



To: USEA Area Young Rider Coordinators  
From: Gemma Stobbs, USEF Director, Eventing Development Programs  
Date: May 19, 2025  
Re: USEF Background Check, SafeSport Training, and Conflict of Interest Policies

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The 2025 USEF Eventing Young Rider Championships Selection Procedures have been approved by USEF CEO Bill Moroney and USEA CEO Rob Burk. The full procedures are published [HERE](#) on the USEF website.

The names of Area Coordinators, Area Chefs d'Equipe, and Area Selectors must be listed in the Area Selection Procedures document going forward. Names can be submitted to Gemma Stobbs ([gstobbs@usef.org](mailto:gstobbs@usef.org)) for publication- the deadline for submissions is April 1<sup>st</sup>. Updates can be submitted if any changes are necessary following the deadline.

Please be advised that the following policies and procedures are in effect for the 2025 USEF Eventing Young Rider Championships.

- [USEF SafeSport and Background Check Policy](#)
- [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#) *pg. 36*
- [USEF Conflict of Interest Policy](#)
- [USEF Code of Conduct](#)

A checklist is provided below as to what each type of participant will need to complete to be involved with the 2025 Championships. More information on how to complete each item is included at the end of this document, or you may contact Gemma Stobbs ([gstobbs@usef.org](mailto:gstobbs@usef.org)) for assistance.

**Young Rider Area Coordinator:**

1. SafeSport Training – Area Coordinators must remain current with their SafeSport Training through the conclusion of the Championships. If the SafeSport Training is not currently on file, the training or refresher course must be completed by May 15.
2. USEF Background Check – Area Coordinators must undergo a background check through USEF, which must be submitted by May 15. Background checks are valid for 2 years.
3. Conflict of Interest – Area Coordinators must submit a 2025 Conflict of Interest (COI) by May 15.

**Young Rider Chef d'Equipe:**

1. SafeSport Training – Area Chef d'Equipes must remain current with their SafeSport Training through the conclusion of the Championships. If the SafeSport Training is not currently on file, the training or refresher course must be completed by May 15.
2. USEF Background Check – Area Chef d'Equipes must undergo a background check through USEF, which must be submitted by May 15. Background checks are valid for 2 years.
3. Conflict of Interest – Area Coordinators must submit a 2025 Conflict of Interest (COI) by May 15.



### Young Rider Area Selector:

1. SafeSport Training – Area Selectors must remain current with their SafeSport Training through the conclusion of Team Selection. If the SafeSport Training is not currently on file, the training or refresher course must be completed by May 15.
  2. Conflict of Interest – Area Selectors must submit a 2025 Conflict of Interest (COI) by May 15.
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### HOW TO: COMPLETE YOUR SAFESPORT TRAINING

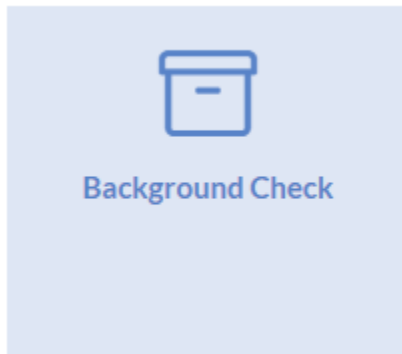
Before you are able to access the training modules, you must have an active 2025 USEF Subscriber Membership (\$25.00) or USEF Competing Membership (\$80.00). More information on the levels of USEF Membership can be found [HERE](#).



Once logged in to your [USEF Dashboard](#), navigate down the page to the SafeSport Training icon or click [this link](#) to follow the steps to be directed to the U.S. Center for SafeSport platform to complete the training or refresher course.

You will receive a certificate of completion for each module, and the icon on your USEF Dashboard will turn **GREEN** when all required items are completed.

### HOW TO: SUBMIT A USEF COMPLIANT BACKGROUND CHECK (NCSI)



Once logged in to your [USEF Dashboard](#), navigate down the page to the Background Check icon or click [this link](#) to follow the steps to submit. The background check fee is \$30.00.

You will receive email notifications regarding the status of the background check and if any other information is required to process. The icon on your USEF Dashboard will turn **GREEN** when the completed check is on file with USEF.

## HOW TO: SUBMIT YOUR 2025 CONFLICT OF INTEREST (COI)



Once logged in to your [USEF Dashboard](#), navigate down the page to the Conflict of Interest icon or click [this link](#) to follow the steps to submit your 2025 COI.

COIs are reviewed by the USEF Audit Committee.

Prior submissions may be updated if you must note any new potential conflicts throughout 2025.