

**Eventing Governance Guide**



The Eventing Governance Guide (“Guide”) serves to provide Charters for its Committees, Working Groups, and Task Forces within one document which includes their purpose, duties, number of members, and term limits. The Guide also serves to provide reference to and memorialize the principles by which the Eventing Sport Committee and its subcommittees will operate in accordance with.

Amendments to this document will be approved by the Eventing Sport Committee, as needed, or upon annual review.

### **Eventing Sport Committee**

- Appendix 1: Eventing Sport Committee
- Appendix 2: Eventing Sport Committee Ad Hoc

### **Working Groups**

- Appendix 3: Eventing Administrative Working Group
- Appendix 4: Eventing Pathway Working Group
- Appendix 5: Eventing Athlete’s Working Group

### **Appendix 7: Eventing Selectors**

### **Appendix 8: Decision Making Matrix**

Annex A: FEI Olympic and Para-Equestrian Sport Committee Charter v. 9.23.2021

Annex B: Eventing Elite Program Task Force – Final Deck v. 7.25.2022

Annex C: Federation Decision Making Matrix (internal) v. 1.6.2023

*For all references to the USEF Rules, Bylaws, and Charter here within, refer to the full text.*

### **Eventing Sport Committee**

The Eventing Sport Committee and its subcommittees follow the FEI Olympic and Para-Equestrian Sport Committees Charter (“Charter”). See Annex A.

## **Working Groups and Task Forces**

### **Working Groups**

A Working Group is a set of people selected for their expertise or experience to collaborate in order to return a result or solve a program within an organization.

Per Bylaw 501, Section 6, each established committee must have a Charter describing its purpose, number of committee members, and the term of service. Per the Charter, Working Groups will provide the Eventing Sport Committee with regular reports on the assigned task as well as recommendations and rationales supporting such recommendations.

### **Task Forces**

A Task Force is a temporary committee formed expressly for the purpose of studying a particular problem.

Per Bylaw 501, Section 6, each task force must have a specific objective, a specific deliverable, and a certain term.

### **Composition**

Per the recommendations from the Eventing Elite Program Task Force, the Eventing Governance Structure was reviewed. As an outcome of the discussions and the recommendations that were approved by the USEF CEO and President on July 25, 2022 (“EEPTF Recommendations”), it was determined that the creation of Working Groups and Task Forces should be done judiciously and consist of approximately five to seven members.

Additionally, consideration must be given to identify candidates to serve on Working Groups and Task Forces who are experienced in the matter of the Working Group or Task Force. Consideration must be given to utilize a diverse group of individuals to serve in governance in order to make the best use of volunteer time.

Per the EEPTF Recommendations, representation of Elite Program qualified, or previously qualified athletes is critical to advocate for High Performance to help evolve athlete program ideas into strategic initiatives.

For the complete recommendations, see Annex B slides 24-37.

Per Bylaw 501, Section 2, and Charter, Working Groups and Task Forces must have Athlete Representation. Athlete Representation is further defined in Bylaw 401.

## **Approval**

Per Bylaw 501, Section 1, and Charter, Working Groups must be approved by the USEF Board of Directors.

Per Bylaw 501, Section 6, Task Forces must be approved by the USEF President.

### **Delegation of Responsibility**

All Working Groups and Task Forces report to the Eventing Sport Committee. Working Groups and Task Forces are empowered to make recommendations and operational decisions based on approved plans in their areas of expertise. The Eventing Sport Committee is empowered to approve recommendations for final approval or for subsequent approval by the International Discipline Council (or Ad Hoc of), Board of Directors (or Ad Hoc of), USEF President, or USEF CEO dependent upon the Federations Decision Making Matrix. See Annex C.

### **Eligibility to Serve**

To be eligible to serve, a member of a USEF Committee must:

- Hold an Active Competing USEF membership
- Be current on their Safe Sport Training per the [USEF Safe Sport Policy](#)
- Complete an annual Conflict of Interest Disclosure
- Sign the Code of Conduct annually
- Sign the Letter of Commitment at the beginning of their term

A non-voting advisor must:

- Complete an annual Conflict of Interest Disclosure
- Sign the Code of Conduct annually

### **Commitment**

Per Bylaw 501, Section 1, Working Groups will have one-year terms unless otherwise stated in the Bylaws or relevant Charter.

Per Bylaw 501, Section 7, any member of a committee may serve a maximum of four consecutive terms on the same committee, unless otherwise stated in the Bylaws or relevant Charter.

Per Bylaw 501, Section 4, if a member attends less than one-half of the meetings in any calendar year they may be removed from the Working Group in accordance with Bylaw 504. It is the expectation that all members attend each meeting.

