



UNITED STATES EQUESTRIAN FEDERATION, INC.
SELECTION PROCEDURE
2018 US Saddle Seat World Cup Team
for the
International Saddle Seat World Cup- United States-
around the dates of July 2-8 or July 9-15, 2018

The United States Equestrian Federation (USEF) Saddle Seat World Cup Committee will oversee the selection process, which process shall be reviewed and approved by the National Breeds and Discipline Council (NBDC) and USEF Board of Directors.

I. SELECTION SYSTEM

A. Minimum eligibility requirements for an athlete to be considered for nomination to the Team:

1. **Citizenship:** The athlete must be a U.S. citizen at the time of application, selection, and until the conclusion of the 2018 US Saddle Seat World Cup Competition (“the Event”).

2. **Minimum International Federation standards for participation:**
 - a. All athletes wishing to compete on the 2018 US Saddle Seat World Cup Team must be at least 14 years of age on January 1, 2018, pursuant to International Saddle Seat Equitation Association (ISSEA) rules.
 - b. All athletes over 17 wishing to compete on the 2018 US Saddle Seat World Cup Team must possess current Amateur certification issued by USEF until the conclusion of the Event (USEF Chapter 13, GR1307).

3. **Other Requirements:**
 - a. The athlete must be a current USEF member in good standing.
 - b. Application - Athletes wishing to be considered for 2018 US Saddle Seat World Cup Team must submit the following documents to the United States Equestrian Federation (USEF), Attn: Erin DesNoyers, National Affiliates, 4047 Iron Works Parkway, Lexington, KY 40511 or edesnoyers@usef.org.
 - A completed application and riding resume (Attachment A, online application through your MYUSEF account)
 - One five minute video link submitted through the online portal
 - USEF Code of Conduct (Attachment B)
 - USEF Release, Assumption of Risk, Waiver and Indemnification (Attachment C)
 - Saddle Seat Team and Supporter Policies (Attachments D and E)
 - Application fee of \$200

Applications and supporting documents as described above must be submitted online on or prior to **September 1, 2017** with an application fee of \$200. **NO APPLICATIONS WILL BE ACCEPTED AFTER September 1, 2017.**

- c. The athlete must certify, by signing the USEF 2018 US Saddle Seat World Cup Team Application (Attachment A), that they have received and read the Selection Procedures for

- the 2018 US Saddle Seat World Cup Team, the USEF Code of Conduct (Attachment B), the USEF Release, Assumption of Risk, Waiver and Indemnification (Attachment C), the Saddle Seat Team and Supporter Policies (Attachments D and E) and that they understand those documents, and agree to be bound by them. Additionally, by signing the application the athlete acknowledges receipt of the Safe Sport Policy Handbook which can be found at <https://www.usef.org/compete/resources-forms/rules-regulations/safe-sport-policy>.
- d. Athletes may only represent and try out for one section of the team; either 3 or 5-gaited.
 - e. Athletes may have served on a team in the past without any restriction.
 - f. The athlete must attend for the entire duration of the World Cup.
 - g. The athlete must be available for promotional events when called upon in accordance with GR207.
 - h. The athlete must participate in at least one team practice (possibly two) the year of the World Cup. (see section X for schedule of practice(s). Athletes will be responsible to pay for travel and lodging for the practice(s) unless sponsorship is obtained to cover these expenses.
 - i. Athletes will be required to pay a total of \$2,500 towards their participation on the World Cup Team.
 - j. Athletes will be required to pay \$50 towards groom fees at each of the following: the Trials, Practices and the World Cup.
 - k. Athletes who make the Team will be provided some team apparel, but will be responsible to purchase the official ceremony apparel consisting of: team blazer, shirt and pants unless sponsorship is obtained to cover these expenses.
 - l. Athletes will be required to participate in fundraising activities for Team and World Cup support throughout the year, if such activities are planned.
 - m. Each athlete is responsible for supplying two horses for use during the World Cup competition. The athlete may borrow horses to fulfill this requirement.
 - n. Athletes will be required to accept their invitation to the Trials within one week of the notification.
 - o. Athletes will be required to accept their position to participate on the Team within one week of the Trials.

