



**NORTH AMERICAN  
YOUTH  
CHAMPIONSHIPS**

PRESENTED BY GOTHAM NORTH



***CHEF'S MANUAL***



# WELCOME

Thank you for agreeing to serve as a Chef d'Equipe and/or Coordinator for the Adequan FEI North American Youth Championships (NAYC) presented by Gotham North. Some of you are returning after countless years of service, while others are just beginning. Either way, we appreciate your time and effort; your service to your team and to the program is incredibly valuable.

The following pages are meant to serve as guidelines of what to expect leading up to and during the Championships, and include hints and guidance from some of the longest-running Chefs in the business.

Please print out and carry with you the most updated versions of the FEI Rules (both the General Regulations and the Discipline Rules) as well as the Definite Schedule for this year's version of the event once it is published. These rules and guidelines will help you find your way through the Championships. Also, please make sure to introduce yourself to our staff when you arrive. We are here to help make your lives easier and provide a fair and safe competition for everyone.

**Please remember:** this is a team competition and for many riders (and their parents) it is the first time in a team situation. Requests to competition management should come through you as the Chef d'Equipe — not through the individual riders or parents. This is incredibly helpful and important with things like stabling, early arrivals and accreditation. The information should come through you. As always, please let us know how we can help.

## Initial paperwork:

We know there is a lot of paperwork that goes along with bringing a team to a championship. The USEF staff is available to help guide you through the process. Winter is a good time to start looking at which riders may be working towards competing and starting discussions with the riders and parents to ensure they are on track with all paperwork and requirements.

One of the biggest of these challenges is acquiring, updating or in some cases locating the passport of the horses you expect to compete. Start this process as early as possible. Encourage your riders to find a veterinarian who is experienced with passports; this makes a huge difference.

Horses and Riders must be registered with the FEI to take part in FEI competitions. Please encourage any prospective rider for your team to do this early in the year; remember, it is an annual registration. The rider FEI Registration can be completed online with their USEF membership renewal.

## FEI Horse Registration:

<https://www.usef.org/forms-pubs/300CoJmchBc/fei-horse-registration---2018>

For questions regarding horse passports, Passports 101 can be a valuable document in understanding requirements.

## Passports 101:

<https://www.usef.org/forms-pubs/XyWhXYB4O8s/passport-101>

**Please contact Kristin Posner at [kposner@usef.org](mailto:kposner@usef.org) or Shawn Finlinson at 859.225.6987, [sfinlinson@usef.org](mailto:sfinlinson@usef.org) with any specific questions regarding FEI Registration or passports.**

It is a good idea to refresh everyone on qualifying results, applications, selection procedures and certificates of capability. For some teams the selection process is very straightforward; for others, it is extremely competitive.

Please familiarize yourself with all aspects of the selection procedures for your region/zone/area, as well as the qualifying process for your sport, so you can bring the strongest, best-prepared team to the Championships. If you have questions on the paperwork needed, USEF discipline directors will be able to help ensure you have all the correct information.

**Jumping: Jennifer Haydon, 859-225-6911, [jhaydon@usef.org](mailto:jhaydon@usef.org)**

**Dressage: Hannah Niebielski, 859-225-6918, [hniebielski@usef.org](mailto:hniebielski@usef.org)**

**Eventing: Shealagh Costello, 859-225-6923, [scostello@usef.org](mailto:scostello@usef.org)**

## Entries:

The entry process for a championship is processed in multiple steps. As the Chef, you will be responsible for putting forward the entries for your area/region/zone:

- a. **Nominated Entry:** Every horse/rider combination that might compete at NAYC must be named on the Nominated Entry. The Nominated Entry information is part of the official Championship entry to the FEI and must be accurate. Horses and riders also must be registered with the FEI at this point according to the FEI rules. Note that not every horse/rider combination on the Nominated Entry will participate. Please make sure that you take care to fill out the Nominated Entry form according to your discipline rules. The maximum number on the Nominated Entry for each championship is as follows:

1. Dressage: Eight (8) athletes/horses
2. Eventing: Eighteen (18) athletes/horses
3. Jumping: Ten (10) athletes/horses

**Remember:** please DO NOT send payment with your Nominated Entries. Your entire check should be sent with your Definite Entry.