Per the EEPTF Recommendations, all governance entities must meet during USEF business hours except in extenuating circumstances approved by the Managing Director.

It is the expectation that members review the agenda and associated materials in advance of the meeting as part of the responsibility of serving in their respective roles.

## **Appendix 1 – Eventing Sport Committee**

The Eventing Sport Committee and its subcommittees follow the FEI Olympic and Para-Equestrian Sport Committees Charter (“Charter”). See Annex A.

### **Purpose/Duties per the Charter:**

- Work with the Recognized Affiliate for the betterment and growth of their discipline
- Develop and recommend policy and strategic direction for the discipline
- Develop training programs for the discipline and oversee their implementation
- Recommend the appointment of consultant staff to support the implementation of the training programs and international teams
- Recommend the Selection Procedures and procedures for athletes competing in international competitions for approval by the Board and oversee the implementation of the Procedures
- Recommend the Discipline Budget for approval and oversee the management of the Budget
- Recommend teams, individual athletes, chefs d’Equipe, and Team Leaders (Managers) to be designated to represent the United States in future Olympic Games, Paralympic Games, Pan American Games and other international competitions in its discipline
- Review and recommend rule amendments as required
- Consider the recommendations and suggestions submitted by the respective Recognized Affiliate
- Recommend the FEI Calendar for approval
- Assist with any other issues that may arise

**Number of Members:** The Eventing Sport Committee is seated with fifteen members, including the Chair. Also, there are four non-voting advisor seats.

**Term Limit:** The Eventing Sport Committee was reelected at the beginning of 2022 and the term of service is through January 31, 2025.

## **Appendix 2 – Eventing Sport Committee Ad Hoc**

**Purpose/Duties:** The Ad Hoc is empowered by the Eventing Sport Committee to make recommendations and approval on behalf of the Eventing Sport Committee on the following areas:

- Team Selection
- Program membership and funding as required through the approved processes
- Amendments to Selection Procedures
- At the Advanced, CCI4\*, and CCI5\* levels, review written requests from Athletes regarding Loss of Qualification
- Review and make a ruling on requests from Athletes regarding exceptions to the qualification requirements
- Make recommendations to the Board and/or CEO in accordance with approved processes
- Other duties as assigned by the Eventing Sport Committee Chair

**Number of Members:** Three Eventing Sport Committee members chosen by the Chair, one of which must be an Athlete or their designee.

**Term Limit:** This is not applicable as the Ad Hocs will no longer be standing.

**Note:** Actions taken by the Eventing Sport Committee Ad Hoc will be reported to the Eventing Sport Committee in the Summary of Sport.

## **Appendix 3- Administrative Working Group**

### **Purpose/Duties:**

#### ***Calendar***

- Provides recommendations and advice to the Eventing Sport Committee on matters pertaining to the U.S. Eventing Calendar
- Provides recommendations on the Youth Championship and other Championship products
- Provides recommendations on calendar processes as indicated by the rules and calendaring policies and procedures
- Provides recommendations on bid modification requests and the strategic calendar to the Eventing Sport Committee
- Maintain industry awareness and propose calendar management, when necessary

#### ***Rules***

- Review feedback from USEA and membership regarding rules
- Assists the Eventing Sport Committee and Working Groups with developing new or amending existing rules
- Propose rule changes when necessary by maintaining industry awareness

#### ***Licensed Officials***

- Review Licensed Official matters

**Number of Members:** The goal is to populate this Working Group with a maximum of seven individuals.

**Term Limits:** Members will serve for two-year terms in accordance with the USEF competition year, December 1 to November 30. A member may not serve for more than four consecutive years without ratification from the Board and approval from the CEO. Terms served on prior Working Groups will not retroactively apply to the seating of the Administrative Working Group. A member may be eligible to serve again after one-year has lapsed after their last term served.

The ideal individuals to populate this Working Group will have expertise in one or more of the following areas and qualities:

- Possess a depth of knowledge with National and FEI rules
- Familiarity with the FEI, USEF, and USEA rule processes
- Possess a depth of knowledge of the National and FEI calendar in the U.S.
- Familiarity with FEI, USEF, and USEA calendar processes
- Familiarity with a variety of Eventing venues in the U.S. in order to contribute perspective
- Familiarity with the USEF Eventing Young Rider National Championship in order to provide advice on the bid allocation and strategic direction of the Championship
- Have experience or currently hold a license(s) as a National and FEI Eventing Licensed Official
- Have experience or involvement with Organizing USEF, USEA, and FEI competitions
- Eventing community awareness due to active involvement
- Familiarity with the Licensed Official Pathway

- Ability to exercise objectivity with decision making with an aim of positive progression of USEF Eventing



## Appendix 4 – Eventing Pathway Working Group

### Purpose:

The Eventing Pathway Working Group (EPWG) shall assist the USEF Staff, Eventing Team Staff, Chef d'Equipe/Technical Advisor, and Emerging and Development Coach with identifying new and innovative ideas to strengthen and sustain a performance-driven Eventing Pathway.