B. Provided below is the comprehensive, step-by-step description of the method that explains how athletes will go through the selection process to become team members:

TEAM SELECTION: Six athletes will be selected for each section (3-gaited and 5-gaited). All six of these athletes will compete at the Event. Riders will be substituted out for rail or pattern work at the discretion of the Coaches. The line up of riders will be determined by the Coaches at the Event and may change during the Event.

INDIVIDUAL COMPETITION: One athlete may be chosen from the pool of applicants for each section (3-gaited and 5-gaited) to compete in Individual Competition if such competition is offered. The Individual must participate in all required events with the exception of competing in the team competition.

II. SELECTION TRIALS:

The selection trials will be held on December 1-2, 2017 at William Woods University, in Fulton, MO to choose the 3 and 5-gaited sections of the team to represent the United States. The trials will be on borrowed horses. The pool of applicants qualified for the 3-gaited section will consist of twenty athletes. The pool of applicants qualified for the 5-gaited section will include twelve athletes. (see below)

THREE-GAITED SECTION TRYOUTS

The process for choosing the twenty applicants qualified for the 3-gaited trials is as follows:

Athletes will be selected to the trials from a pool of qualified applicants. Athletes shall submit completed applications and supporting documents/information to USEF for review by an appointed Selection Committee (see Section III, Selection Committee). Submissions must include: an application and a video link of the athlete performing rail and pattern work through the online portal.

FIVE-GAITED SECTION TRYOUTS

The process for choosing the twelve applicants qualified for the 5-gaited trials is as follows: Athletes will be selected from a pool of qualified applicants. Athletes shall submit completed application and supporting documents/information to USEF for review by an appointed Selection Committee (see Section III, Selection Committee). Submissions must include: an application, and a video link through the online portal.

III. DISCRETIONARY SELECTION APPLICANTS

A. Rationale for utilizing discretionary selection: Discretionary selection is used to field the best team possible for the Event.

B. Discretionary criteria and explain how it will be used:

1. See Section II

C. Discretionary Selection Committee:

1. **Names of the committee(s) that will be responsible for discretionary selection:**

An appointed Selection Committee for each section made up of three (3) members and an alternate who will take the place of a Selector who has a conflict of interest or a substantial appearance of a conflict of interest. Members on the Selection Committee may not have instructed, coached or tutored any applicants, acted as agent or consultant with regards to the purchase, sale or lease of a horse, with or without pay, commencing thirty (30) days prior to the application deadline and ending thirty (30) days following selection. No one may contact a selector for the purpose of discussing anything related to the selection.

2. **List of the members of the committee(s), their titles and their NGB role that qualifies them to serve in this capacity:**

Three-Gaited Selectors

Selector 1: Nancy Becker
Selector 2: Cheryl Manahan
Selector 3: Richard Wright
Alternate: Susi Day

Five-Gaited Selectors

Selector 1: Jim Cherry
Selector 2: Sandra Currier
Selector 3: Mary Marcum Orr
Alternate: Kent Swalla

Six individuals; three for each section, (the “Selectors”) will be appointed by the USEF Board of Directors ; upon the recommendation of the USEF Saddle Seat World Cup Committee and the USEF National Breeds & Disciplines Council. The Selectors are subject to the USEF Code of Conduct (Attachment B) and Code of Ethics and Conflict of Interest Policy of the USEF (Exhibits A, B, C). The Selectors are Senior Active Members in good standing of USEF, who are also USEF Licensed Saddle Seat Equitation or Recognized Breed judges and who are knowledgeable and experienced in Saddle Seat Equitation.

D. The names of all committees/groups who oversee the selection process, including the name(s) and role(s) of their members (see Attachment G): The USEF Saddle Seat World Cup Committee will oversee the selection process, which process shall be reviewed and approved by the USEF Board of Directors .

E. Other Considerations:

1. **Medical Request:** In the event of illness or injury, applicants may be required to submit to a medical examination by physician(s) approved by the USEF Board of Directors at any time during the selection process for the purposes of determining the applicant's ability to compete at the event which is the subject of the selection. Failure to submit to such examination may result in the removal of the applicant from the selection process by the Selectors upon the recommendation of the USEF approved physicians(s) and with the approval of the USEF Saddle Seat World Cup Committee, National Breeds & Disciplines Council and the USEF Board of Directors . Following the examination should the USEF approved physician(s) find the applicant to be unfit to compete the applicant will be removed from the selection process with the approval of the USEF Saddle Seat World Cup Committee, National Breeds & Disciplines Council and the USEF Board of Directors .

