

Instructions for Riders Intending on Competing Overseas

If you are planning on going overseas to compete, please use the following information to assist in your planning.

STEP ONE: Before you leave

- You will need to apply for an International Competitor's licence. You can download the form for this at www.equestrian.org.au under the EA Services drop down menu. Please note that to apply for an International Competitor's Licence, you must be a current member of EA. This licence will allow you to compete in competitions overseas.
- Both you and your horse (if you are planning on taking one) must be registered with the FEI. This registration must be renewed at the beginning of each CALENDAR year. The application for FEI registration form is also found under the EFA services drop down on the website.
- If you are planning on taking your horse overseas with you, you must have an FEI Horse Passport to travel and compete with. Please note when applying for an FEI passport, leave **AT LEAST** 3 weeks for the validation process to take place. Application forms for passports are also available on our website.

STEP TWO: Competition - The Invitational Process

- To enter a competition overseas, you must have a personal (which the National Office will request for you) or National Federation Invitation.
- For personal Invitations, please provide Michelle (michelle.battams@equestrian.org.au) **in advance**, a list of the competitions which you wish to attend. This will give her time to request an invitation when a National Invitation has not been issued.
- National Invitations – these will arrive at the EA National Office. It will then be sent out to the appropriate riders in the area overseas. This is why it is best for you to leave us your email address and contact details before you leave.
- Once you have received your invitation and have decided that you would like to attend, reply to Michelle with your entry details which should consist of:
 - Your name and FEI Number
 - The horses name and FEI Number, and all horse details.
 - What section of the competition you would like to enter (for example – Big or Small Tour in Dressage, CCI3* or CSI3* etc)
- We will then send the Organising Committee of the event an Endorsement of your entry.
PLEASE NOTE: *Riders must still do their own entries unless otherwise specified! EA endorses riders' entries but does not enter for them.*
- If you are planning to compete in Dressage and it is your first time competing overseas, you will need to be assessed by National Dressage Selectors before you may be endorsed by EA.

STEP THREE: The Entry Process

- EA will begin the entry process by sending what is called an 'Entry in Principle'. This tells the Organising Committee of the event that Australia intends on sending riders to the competition, but at this stage no entry details are required.
- **Nominated Entries** – Nominated Entries are sent to the Organising Committee with rider and horse details that are intending on competing. Details may still be changed at this stage; however it is recommended that all entries at this stage are as close to being correct as they possibly can be.
- **Definite Entries** – Definite Entries are the final entries that are sent in. These entries cannot be changed unless the horse and rider are withdrawing for a valid reason i.e. Lameness or illness. **Any withdrawal after definite entries have taken place will incur fees!**
- You will be copied in on this Definite Entry so that you know it has been sent.

Please note:

Is it the responsibility of the rider to inform the OC and EA if they are withdrawing from an event.

EA will take no responsibility for any fees which are incurred through the rider withdrawing from an event for any reason.

GENERAL INFORMATION

Please remember that gaining entries to events overseas, particularly in Europe, can be difficult so the earlier you can inform the office of your intended events, the more time we have to try and secure an invitation.

It is desirable to send a list of events with preferences for each weekend, so that should you not be accepted in the show of your choice, we can then attempt to gain an invitation to your second preference. However, we will not enter any more than one show per rider per weekend!

Please note that the National office will not take responsibility for entry details that are not submitted to the office, and therefore not sent to Organising Committees on time.

**If you have any questions please do not hesitate to contact Michelle in the EA Office.
Phone – 02 8762 7777**