To accomplish this goal, the EPWG will focus their efforts on the following three areas:

#### Innovation

- Review of international competitors' strategies, programs, structures, etc., and identifying elements that should be integrated into USEF Programs to support our goals.
- Identifying data and technology initiatives that support our goals.
- Identifying Equine and Human Sport Science Medicine initiatives that support our goals.

#### Advice

- Serve as advisors to the USEF Staff, Eventing Team Staff, Chef d'Equipe/Technical Advisor, and Emerging and Development Coach.
- Act as a sounding board to monitor, challenge, and provide feedback on the Eventing Pathway Programs – Emerging, Development, Pre-Elite, and Elite.
- Consult with the Eventing Athletes Working Group, other Eventing governance committee(s) and subject matter experts when relevant to ensure diverse perspectives are heard.

#### Administration

- Review and provide a recommendation to the Eventing Sport Committee on Selection Procedures.
- Review and provide feedback on Pathway Program criteria and benefits as well as strategic and operational plans.
- Provide feedback on USEF Eventing Programs as requested.
- Review and provide a recommendation on grant recipient allocations.
- Provide a recommendation on Selector seating when relevant.
- Discuss pressing issues to the sport and propose solutions when applicable.

**Number of Members:** The EPWG will consist of a maximum of 7 members.

**Term Limits:** The Working Group will be populated on an annual basis. If a member of the Committee has an appointed position, e.g., the Technical Advisor, their seat will coincide with their tenure.

Members of this Working Group will ideally possess a global sport perspective and vision for the future. They will have proven expertise in identified areas, inclusive of High-Performance athletes, so that when the group's expertise is combined, a truly functioning performance-driven pathway can be developed and delivered. Decisions made at the High Performance/Elite levels impact the entire Pathway and collaboration with a diverse group of stakeholders is necessary to foster and achieve Pathway objectives.

## **Appendix 5 - Eventing Athletes Working Group**

*Restructure comment: The Eventing Athlete's Working Group is not a new governance entity.*

### **Purpose/Duties:**

- The Eventing Athletes Working Group are representatives for all U.S. Eventing Athletes
- Maintain Eventing community awareness with emphasis on the athletes engaged in the Eventing Pathway
- Provide recommendations on matters of Athlete concern and High Performance, in collaboration with the Eventing Pathway Working Group, to the Eventing Sport Committee, including recommending Athlete Selectors
  - o Additionally, bring topics of concern pertaining to Athletes in the Eventing Community forward to the Working Group for discussion on solutions.
- Provide recommendations to the Eventing Sport Committee on the Eventing Strategic Plan to deliver sustained success
- Review rule change proposals that are relevant to the sport of Eventing and provide recommendations to the Eventing Sport Committee of behalf of the Athletes

**Number of Members:** The Eventing Athlete's Working Group is seated with seven members, including the Chair.

**Term Limits:** The Eventing Athlete's Working Group was reseeded in 2022, with terms expiring in 2025.

**New for next reseating:** Members will serve for four-year terms in accordance with the USEF competition year, December 1 to November 30. A member may not serve more than four consecutive years without approval from the USEF AAC and ratification from the Board. Terms served on prior Working Group will not retroactively apply to the seating of the Athlete Working Group. A member may be eligible to serve again after a one-year terms has lapsed after their last term served.

**Composition:** The composition structure/criteria and process for re-seating is to be determined.

### **EEPTF Recommendations:**

- Evaluate the selection process and composition of this Working Group to ensure High Performance representation
- Emphasize that athletes selected for this working group represent all athletes, not solely High Performance
- Incorporate a nomination process and/or enable Presidential appointments to facilitate greater athlete balance and diversity
- Additional effort must be made to improve the strategic direction of this Working Group and foster High Performance initiatives