IV. SELECTION TRIALS FORMAT

CLASS CONDUCT

- a. Athletes will compete preferably, on two horses (depending on horse availability) during the duration of the riding portion of the competition. During the rail work phase athletes will work at the walk, trot, and canter (5-Gaited may include slow gait and rack depending on horse availability) both directions of the ring. The competition coordinator and USEF staff liaison will divide athletes into groups of sizes deemed manageable with regard to the horses being used for the competition.
- b. Patterns will be executed individually by each athlete preferably, on two different horses (depending on horse availability). The patterns to be performed will be divided into segments, each of which will have an assigned score. Copies of the patterns approved by USEF will be distributed to the athletes at the drawing of the horses. The order of go for the patterns shall be determined by a draw, to be conducted in conjunction with the athletes' draw of horses.
- c. There will be absolutely NO coaching while athletes are in the main arena and/or are being evaluated by the judging panel. This rule includes both instructors and members of the audience. This rule will be STRICTLY ENFORCED. Violations of this rule could result in the elimination of an athlete and/or the expulsion of the person doing the coaching from the arena. The decision of the USEF Steward, in consultation with the USEF Staff liaison and/or the judges officiating shall be final.
- d. The competition coordinator and USEF staff liaison shall determine the number of rail and pattern rides based on horse availability. This will be announced no later than the athletes' draw of horse/order of go assignments, which is typically conducted the day before the trials.
- e. Breaks will be scheduled during the day's events. Should time restraints require any adjustments to the set schedule, such changes will be announced by the official Event Announcer as far in advance as possible.
- f. Competitors will be allowed two five-minute time outs for breakage of equipment or a cast shoe during the competition. If in the second time out a replacement cannot be satisfactorily achieved, an emergency alternate horse may be substituted by the host. At the conclusion of the allotted time, the athlete must proceed on either the same horse, the emergency alternate, or withdraw from that phase of the competition. An athlete who withdraws will not receive a score for that phase of the competition but may continue in the next phase they are entered.

SCORING

- a. RAIL: Rail work will be evaluated using a numerical system based on a perfect score total of 100 from each judge.
- b. PATTERN: Each pattern will be divided into segments, which will carry possible score values as determined by the panel of judges and/or US Saddle Seat World Cup Committee and USEF staff liaison prior to the competition. Each pattern will have a total possible score of 100 points from each judge, resulting from the combined total of the segment scores.

- c. **ORDINAL CONVERSION:** The numerical scores given by each judge at the conclusion of each phase (with phase defined as a railwork, or pattern segment) will be converted to an ordinal; with each judge's highest numerical score converting to a '1', the next highest a '2', etc.
- d. Numerical scores for each ride of every contestant will be announced at the conclusion of the ride with the exception of the final rail ride scores. These scores will only be made public following the announcement of the Team at the Awards Ceremony.
- e. The grand total score for each athlete shall be a combination of the ordinals awarded by all judges from all railwork and patterns. Those athletes who hold the six lowest cumulative ordinal scores will be named as members of the Team, and will represent the United States at the International Saddle Seat World Cup Event in 2018.
- f. In the event of a tie, preference will be given to the athlete with the lower combined rail ordinal scores from all judges. If the above method is not sufficient to break the tie, the lower combined total ordinal scores for the railwork and pattern segments of the competition as issued by ONE judge determined by the Committee to serve as the Referee shall have precedence. The referee shall be announced prior to the start of the competition, generally at the event where athletes draw for horses, order of go, etc.
- g. The scoring system to be used will be explained in depth to each judge before the start of the competition.

JUDGING.

