

## USEF Selectors Role and Responsibilities

As a United States Equestrian Federation (“USEF”) appointed selector, the following summarizes your role and responsibilities. This is intended to provide guidance for conduct while serving in this role. Any questions regarding the role and responsibilities should be directed to the appropriate USEF Staff member. In addition to this document, please refer to your executed Letter of Agreement with USEF for information regarding the details of your service as a selector.

### I. Selection Confidentiality

- A selector’s primary function is the selection of a team, individual, and/or alternate athlete/horse combinations in accordance with the approved and published selection criteria. The entire selection process must remain confidential at all times. Accordingly:
  - Treat any information you receive in your role as a selector as confidential and do not discuss with any third parties. This includes any and all discussions had amongst selectors during the selection process, information shared by USEF Staff and other relevant personnel in the selection process, and any observations made at selection events.
  - Selection confidentially will continue following the expiration of your service as a Selector.

### II. Conflict of Interest

- In order to preserve the integrity of the selection process, all selectors must be free from conflict of interest and perceived conflicts of interest. Further, selectors must avoid all situations that could either impede the trust and open communication between athletes and USEF staff and Team/Program personnel. This includes placing yourself in situations where there might be a perception that an athlete or their connections have preferential contact with a selector. This includes social events or other one-on-one interactions with applicant athletes in which discussions regarding selection take place.
- Selectors are required to make conflict of interest disclosures upon appointment as a selector and then every January thereafter. All disclosures are reviewed by the USEF legal department and the Audit Committee. Selectors have a continuing duty to disclose conflict, whether actual, potential, or perceived. The Audit committee will determine whether the disclosures warrant disqualification to serve as a selector.
- If a selector has a conflict of interest during the selection process, the USEF Conflict of Interest Policy will apply and must be followed. Questions regarding specific conflicts or perceived conflicts should be addressed to the USEF Legal Department.

### III. Communication

There must be open communication between selectors. Selectors must be seen to be fair, open, honest, objective throughout the selection process. The integrity of the selection process is crucial.

- The point of contact for all selection discussions and questions is the relevant USEF Staff member. You should not have one-on-one discussions with athletes, trainers, or owners regarding the selection process or performance of an individual horse or athlete. Athletes, trainers, and owners should contact the relevant USEF Staff member with questions regarding selection, performance, and competition planning.
- Selection discussions must only take place during scheduled selector calls. Selectors should not discuss selection with anyone outside of the panel of selectors or any other individuals approved by USEF Selection Procedures to assist in the selection of athletes or teams.

### IV. Media

The USEF Marketing Department manages all Press Releases and requests from the media for comments or statements.

- If a Selector is contacted by the Press, they must refer Press to the USEF Marketing Department.
- Selectors are not permitted to comment on any selection related topics to the Press, any social media, or to a third-party.