## Appendix 7 – Selectors

### Selector Purpose/Duties:

- Adherence to the applicable Selection Procedures
- Make recommendations on the selection of U.S. Team athlete/horse combinations, including alternates, for Games, Senior Team Championships, Nations Cups, and World Breeding Championships as required in the relevant Selection Procedures
- Make recommendations on athletes and/or horses selected to attend required outings, evaluations, or training as required in the relevant Selection Procedures
- Review and provide input during the development and if required, review relevant Selection Procedures
- Make recommendations on the Selection Trials to be included in Selection Procedures
- Observation of applicant Athletes at Selection Trials as specified in Selection Procedures, which may include travel
- Work collaboratively with the Chef d'Equipe/Technical Advisor and receive reports, as required, from the Emerging and Development Coach, Team Veterinarian, Equine and Human Physiotherapist, Team Farrier, and Team Physician
- Analyze data and statistics for objective decision-making within parameters allowed by the Selection Procedures
- Analyze variable criteria listed in the Selection Procedures
- Make recommendations for future Selectors and for population of Committees and Working Groups as requested by the Eventing Managing Director

Selectors are expected to have the perceived expertise to select athletes and horses to compete at the highest level of the sport of international Eventing. Thus, Selectors have a responsibility to remain current, where possible, with the development of the sport internationally and what it takes to win at the highest levels of the sport.

Selectors will receive reports that cover the athletes' and horses' fitness to compete. These reports will not include confidential information relating to any injury or illness but will focus on the ability of the athlete or horse to perform to its full ability or potential.

**Composition:** It is not a USOPC requirement that the Selector Panel have 33.3% athlete representation since the final approval of Teams is the USEF Board of Directors, which has 33.3% athlete representation. 10-Year+ and/or currently competing athletes may be appointed as Selectors.

**Number of Members:** The Selector Panel will consist of five members. One alternative Selector may be appointed if the Selection Procedures state, who may be called upon if Conflict of Interest circumstances arise. The Chair will be appointed by the Eventing Sport Committee.

**Term Limit:** The term of a Selector is four years, subject to annual review, and renewal of their Letter of Agreement with the Federation. There are no term limits provided, re-appointment is approved by the USEF CEO.

**Voting Rights:** All members, including the Chair, of the Selector Panel have equal voting rights.

**Reimbursement:** Travel expenses that are incurred as a result of business relating to Selector duties will be covered or reimbursed by the Federation (i.e., travel, accommodations, meals, rental car, etc.) as memorialized in the annual Letter of Agreement.

**Selector Roles and Responsibilities:** The USEF Selectors Role and Responsibilities document is intended to provide guidance for conduct while serving as a Selector. In addition to the Selector Roles and Responsibilities, reference should be made to the Letter of Agreement with the Federation.

### **Selector Recommendation Process**

In the event a Selector withdraws from the panel, does not elect to serve another term, or it is determined by the CEO their Letter of Agreement will not be renewed, recommendations for the vacant seat will be considered. Recommendations for the appointment of a Selector seat will be made by the Eventing Athletes Working Group and the Eventing Pathway Working Group to the Eventing Sport Committee. The Eventing Sport Committee will make a recommendation to the USEF CEO, who has the final discretion for appointment.

In accordance with the EEPTF Recommendations, the four-year terms will be staggered, with the opportunity for re-appointment. Two seats will be reviewed after the World Championships and three seats will be reviewed after the Olympics. Staggered terms will allow for continuity of institutional knowledge, experience, and development of relationships.

For the purposes of establishing the start of 4-year terms with the current Panel without retroactively applying terms served, term will be effective as of December 1, 2022. The first review of two seats, will be conducted following the 2022 FEI Eventing World Championships and will be determined by the Selectors who have served the longest tenure.

### **Performance Review Process**

The USEF staff liaison(s) are responsible for attending the Selector meetings and reporting issues of non-compliance (if any) with criteria or processes outlined in the Selection Procedures to the USEF CEO and General Counsel.

The Selector Panel will be reviewed annually via a written review process.

1. Confidential Review – Peer performance focused
  - a. The confidential reviews will be reviewed by the Eventing Managing Director. If any responses are deemed to be concerning, a report will be made to the CEO for further action.

A non-confidential debrief focused on process will be conducted. Responses will be shared with all Selectors and the Chef d'Equipe/Technical Advisor for discussion at a future Selection Meeting.

The CEO will determine if any concerns warrant consideration regarding renewal of a Selector's annual Letter of Agreement. Reviews will begin immediately following the Pan American Games, Olympic Games, World Championships, and in the "off year" of a cycle, no later than November 1. Reviews will be completed, and renewal or non-renewal of Letters of Agreement will be determined prior to the first Selection Trial of the upcoming year. While reviews are underway, the Selector Panel's duties will be unaffected.

## **Appendix 8 - Decision Making Matrix Guide**

Per the EEPTF Recommendations, a committee structure decision making matrix was created to provide clarity on decision-making authority. See Excel.