Meet Influenza Vaccination Requirements (Every Six Months)**

A passport is required for all two-star, three-star, and four-star events. You may not request a passport until the horse has an annual or lifetime recording number. If the horse doesn't have a recording number you should apply for the number at the same time you apply for the passport. Where the passport application asks for the recording number simply put "pending". NOTE: On some forms the lifetime recording number is also called the USEF Horse Membership Number. You will find the application for a passport at [www.usef.org](http://www.usef.org). Under the tab "Horse Services" "Forms & Guidelines" print the form entitled "FEI New Passport Application". Mail the completed form to USEF at the address on the form. Once USEF receives all the necessary information, it issues an FEI Passport. You will receive the passport and a packet of information explaining how to complete the passport. You should review this information closely and then give it to the veterinarian for use in completing the passport. NOTE: If at all possible, use a veterinarian familiar with USEF passport requirements. Passports are often returned for corrections because the directions were not followed completely and correctly.

The cover page of the passport has the horse's name, passport number, and the issue and expiration dates. This passport will remain with the horse for the remainder of its life but must be revalidated every four years. The next area to review is the Details of Ownership section. The date will already be filled in but the owner of the horse will need to complete the rest of the information on that line including their name, complete address (no P.O. boxes), nationality, and signature.

Next, a licensed veterinarian must examine the horse and document their findings in the passport itself. On the last page of the directions, there is a sample diagram sheet that the veterinarian can use to practice before permanently marking anything in the passport. NOTE: It is generally more accurate and more cost effective for the rider to do the original sketches and descriptions of the horse and then have them reviewed by your veterinarian. Before actually drawing in the

passport, we recommend that you fax your practice form to a USEF Passport Representative. They will review your diagram and inform you of problems or corrections that should be made. Once approved, the rider can place the descriptions and sketches in the passport. Your veterinarian must then examine the passport against the horse and affirm that the diagram is accurate.

When the veterinarian has completed the diagram and description pages they must document that the horse has had its primary series of influenza vaccinations. The primary series consists of two influenza vaccinations using the same method of administration (IM or IN) given between 21 to 92 days apart. A third dose (referred to as the First Booster) must be administered within six months + 21 days after the second primary dose. Thereafter an annual booster must be given within 365 days of the First Booster. NOTE: If the horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 calendar months + 21 days of arrival at the FEI event. No vaccinations shall be given within 7 days of the day of arrival at the FEI event.

The annual booster can be intramuscular or intranasal. This information must be entered in the passport on the influenza pages: date of administration, place, country, name of vaccine, batch number, vet stamp and signature. All details must be recorded in order for the vaccination(s) to be considered valid. Only the veterinarian who administers the vaccine to the horse may record the inoculation in the passport. Transferring vaccines on behalf of another veterinarian is not acceptable. Make sure the veterinarian signs and stamps the passport in the appropriate places (see directions sent with new passports for examples). NOTE: Although the passport contains pages for vaccinations other than influenza, it is recommended that you **DO NOT** record other types of vaccinations. If the horse has a long influenza vaccination record, rather than enter each shot on the passport, the veterinarian who completes the descriptive page of the passport may use a specific statement to certify that the vaccinations have been administered in accordance with FEI regulations. You should contact a Passport Specialist at USEF to get the proper wording.

When the passport has been completed, it must be returned to USEF for review and validation. Upon processing at USEF, passports are shipped to the owner at the address listed in the passport. NOTE: It is best to mail passport by registered mail so that they may be tracked if lost. Time to complete: 4-6 weeks.

### **Step Nine: Comply with USEF Requirements to Compete Abroad**

If you plan to compete in an FEI ride out of the United States there are various other USEF requirements that must be met. Generally speaking, however, if you are competing as part of a United States team your team support staff will walk you through these requirements or they will be waived by USET. For this reason, I will not outline each of these additional requirements and forms in this article. You should just remember that if you plan to ride as an individual in an FEI ride abroad, your entry should be submitted to the ride through USEF. If you would like more information, go to [www.usef.org](http://www.usef.org), hit the "Breeds/Disciplines" on the left side of the page and then look under "Athletic Services," then "Is Your 2009 Paperwork Complete". You may also contact Athletic Services at USEF.

