



## Dressage Chef d'Equipe Manual

# WELCOME

Thank you for agreeing to serve as a Chef d'Equipe for the FEI North American Youth Championships (NAYC). Some of you are returning after countless years of service, while others are just beginning. Either way, we appreciate your time and effort; your service to your team and to the program is incredibly valuable.

The following pages are meant to serve as guidelines of what to expect leading up to and during the Championships. Please make sure you have access to the most updated versions of the FEI Rules (the General Regulations, Discipline Rules and Vet Regulations) as well as the Definite Schedule for this year's event once it is published. These rules and guidelines will help you find your way through the Championships. Also, please make sure to introduce yourself to USEF and USDF staff when you arrive. We are here to help in any way that we can and help ensure a smooth and safe competition for everyone.

**Please remember** this is a team competition and for many athletes (and their parents) it is the first time in a team situation. Requests to the organizing committee (OC) should come through you as the Chef d'Equipe – not through the individual athletes or parents. This is incredibly helpful and important with things like stabling, early arrivals, and accreditation. As always, please let us know how we can help.

## Role of the Chef d'Equipe

At NAYC, the Chef d'Equipe is responsible for the team, their behavior, and should be present with their athletes, horses, grooms, and any other team personnel for all competition activities. Chefs d'Equipe are also responsible for representing the Team at Chef d'Equipe meetings, draws, or interaction with FEI Officials for the Event. The Regional Coordinator and the Chef d'Equipe must work "hand-in-hand" leading up to, during, and following the competition. The Chef d'Equipe will oversee 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.

## Role of the Regional Coordinator

Each region has an appointed Regional Coordinator, who is a member of the FEI Youth Committee. The Regional Coordinator oversees and coordinates the logistics for NAYC. The Regional Coordinator and the Chef d'Equipe must work "hand-in-hand" leading up to, during, and following the competition. Many times, the Regional Coordinator will serve as the team "manager" and oversee the paperwork, logistics, finances, team gear, etc.

# Paperwork

We know there is a lot of paperwork that goes along with bringing a team to a championship. The USEF and USDF staff are available to help guide athletes through the process. Winter is a good time to start looking at which athletes may be working towards qualifying for NAYC and starting discussions with the athletes and parents to ensure they are on track with all paperwork and requirements.

It is a good idea to refresh everyone on qualifying requirements, the application, selection procedures, and certificate of capability. Please familiarize yourself with all aspects of the selection procedures as things may have changed from previous years. If you have any questions regarding the selection procedures don't hesitate to reach out to USEF and USDF for more information or clarification.

Athletes will need to declare a region in their application and submit a Certificate of Domicile if their region has changed. All questions regarding determination of region need to go directly to USEF to be processed.

One of the most time-consuming aspects of the paperwork needed for NAYC is acquiring, updating or in some cases locating the FEI passport of the horse(s) the athlete expects to compete. Start this process as early as possible! Encourage the athletes to find a veterinarian who is experienced with passports; this makes a huge difference.

For information on the passport process please see the [USEF Passport Guide](#). This will have information on applying for a new passport, revalidating an existing passport, changes of ownership, and more.

Athletes and Horses must be registered with the FEI to take part in FEI competitions. Please encourage any prospective athlete for your team to do this early in the year; remember, it is an annual registration. The FEI Registrations can be completed online on their USEF Member Dashboard.

For questions regarding passports and FEI registrations please contact [passports@usef.org](mailto:passports@usef.org).

# Entry

The entry for NAYC is processed in multiple steps. The Regional Coordinator will work with USEF and USDF to verify the athlete/horse combinations that will be submitted on both the Nominated and Definite entries. USDF will provide a form to the RC for the submission of both entries and will communicate with you the deadlines of each entry. Once USDF has received the regions Nominated or Definite entry by the indicated deadline, they will then submit these forms to USEF for entry with the FEI.

- Nominated Entry – For each division up to eight (8) athlete/horse combinations that meet the requirements and qualifying criteria outlined in the selection procedures, in order of the ranking list, may be named to the Nominated Entry. **Please note: if an athlete/horse combination (that is eligible) is not included on the Nominated Entry, they are not eligible to be included later with the Definite Entry.**

- Definite Entry – For each division up to four (4) athlete/horse combinations that meet the requirements and qualifying criteria outlined in the selection procedures, in order of the ranking list, may be named to the Definite Entry. A Team will be comprised of three (3) to four (4) athletes, if fewer are included on your regional entry USDF may submit a request to USEF to combined regions to complete a team. USEF will make the final decision to combine athlete/horse combinations by the deadline published in the FEI Definite Schedule. Regardless of how the Teams are combined the regions definite entry will only include the regions athlete/horse combinations. Each region is responsible for submitting their region's definite entry.

