



MEMORANDUM

To: 2025 Potential Chef d'Equipe for the FEI North American Youth Championships **Date:** January 24, 2025

From: Sarah Hollander, Director, Dressage Performance & Event Support

Re: FEI North American Youth Championship Dressage Chef d'Equipe Selection Process

Dear Potential Chef d'Equipe for the FEI North American Youth Championships:

This memo is to assist with your understanding on the FEI North American Youth Championship Dressage Chef d'Equipe Selection Process. At NAYC, the Dressage Chef d'Equipe is responsible for the team and should be present with their athletes, horses, grooms, and any other team personnel for all competition activities. Chef d'Equipes are responsible for their team's behavior and will represent the Team at Chef d'Equipe meetings, draws, or interaction with FEI Officials during the Event. The Chef d'Equipe oversees the strategic plan and performance on the field of play. This means you will want to get to know any personal coaches that may be attending NAYC with an athlete, and ensure you understand how you can support their preparation and execution at the event. In addition, the Chef d'Equipe will work together with the USDF Regional Coordinator (RC). Many times, the RC will serve as the team "manager" and oversee the paperwork, logistics, finances, team gear, etc. The RC and the Chef d'Equipe must work "hand-in-hand" leading up to, during, and following the competition.

For more information on the roles and responsibilities of a Chef d'Equipe please see the Dressage Chef d'Equipe Guide. Below are requirements for those selected as Chef d'Equipe for the 2025 FEI North American Youth Championship. There are no exceptions for the following requirements:

Requirements

- USEF Letter of Agreement
- U.S. Center for SafeSport Training
- Background Check
- USEF Conflict of Interest
- USEF Subscriber or Competing Membership
- USDF Participating Membership

Selection Process

If you have read and understand the roles and responsibilities as Chef d'Equipe and can complete the listed requirements, contact Sarah Hollander, shollander@usef.org no later than April 1, 2025, at 5:00pm ET. Please provide the following information: Your Full Name, USEF and USDF Number, Region, and if there is a division you wish to be assigned to or cannot be Chef d'Equipe for due to a conflict of interest. Provisional Chef d'Equipe selections will be made for each region by May 5, 2025. For combined teams final selection of the Chef d'Equipe will not be confirmed until after the FEI definite entry. Please note only one Chef d'Equipe may be named per team; including combined teams. The final confirmation of the provisional Chef d'Equipe selection and selection of combined team(s) Chef d'Equipe will be made alongside the approval of the combined regional team(s). In the event of continued changes to combined teams before the start of competition fewer chefs may be needed.

QUESTIONS

Please do not hesitate to contact Sarah Hollander at (859) 225-6914 or shollander@usef.org.