**Step Ten: Be Familiar with FEI Rules**

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 [www.horsesport.org](http://www.horsesport.org) for the endurance rulebook or talk with an experienced FEI rider or your zone rep before your first ride. Following are some of the current rules. **NOTE:** While some of these rules apply only to Championship Rides, it is best to just comply with them all. Time to complete: 1 hour.

**1) Competition and Fair Play - Article 807**

- The starting time of any competitor who does not present himself/herself on time for start is recorded as if they had started on time. No competitor may start later than 15 minutes after their starting time under penalty of disqualification.
- A rider may lead or follow their horse on course, but must be mounted to pass through the start of any day and the finish line of the day's final phase under penalty of disqualification.
- On the course, no other person may lead or ride the horse once the competitor has started under penalty of disqualification.
- Willful obstruction of an overtaking competitor by a slower competitor is penalized by disqualification. This is not to prevent competition between riders on course for placing, but is intended to apply in situations where the slower competitor is being lapped or passed due to travelling at a significantly slower pace or because of other problems of refusal or equipment issues.
- The Event Schedule shall specify where assistance is allowed both within vet gates and on course during an event.
- After a fall or if the competitor is separated from their horse, or in the case of loose or lost horseshoes, a competitor may be assisted.

**(2) Communication Devices (Article 810)**

The use of mobile phones and GPS devices are permitted. The Ground Jury must approve all other communication systems.

**(3) Dress Code (Article 809)**

- Riders must wear protective headgear.
- Dress must be appropriate and not detrimental to the image of Endurance Riding.
- Rider must wear either footwear with a heel or must use using caged stirrups
- Riders must wear a shirt with a collar at all CEI\*\*\* and CEI\*\*\*\* rides

**(4) Equipment (Article 810)**

- Draw reins (running reins/French reins) are forbidden
- Whips and spurs are prohibited

**(5) Weight Requirements (Article 812)**

The minimum riding weight for riders at a one-star ride is 70 kg(154 pounds). The minimum riding weight for riders at two, three and four star rides is 75 kg (165 pounds). To make weight the rider may be weighed with all riding equipment except the bridle (water bottles

must be empty). The rider may be weighed anytime during the ride and will be weighed at the conclusion of the ride. The minimum riding weight must be maintained throughout the ride and the rider can be asked to weight at any time during the ride.

**NOTE:** Even though for FEI, the minimum 1\* weight is 70 kg(154 pounds), most rides in the US will require 75 kg (165 pounds) even at 1\* events, in order to qualify to be a USEF Endurance Rider Ranking List Ranking Ride.

**(6) Recovery (Article 814.1)**

The horse's HR must recover to a rate of 64 beats/minute within 20 minutes of arrival at vet gates. At the finish, the HR must recover to a rate of 64 beats/minute within 30 minutes.

**(7) Mandatory Rest Periods (Article 815)**

- After competing in a CEI events, a horse must be given a mandatory minimum rest period before it is again eligible to participate in a FEI competition: Distance completed 0 – 80 km 13 days rest , 81 km and above 20 days rest
- If a horse is eliminated for metabolic reasons which require immediate invasive treatment at any CEI event, it must be given a mandatory minimum rest of 60 days before it is again eligible to participate in a CEI event.
- If a horse is eliminated for metabolic reasons which require immediate invasive treatment at any 2 consecutive CEI events or twice within any 3 month period, it must be given a mandatory rest period of 90 days before it is again eligible to participate in a CEI event.

**Step Nine: Be Familiar with Travel Requirements before Leaving For an FEI Ride**

If you are not use to traveling out of state, make sure you are aware of all the travel requirements of each state you will be going through. Your local veterinarian should be able to help you.