We are striving to provide all athletes with a team experience. If a region is unable to field a full team, two or more regions may be combined to create a combined team. This process is outlined in the NAYC selection procedures and USEF will make the final decision to combine athlete/horse combinations by the deadline published in the FEI Definite Schedule.

# Accreditation

Based on the FEI Definite Schedule each athlete receives the following accreditation: athlete, groom, partner, and two horse owners. With the submission of the Definite entries each team may request team accreditations. Based on the FEI Definite Schedule each team can request the following team accreditations; Chef d'Equipe, coach, vet, and physio/farrier. Please check the most recent FEI Definite Schedule to confirm accreditation allocations have not changed.

Anyone receiving an accreditation (and is 18 years of age or older) must complete the SafeSport training provided by the US Center for SafeSport. In accordance with USEF policy anyone receiving team accreditations (and is 18 years of age or older) must complete SafeSport training provided by the US Center for SafeSport and a background check. Anyone who is required to complete SafeSport training and is not a member of USEF may contact the USDF FEI Youth Program Committee Liaison for access to the training. Accreditations will not be issued if the SafeSport Training has not been completed.

Please be aware that anyone whose current SafeSport training expires during the competition must complete the training prior to the nominated entry date. For those who are turning 18 years of age during the competition they must complete their training on the day they turn 18, or prior to the competition with parental permission.

Entries on both the nominated and definite entry list may be asked to provide an athlete bio for the event as well as a headshot for competition use (i.e. scoreboard, etc.).

# Pre-Arrival

## Team Logistics

It is the responsibility of the Chef d'Equipe and Regional Coordinator to stay in touch about planning and logistics about the team. In order to stay on the same page, it is important to communicate those plans prior to arrival to the athlete and their support team. We encourage you to have team meetings over zoom to meet your team before arriving and answer any questions they may have. USEF and USDF contacts are happy to join these calls as requested to help field any questions.

## Funding

Due to the expenses associated with travelling to and competing in NAYC, most regions elect to organize fundraising activities for their teams. Many times, regions will ask the Chef d' Equipe to support their funding efforts. As Chef d' Equipe, you should be aware of fundraising efforts for your team and encourage everyone to participate. These activities vary from region to region, so athletes should contact their regional coordinator for details.

## FEI Horse App

For compliance with FEI Veterinary Regulations athletes must use the FEI HorseApp. This can be downloaded from the app store on your phone. All horses participating in NAYC must have rectal temperatures recorded in the FEI HorseApp twice a day for 3 days prior to the Horses's arrival at the event and every day whilst present on the Event Venue. Temperatures should be added as soon as they are taken. Athletes also must complete the FEI Equine Health Self-Certification Form within 24 hours of entering the FEI stabling area in the FEI HorseApp. For step-by-step instructions on use of the FEI HorseApp please follow the link. If you have any issues with the FEI HorseApp please contact [usersupport@fei.org](mailto:usersupport@fei.org).

## Human & Equine Anti-Doping

The Chef d' Equipe must be aware of the rules and protocols in this area, and must be sure athletes are aware of the rules and protocols.

Please be reminded that all FEI registered human athletes are subject to random, in-competition and out-of-competition drug testing. It is the athlete's responsibility to know if they are taking any medications on the FEI Prohibited Substance List. It is strongly recommended that athletes regularly visit the United States Anti-Doping Agency's (USADA) website, which contains a range of information on testing, regulations, and athlete rights: [www.usada.org](http://www.usada.org). Athletes should also regularly check the USADA web page that covers all changes to the anti-doping rules. If there are any questions or your athletes need any additional information, please do not hesitate to contact Christy Hawkins at [cbhawkins@usef.org](mailto:cbhawkins@usef.org) or (859) 225-3045. She can also be contacted regarding Human Clean Sport.

Please be reminded that all horses that are registered with the FEI or USEF shall be subject to in-competition testing. FEI's philosophy is that horses must be "clean" at the time of competition. When seeking advice from a veterinarian, ensure they are a registered FEI veterinarian and are fully conversant with the FEI Veterinary Rules and the FEI Prohibited Substances List. If there are any questions or your athletes need any additional information, please do not hesitate to contact [medequestrian@aol.com](mailto:medequestrian@aol.com) or (800) 633-2472.



# Arrival

## Early Arrival and Stabling

The opening of FEI stabling is posted in the FEI Definite Schedule. Arrival outside of that window will be subject to approval by the OC. If competitors need further information on this, please contact USEF/USDF for additional support. The FEI stabling is for competition horses. Only horses that abide by the FEI rules and regulations will be allowed within the designated area. Upon arrival they will need to be examined and checked in by the designated FEI veterinary staff. The vets will evaluate all the horses for a basic health examination, identification, and passport control. If the athlete is bringing an additional non-compete horse onto the show grounds, they will need to be approved by the OC prior to arrival. Most likely these non-compete horses, even if they are in compliance with FEI rules and regulations, will be stabled outside of the FEI stabling. For more information please refer back to the FEI HorseApp section on page 7 of this document.

