



Directions & Time Line

Application to USEF
for status as a

Recognized Association

Bylaw 222, Section 1

(1) Addresses International Discipline Associations – 1 for each discipline that goes through FEI/USOC; aka FEI Affiliates.

(2) Recognized Associations – 1 national breed/discipline association for each breed/discipline with rules in the Federation rule book.

Time line:

- **June 1st** - deadline for completed application and required supporting documentation to be received at the USEF office in Lexington, KY. The application will be considered for the first time at the next Annual Meeting.
 - Application, along with supporting documentation, must be notarized.
 - A \$500 non-refundable processing fee is required, with payment in two installments. A partial payment of \$250 is required when the initial notarized application is submitted. After the initial application is approved to move forward in the preparation of breed/division rules, the initial licensing of licensed officials, and the official notices required by the application process, the remaining balance of \$250 will be required. This processing fee will be applied to the organization fee if the applicant is approved as a Recognized Association.
 - Panel of staff composed of one person from National Affiliates, one from licensed officials, and one from competition dates will work under the direction of legal counsel to conduct any due diligence research considered necessary and appropriate.
- Four months prior to the Annual Meeting, an official notice will be published in *Equestrian* and listed on the USEF website, in addition to a press release announcing the intent of the group to become a Recognized Association.
- Three months prior to the Annual meeting, a second notice with reminder of the required response date would be released/published.
- One month prior to the Annual Meeting, the staff panel will begin preliminary work with the association to develop the rules and an initial group of USEF licensed judges and/or other necessary officials.
 - The criteria for establishing the initial list of licensed officials will be presented to the Licensed Officials Committee at their April meeting for their input and approval.

- If approved at the Annual meeting, the rules for the breed/discipline will be presented at the Summer Board Meeting.
 - The assigned staff panel and the association would work between the Annual Meeting and the Summer Board meeting to prepare the rules and initial list of licensed officials.
- If the rules are approved at the Summer Board Meeting, the initial list of proposed licensed officials, selected following the criteria approved by the LOC in April, will be presented to the at the August/September LOC meeting for approval.
- Rules approved at the Summer Board Meeting will go into effect December 1 of that same calendar year.
- Licenses for the initial group of licensed officials become effective December 1 of that same calendar year.
- Once approved as a Recognized Association, requirements to maintain status must be fulfilled.



Application Form
Recognized Associations

Deadline: June 1

Name of Association

Breed or discipline represented in the US

Official business address

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Phone & email:

Website address:

Year established

Legal status (must be not-for-profit or similar status)

Officers (list name/address/phone/email):

President

.....

Vice President

.....

Secretary

.....

Treasurer

.....

Other officer(s)

.....

.....

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List any other US associations representing the same breed/discipline on a national basis.

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List any international association representing the same breed/discipline with which this association

is affiliated with.

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Supporting documentation – include as attachments with this application. The application cannot go forward to the board without the supporting documentation.

Historical background - goals/purpose that illustrate why this association was originally formed.

Bylaws

Constitution

Articles of Incorporation

Financial statements for past three (3) years

Membership categories and data over past five (5) years

- List of categories
- Number of members in each category in each of the past five (5) years (information can be illustrated through a chart or other graph format)

Total number of horses registered, if breed organization, or recorded in some manner if a discipline organization.

Number of horses registered/recorded in each of the past five (5) years.

Number of competitions recognized by the organizations.

- If there are different levels of competitions recognized, provide information on each level.
- If classes for the breed/discipline have been held as exhibition classes at USEF licensed competitions, list the names and dates of the competitions for the past two (2) years.

Does the organization license judges or other officials?

- If yes, provide a list of officials, with addresses and status (judge, steward, etc.).
- If yes, provide the current requirements to become an official.

Copy of minutes or other documentation illustrating that a majority of the membership is in approval of coming under the USEF umbrella.

Statement that, if approved, the organization would abide by USEF rules, including the Equine D&M rules.

Signed: _____ Date: _____

Printed name: _____

STATE OF _____)
) ss:
COUNTY OF _____)

Sworn to and subscribed before me, this _____ day of _____, 2008.

Notary Signature

My Commission expires: _____