- a. The athletes are to be judged 50% on rail work (25% each on two rides), 50% on patterns (25% each on two patterns).
- b. Athletes will be scored by a panel of three to five judges. Judges shall be selected from the current United States Equestrian Federation, Inc. Licensed Officials list. It is preferable that all judges hold a Registered (R) designation in Saddle Seat Equitation, although judges holding Recorded (r) designations in Saddle Seat Equitation may also officiate. In rare circumstances, a judge who does not hold current designation from USEF may be utilized. In the event that a judge is unable to begin or complete the scoring of the entire event, it shall be the right of USEF to amend the number of judges or utilize substitutes. Every effort to maintain the integrity of the scoring and the fairness of the competition will be made.
- c. Judges will use the standards from Subchapter EQ-3, Saddle Seat Equitation, in the Federation Rule Book as their guideline for evaluating each athlete. Judges may only call for tests 1-13 (EQ118.1-13).
- d. Judges should analyze each athlete's form as well as his/her horsemanship abilities while keeping foremost in mind the unusual demands of the World Cup competition itself. An athlete's resiliency after a "rough" class should also be given due consideration in the scoring. The format for the trials, which requires competitors to ride horses which they have little or no familiarity, was specifically designed to parallel the premise of the International event conditions. Further, the format is designed to give judges the opportunity to evaluate each athlete's ability to respond to these unusual demands.
- e. Due to the nature of the horses being donated for the competition, it is possible athletes may have ridden some of the horses used in the trials. Thus, the Committee will observe the ISSEA rules which state no rider may compete on a horse which they have owned, trained or shown within six months.

AWARDS.

No ribbons will be awarded to competitors in the trials. The event will conclude with the announcement of the Team shortly after scores have been tabulated and verified. Certificates of Participation will be presented to each trials finalist.

FEES AT THE TRIALS.

- a. The Federation Fee of \$16 will be waived for the World Cup Selection Trials.
- b. USEF Membership and Non-Member fees will not apply to owners of donated horses.

RESOLUTION OF ISSUES.

All matters arising in connection with the execution of the trials competition that are not specifically addressed herein shall be subject to the jurisdiction of the US Saddle Seat World Cup Committee and/or Selection Trials Committee. Decisions of those Committee members in such matters shall be final.

V. REMOVAL OF ATHLETES

A. USEF has jurisdiction over potential team members:

An athlete who is selected to the Team may be removed from the Team for any of the following reasons, as determined by USEF and in accordance with these procedures:

- Voluntary withdrawal. An athlete must submit a written letter to the USEF CEO.
- Injury or illness as certified by a USEF approved physician (or medical staff). If an athlete refuses verification of their illness or injury by a USEF approved physician (or medical staff), their injury will be assumed to be disabling and they may be removed.
- Violation of the USEF's Code of Conduct (Attachment B).
- Exceptional circumstances having a direct bearing upon obtaining the best qualified team for the Event, but only with the approval of the Coaches and with the unanimous approval of the Selectors.
- Failure to adhere to ISSEA and USEF policies and procedures.
- Failure to comply with the USEF Safe Sport Policies.

An athlete removed from the Team pursuant to this provision has the right to a hearing per the USEF's Bylaws, Article 703 and USEF General Rules, Chapter 6, GR 605.

VI. SUBSTITUTION/REPLACEMENT OF ATHLETE

Following is the process by which the replacement pool of athletes will be identified:

Six athletes will be selected for each section (3-gaited and 5-gaited). One athlete may be selected for each section (3-gaited and 5-gaited) to represent the team in individual competition at the Event. The line up of riders will be determined by the Coaches at the Event and may change during the Event.

B. Substitution/Replacement athlete will be selected, should a vacancy occur, according to the following method:

1. USEF has the ability to substitute athletes on the Team for the reasons set forth in Section V.

Openings, if they occur, whether by voluntary withdrawal or removal from the Team, will be filled according to the next highest score from the Trials in that section.

Any substitution other than voluntary withdrawal must be unanimously recommended by the Selectors and must have the approval of the USEF Saddle Seat World Cup Committee, National Breeds & Disciplines Council and USEF Board of Directors.

Any substitution for medical reasons other than voluntary withdrawal must be documented by a physician(s) approved by the USEF Board of Directors.

C. Group or committee that will be responsible for making athlete substitution/replacement determinations:

1. **Group or committee who determine a substitution/replacement to the Team:**
 - a. **Prior to travel to the World Cup Competition:** USEF Saddle Seat World Cup Committee, USEF National Breeds & Disciplines Council, USEF Board of Directors.
 - b. **During the World Cup Competition:** Current ISSEA rules will prevail.