## Treatment Center

There will be a treatment center within the designated FEI stabling area. Any veterinary treatment must be done in these stewarded treatment centers during the times posted by the OC or as directed by the Veterinary Commission. Please refer to the FEI Veterinary Regulations for approved treatments during an FEI competition.

There are several different categories of Official Veterinarians (OVs) at events and their roles are to enforce the Veterinary Regulations, safeguard equine welfare and establish fair play amongst the competitors. OVs work very closely with the Ground Jury and Permitted Treating Veterinarians (PTVs).

A Permitted Treating Veterinarian (PTV) is a veterinarian whose role is to treat any horse that develops an illness or sustains an injury during an event. Veterinarians must obtain approval from their National Federations and pass an examination relating to the Veterinary Regulations before they are able to treat horses at FEI events. The PTV must carry a special ID card at all times when working at an FEI Event.

## Accreditation

The Chef d'Equipe, working with the Regional Coordinator, shall distribute the proper accreditations and shall ensure that only the individuals that athletes requested accreditation for receive them on the show grounds. USEF and USDF representatives will be available on the show grounds if any accreditation questions arise or if any additional accreditation needs to be issued on site.

## Chef Meetings

Chef meetings will be published in the FEI Schedule prior to the event and the location of these meetings will be provided by the OC upon arrival. These meetings provide the most up to date information from the OC as well as any changes to the FEI Schedule. The draws for each event will take place at the Chef's Meetings, please be sure to attend all the meetings and be ON TIME. Chef meetings times may change. Please make sure you are part of the official communication platform (ie. OC WhatsApp group) and monitor for any schedule changes. The Chef d'Equipe and Regional Coordinators may attend these meetings, but they are closed to additional support staff.

## During Competition

### Competition Format

During the competition each division will compete in three competitions as listed in the FEI Definite Schedule, please see the following list for each division's tests. Refer to the definite schedule for eligibility requirements for each competition required. For easy access to the FEI Definite Schedule please download the FEI SportApp.

#### **FEI Children Championship**

- FEI Children Preliminary Test B
- FEI Children Team Test
- FEI Children Individual Test

#### **FEI Junior Championship**

- FEI Junior Team Test
- FEI Junior Individual Test
- FEI Junior Freestyle Test

#### **FEI Young Rider Championship**

- FEI Young Rider Team Test
- FEI Young Rider Individual Test
- FEI Young Rider Freestyle Test

#### **FEI U25 Championship**

- FEI Intermediate II
- FEI Grand Prix 16-25
- FEI Grand Prix Freestyle

## Opening Ceremonies

Opening Ceremonies are all part of the Championship experience! Many teams plan ahead and design matching outfits to wear during the parade of nations as well as bringing team banners and flags to walk with. Communicate with your riders in advance so they can feel a part of the team they are competing with. In addition, USEF will be providing guidelines for teams to follow regarding team apparel at the Championships. We want all our athletes to feel they are representing the U.S. and to encourage the team pride.

## Prize Giving Ceremonies

If your team or individual athletes earn a ribbon or medal at NAYC they will be required to participate in the prize giving ceremony. The Foreign T.D. and Chief Steward will advise on the number of placings that will be presented as well as the procedures. Depending on the class the awards may be mounted or unmounted. If they are mounted, please make sure the athlete and groom are present for the ceremony to hold the horse. The grooms should be in awards attire (ie. regional/team USA/polo with jeans/khakis).

During the ceremony the national anthem of the winning team or athlete will be played. Please note to your team and team staff, the importance of showing respect not only to our countries anthem but those of other countries in attendance.

## Press Conference

Immediately following the prize giving ceremony a press conference will be held. The gold, silver, and bronze medalists, along with their Chefs must attend. A USEF representative will meet athletes near the ingate at the end of the prize giving ceremony to help direct where to go for the press conference.

Athletes will be asked to speak about their performances and answer questions about their experience at NAYC. They may also be asked basic questions and to provide information about their horse. Please remind them to learn these details.

Finally, encourage athletes to thank the generous sponsors, event organizers, and volunteers that invest countless hours and resources into making the Championship happen.

## Social Media

As Chef you may receive questions regarding social media, we encourage you to remind your teams to be mindful that they are not only representing themselves on their platforms while attending NAYC, but also USEF, USDF, and the sport of Dressage as a whole. We strive to show the joy of horse sports in everything we post as well as excellent horsemanship, harmony, teamwork, and camaraderie. If they have any specific questions about photos, videos, etc. please direct them to a USEF representative, we are happy to help!

