

## **Overview of Vaulting Chef d'Equipe Responsibilities at a World Championships ("Event"):**

### General:

- Per the FEI Regulations, fulfill all responsibilities of the Chef d'Equipe
- Per the USEF Vaulting Selection Criteria, participate in the selection and substitution of Vaulters, as needed.
- Complete the USEF Criminal Background Check and Conflict of Interest
- Abide by the USEF Code of Conduct.
- Complete and Abide by the USEF Safe Sport Policy
- USEF Staff will assist when appropriate.

### Prior to the Event:

- Advise Selectors per criteria
- Gain a deep understanding of the USEF selection procedures and the Event schedule
- Assist USEF with collection of entry information including vaulters, horses, lungers, grooms etc.
- Attend selected Events prior to the Event (ex. Aachen)
- Assist USEF in Determining who gets credentials, meal tickets and official housing
- With Director of Vaulting Performance determine back-up horses for entry.
- Appoint a "head groom" and assistant grooms
- Coordinate with the USEF to determine official uniform including opening ceremonies, vet-check, Event and awards outfits.
- Coordinate with USEF and members of contingent to ensure uniforms are ordered
- With Director of Vaulting Performance, determine compulsory uniform
- Determine and publicize schedule for official contingent meetings at Event
- Consult with USEF on budget questions
- Create contact list for all participants (vaulters, coaches, lungers, grooms)
- Distribute any official information or reminders (ie format for music)
- With USEF, coordinate any pre-Event Team meetings (media training etc)
- Participate in any USEF cross-discipline pre-Event meetings. Distribute information to VSC and athletes, as needed.
- Oversee the contingents stabling plan and communicate needs to USEF
- Inform horse owners and lungers on when horses may arrive and coordinate logistics for getting them into the grounds
- With USEF, advise horse owners and lungers if any special paperwork or health certificates are required for the horses
- Help in the selection of the human and equine SSM
- Meet with Vet and Director of Vaulting Performance prior to Event to discuss horses

#### At the Event:

- Complete “check-in” with OC
- Distribute credentials
- Distribute arm numbers and horse numbers
- Distribute official clothing (with USEF)
- Distribute meal tickets
- Collect and turn-in music
- Distribute and collect Info Sheets (PR)
- Assist grooms and lungers with getting bedding and hay for horses
- Represent U.S. contingent at Chef Meeting(s)
- Declare athletes and horses. Withdraw horses and athletes, if necessary. Refer to Selection Procedures for role of Chef in substitution of horses and vaulters at Event.
- Oversee contingent participation in vet check. Collect passports and present at vet check.
- Work closely with the team vet and be aware of any needs or issues with the horses - assist the team vet with official treatment paperwork and communicating with the OC's treating vet
- Sign-up for/ distribute practice schedules
- With Director of Vaulting Performance, observe all official practices
- Run all-contingent meetings, as needed. Distribute any Event-related information such as daily order of go's, Nations night info, PR requests etc
- Maintain good contact with the office for updates. Visit office regularly.
- Organize contingent participation in all ceremonies
- Work with Head Groom to create and oversee groom schedule/responsibilities
- With coaches, coordinate snacks in barn
- USEF and Chef represents the contingent if there are any rule infractions, complaints etc
- Work with lungers regarding any vet issues
- Publish daily schedules, as needed
- Be ring-side when all US competitors compete
- In general, be the “first responder” to issues and make sure things run smoothly.

#### After the Event:

- Check-out participants and horses
- Assist USEF to settle accounts
- Collect and distribute scoresheets
- Work with USEF media liaisons to coordinate press releases after the Event

### **Recommended Skills for Chef d'Equipe at a Championships**

- Ability to be unbiased and make objective decisions, especially under pressure
- Strong organizational skills with emphasis on attention to detail
- Strong written and verbal communication skills
- Patience
- Ability to manage conflicting priorities
- Ability to work easily with a variety of people
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations.
- High level of professionalism

### **Recommended Experience for Chef d'Equipe at a Championships**

- Deep knowledge of the FEI rules
- Strong relationships with foreign officials. Influence internationally
- Current experience at FEI Events as a competitor, official, coach or lungeur
- Prior experience as a Chef

**Consideration will be made for an Assistant Chef if deemed necessary and if funding allows. Only those who submit an application will be considered for either role.**