VII. SUPPORTING DOCUMENTS - USEF will retain all approved Selection Procedures and all supporting documents, including evaluation forms and data from the selection process for six months past the date of the Closing Ceremonies of the Event.

VIII. REQUIRED DOCUMENTS - The following documents are required to be properly executed by applicants as a condition of nomination for the Event and are included as attachments:

- Application (Attachment A is an example of the online application)
- USEF Code of Conduct (Attachment B)
- USEF Release, Assumption of Risk, Waiver and Indemnification (Attachment C)
- Saddle Seat Team and Supporter Policies (Attachments D and E)
- Safe Sport Handbook (Attachment F)
- Committee Listing (Attachment G)

Applicants will be required to certify that they have received and read a copy of the USEF Code of Conduct (Attachment B) and the USEF Safe Sport Handbook (Attachment F) and that they understand these documents and agree to be bound by them. In addition, all persons participating in any decision made pursuant to the Selection Procedures including but not limited to the Selectors, USEF Saddle Seat World Cup Committee, National Breeds & Disciplines Council, and the USEF Board of Directors, will be required to abide by the USEF Code of Ethics and Conflict of Interest Policies (Attachment B).

Reference is made to the attached USEF Code of Ethics and Conflict of Interest Policies for a full and accurate statement of the requirements of that policy. In particular, however, no individual may participate in a particular phase of the selection process if, after full disclosure, the individual is found by the applicable committee to have a disqualifying conflict of interest in the particular phase of the selection process in question per the attached USEF Code of Ethics and Conflict of Interest Policy.

IX. PUBLICITY/DISTRIBUTION OF PROCEDURES - The Selection Procedures (complete and unaltered) will be posted/published by USEF in the following locations:

- USEF website: www.usef.org - These procedures and the application will be posted as soon as possible, but not more than 5 business days following notice of approval by the USEF Board of Directors.
- Other: The Procedure and Application Packet will also be available by mail upon request.

X. MANDATORY TRAINING - Mandatory team training session will be held on the first date/location listed below. A second training session may be scheduled as indicated below depending on the needs of the team. The athlete must commit to be available for practice when submitting application. Any absence from practice must be for extraordinary circumstance only and approved by the USEF Saddle Seat World Cup Committee. Otherwise, an absence will constitute voluntary withdraw from the team.

XI. DEVELOPMENT OF SELECTION PROCEDURES - The following committees/groups were responsible for creating these Selection Procedures: USEF Saddle Seat World Cup Committee, USEF National Breeds & Disciplines Council, USEF Board of Directors. (See Attachment G for a list of the individuals on these committees).

XII. USEF BYLAWS AND GRIEVANCE PROCEDURES - The USEF Bylaws and Grievance Procedures can be found on the USEF's website www.usef.org.

XIII. ATHLETE OMBUDSMAN - Athletes who have questions regarding their opportunity to compete that are not answered by USEF may contact the USOC Athlete Ombudsman: Kacie Wallace by:

- Telephone at (719)866-5000
- Toll free telephone at (888) ATHLETE (1-888-284-5383)

- E-mail at Kacie.wallace@usoc.org
- www.athleteombudsman.org

XIV. SELECTION DISCLAIMER - The selection criteria are based on the latest information available to USEF. However, the selections are always subject to unforeseen, intervening circumstances, and realistically may not have accounted for every possible contingency.

XV. FUNDING DISCLAIMER - Selection to the 2018 US Saddle Seat World Cup Team does not guarantee that funds will be available to send a team.

XVI. DISCLAIMER - See Attachment C – USEF Release, Assumption of Risk, Waiver and Indemnification.

Approved by the USEF Saddle Seat World Cup Committee on Thursday, January 19, 2017.

Approved by the USEF National Breeds & Disciplines Council on Monday, February 13, 2017.

Approved by the USEF Board of Directors on Tuesday, March 7, 2017.

Any questions regarding these Selection Procedures should be addressed to Erin DesNoyers, National Affiliates, 4047 Iron Works Parkway, Lexington, KY 40511 or edesnoyers@usef.org.