



UNITED STATES EQUESTRIAN FEDERATION

THE NATIONAL GOVERNING BODY OF EQUESTRIAN SPORT

USEF Rule Change Process

As the National Governing Body for equestrian sport, a fundamental mission of the United States Equestrian Federation (USEF) is to inspire, encourage interest in, and regulate equestrian competition. Maintaining the integrity of the rules that govern the sport is central to this mission. A well-researched and carefully prepared proposal will have a better chance of being approved by the USEF Board of Directors or Executive Committee and will have a more meaningful impact on the fairness of competition and on the welfare of the horse.

Preparing a Proposed Rule Change

- Define the problem, identifying the geographic scope. Consider other possible solutions that may or may not include a rule change. A rule change is not always the best solution. Read GR150.
- Communicate with the USEF committee representing your breed or discipline first. They may already be working on the issue or may be willing to become the proponent. At the very least, advance input from the committee can assist the proponent in developing the most appropriate wording. Rule changes supported by the respective Breed/Discipline committee have a much greater chance of approval by the USEF Board of Directors than those without support of the relevant committee.
- Determine what other rules would be affected if your proposal were to be adopted by the USEF Board of Directors or Executive Committee. Be prepared to submit rule changes for all affected rules, each on a separate form, unless they are consecutively numbered rules. Consider how the proposed rule change would affect all disciplines and breeds as well as the financial impact, if any, to USEF, competitions, and members.
- Some Recognized Affiliate Associations have a specific and required process in place to consider proposed rule changes to their division rules. Proposed rule changes to these divisions must be submitted to the respective associations by the deadlines established by the affiliate. Committees of Recognized Affiliate Associations cannot submit rule changes to USEF; they must go through their affiliate organization.
- Submit proper wording by the deadlines stated in GR150; **June 1st** for proposed rule changes submitted by individual Federation members; **September 1st** for proposed rule changes submitted by USEF committees or affiliated entities.
- Pursuant to GR150, USEF staff may contact you regarding your proposal. Feedback from various committees may be provided and you may be asked to consider certain amendments to your proposal prior to circulating it for review by committees or USEF Directors. You are not obligated to accept any such recommendations. The Board does have the authority to amend any proposed rule change during the Annual Meeting. Proponents are expected to respond to communications received from USEF staff and to represent the proposal at the Annual Meeting.
- Staff members are to take rule change and clarification suggestions to the relevant committee and ask that the committee be the proponent.
- Consult with the Federation IT Department prior to submission of the proposed rule change regarding any IT work that may be required if the proposed rule change is approved.

Proposed Rule Change Form

- The rule change proposal can be submitted on line or by use of the downloadable PDF file on the Federation's website: <http://www.usef.org/IFrames/RuleBook/ruleChanges.aspx>
- Determine the correct placement of the proposed rule change and locate the Chapter, Sub-chapter, and Rule number in the current website version of the Rule Book. You may want to also check the rule changes approved during the current year that will go into effect 12/1/11 to verify that the nothing there affects the proposal being considered for submission.

- Proposed rule changes that comply with the conditions and timelines stated in GR150 are considered Standard rule changes and are to be submitted with a proposed **effective date of 12/1/12**. Please clearly state the reason for any request of an earlier proposed effective date.
- Proposed rule change: choose **"add"** if this is a new rule; choose **"delete"** if an existing rule is being deleted; choose **"change to read"** if a content change of an existing rule is being proposed. A 'change to read' may include both deleting and adding of text.
- Type or print neatly, stating the exact wording being proposed. If you are proposing changes to existing language, or deleting an entire rule, ~~strike through~~ the words or sentences you propose to delete. New wording is to be shown in **bold and italics**.
- There is less chance of error if you copy and paste from the on-line rule book directly into the rule change proposal form and then make your revisions. (www.usef.org)
- Intent: Provide a short statement clearly describing why the rule change is needed and what will be accomplished if the proposed rule change is approved.
- Financial impact: if the rule change would create either income or expenses for the Federation, a statement should be included outlining the expected income or expense.
- Complete all proponent information. If the proponent is a committee or an affiliate member organization, a contact person and accompanying information must be provided, the committee chair is preferred but a staff liaison is also appropriate.
- Review the form to make sure all required information has been provided and is clearly stated.** Sign and date the form. The proposed rule change form can be completed on-line or can be mailed or faxed to the USEF address or fax number listed below.
- EO's, FEI Rule Changes, and Clarifications must be received a minimum of 21 days prior to the Executive Committee at which they will be reviewed.

USEF Office/Legislative Committee/Board & Executive Committee

- The proponent will receive a response from our office acknowledging receipt of the proposed rule change. The response will include a request for the proponent to proofread a copy of the proposal as it has been entered into the USEF's rule change database system. Please respond in a timely manner.
- Staff, including legal counsel, will review each proposed rule change. If there are any questions or concerns, the proponent will be asked to clarify the proposed rule change intent, change the effective date, etc. The Legislative Committee has the right and responsibility to reject proposals for cause (see GR150).
- The USEF Legislative Committee will designate review of the proposed rule change by any standing committees of the Federation and other assigned entities deemed appropriate. When available, committee actions, staff, and legal comments will be listed as part of the proposed rule change report available on the website.
- Proposed rule changes, with committee and assigned entity comments/actions, will be listed on the Federation website, with an invitation for members to submit their comments. These comments will be forwarded to designated review committees. We would appreciate receiving comments prior to December 15, 2010.
- The proponent is encouraged to be present and may speak at any committee meeting and at the Board meeting. If the proponent cannot attend the Annual Meeting where the rule change will be considered by the Board of Directors, the proponent must designate another person who will be present and who can address concerns and make decisions regarding the wording of the proposal.
- The USEF Board of Directors and/or Executive Committee may add to, alter, or amend the rules at any meeting, by a majority vote of those present in accordance with GR150.

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