## Special Awards

Each year there are various additional special awards that are presented. The dressage show office will have the nomination forms and USEF and USDF will provide information regarding the process and selection prior to the event.

### **The Pursuit of Excellence – The Fiona Baan Memorial Trophy**

Each year the Fiona Baan Memorial Trophy is awarded to the Young Rider in the Dressage Championships who receives the highest average percentage score from the Team, Individual, and Freestyle Dressage rides. The award is to honor a remarkable woman who dedicated more than thirty years of her life to the United States Equestrian Team and the Young Rider's Championships. This award recognizes hard work and the pursuit of excellence in the sport Fiona dearly loved.

## **The Pursuit of Excellence – The Amanda Johnson Memorial Trophy**

This award, which has been on permanent display in the Roemer Foundation/USDF Hall of Fame since 2021, is awarded to the Junior rider who earns the highest combined average score from each of the three dressage tests: FEI Junior Team, Individual, and Freestyle. The Amanda Johnson "Pursuit of Excellence" award embodies the profound impact that Amanda Johnson had on the sport of dressage at a young age. Before the introduction of Junior competitors at the NAYRC, Amanda was a member of the USDF Region 4 Young Rider NAYRC Team for 3 years. Amanda's journey as a youth through the USET/USEF/USDF Young Rider Programs was the inspiration behind the push to create the original Brentina Cup and a U25 Program. Amanda was involved with USDF for over ten years, as a member of multiple committees and councils and as a participant in many youth programs. She was also an inspiration to her students, many of whom she coached to regional championships from Training Level through FEI, and some of whom went on to earn their USDF medals. Mandy, with her infectious smile and laughter, left her legacy of carrying on the tradition of encouraging her students to seek knowledge, work hard, and pay it forward despite losing her courageous battle against breast cancer at the age of 34.

## **The HorsePower Trophy**

The HorsePower Trophy is given to the horse that stands out from its peers at the FEI North American Junior and Young Rider Championships. This award recognizes an outstanding horse, from any of the championship disciplines, who best demonstrates determination, courage, class, heart and the ability to move athletes and spectators alike throughout the competition.

## **The Captain Andrew B. De Szinay Memorial Sportsman Trophy**

The Captain Andrew B. De Szinay Memorial Sportsman Trophy is given to the Young Rider who best personifies the high standards and virtues of integrity, sportsmanship, honor, courage, team spirit, good temper, and unselfishness. This award is presented annually by the United States Equestrian Federation in honor of Captain Andrew B. De Szinay who was a teacher, dressage judge, technical delegate and longtime supporter of the Young Rider's program. His dedication and support has helped the NAYC become what it is today.

## **Style Awards**

The Style Award annually celebrates one rider from each discipline recognizing their "style" throughout the week, not only while mounted, but also in the form of manners and overall demeanor around the competition grounds and at the organized functions. The Style Award was established by Brian and Penny Ross, who have generously donated, in conjunction with a Bel Cavallo Bronze, the lovely Dressage, Eventing, and Show Jumping trophies designed by the artist Timi Saviers of Moscow, Tennessee. The Reining trophy was donated by Brad Ettleman.

## **The Albers Award**

The Albers Award will be presented annually to the dressage Chef d'Equipe who best demonstrates the same level of dedication, enthusiasm and team spirit that Patsy Albers has shown throughout the years. Albers was the long-time Region 1 Chef d'Equipe, as well as an ardent supporter and friend. This award is open to all the dressage Chefs d'Equipe. Nominations may be made by any competitor or Chef d'Equipe by submitting a written explanation as to why that Chef d'Equipe deserves to win the Albers Award.

The final determination, after reviewing the written submissions, will be made by the USDF and USEF staff, the NAYC Management Team and the FEI Chief Dressage Steward.

## **Howard B. Simpson High Five Trophy**

The Howard B. Simpson High Five Trophy is awarded annually to the volunteer who best exemplifies Howard's spirit of volunteering. The award honors Howard B. Simpson, who served as the NAYRC Director at Tempel Farms for many years. Howard also served as sponsor and tireless volunteer. The recipient of this award embodies Howard's dedication and commitment to the Championships. The award is presented by the United States Equestrian Federation.

# Final Thoughts

Remember, everyone is willing to help! Everyone's knowledge and experience vary at NAYC from individuals that have been around for years to newcomers just starting out. If you are one of the more experienced volunteers, we encourage you share your knowledge and experience and if you are new to the Championship we encourage you to introduce yourself and ask questions. We all share the same goal to create a wonderful Championship experience for our youth and their equine partners.