Once you have completed the online Nominated Entry, all athletes listed on the Nominated Entry will receive an automatic email asking them to complete their online rider bio. Please encourage your athletes to complete this process as soon as possible. They will fill out a bio that gets used by media attending the Championships, as well, they will upload photos for themselves and the groom for credentials.

In addition, riders will need to complete a rider waiver. The rider, parent/guardian and you as Chef must sign this. It is best to collect and email/mail the waivers in advance of the competition to the USEF office. They may also be turned in when checking in and collecting accreditation at the competition.

- b. **Definite Entry:** According to the FEI Rules, your horses and riders should have been registered with the FEI at the time of the Nominated Entry.

So armed with that information and the basic information that would go on an entry (including the passport number), you will be ready to submit the Definite Entry. Feel free to ask questions of the NAYC staff as you complete this process. This is when your team will be required to make payment.

### ***In addition to knowing which horse/rider combinations will be competing at NAYC, you will also need:***

- Accreditation photo for yourself (Chef)
- Coach name, contact information, accreditation photo
- Accredited vet name, contact information, accreditation photo
- Accredited physio/farrier name, contact information, accreditation photo
- Date when horses will arrive
- Number of tack stalls you would like to purchase. Tack stalls are not included with entry and must be purchased in advance by the Chef.

***At Definite Entry time, these fees are not refundable.***

***Please make sure that any extra tack/feed/grooming stall requests are made at this time.***

## You're entered. Now what?

Make sure your health papers for arrival are in order. Check the state vet website for requirements.

You might want to visit this site early to know what your horse health requirements will be (which tests and certificates) and how long beforehand you will need to start.

There are different entry requirements from some states than others at times, so make sure to check back while you are organizing the health papers for your team.

Medication Control testing will be conducted extensively during the event. Please understand that the horses may be tested when they arrive at the venue. Please see <http://www.feicleansport.org/> for updated anti-doping rules and educational materials.

## Human Anti-Doping

As an FEI athlete, competitors should be reminded of the following information pertaining to both human and equine anti-doping. If there are any questions or need any additional information, please do not hesitate to contact Steven Morrissey at [smorrissey@usef.org](mailto:smorrissey@usef.org). Concerning Human Clean Sport, please contact the USEF Team Physician, Dr. Mark Hart, at [markvhart@gmail.com](mailto:markvhart@gmail.com).

Please be reminded that when athletes are competing under FEI rules, they (the human athlete) are subject to random, in-competition and out-of-competition drug testing. It is their responsibility to know if they are taking any medications on the FEI Prohibited Substance List found on <https://inside.fei.org>. It is strongly recommended to regularly visit the United States Anti-Doping Agency's (USADA) website, which contains a range of information on testing, regulations, and athlete rights: <https://www.usada.org/>. You should also regularly check the USADA web page that covers all changes to the anti-doping rules: [www.usada.org/2018-prohibited-list-summary-of-major-changes/](http://www.usada.org/2018-prohibited-list-summary-of-major-changes/).

## Equine Anti-Doping

Please be reminded that all horses that are registered with the FEI or USEF shall be subject to in-competition testing. FEI's philosophy is that horses must be "clean" at the time of competition. If you are seeking advice from a veterinarian, ensure he/she is a registered FEI veterinarian and is fully conversant with the 2018 FEI Veterinary Rules (<http://inside.fei.org/fei/regulations/veterinary>) and the Prohibited Substances List.

**FEI Prohibited Substances List** – The Prohibited Substances List identifies substances that are Controlled Medication Substances or Banned Substances. What is the difference? Controlled Medication Substances are those substances that athletes/staff might normally use out of competition but which are not allowed while competing. Banned Substances are those substances that are not permitted in horses at any time. There is a significant difference in penalties between these two classifications of substances. Athletes/staff should work very closely with their veterinarians when administering any substances. The FEI prohibited substance database can be accessed by visiting the following page: <http://inside.fei.org/fei/cleansport/ad-h/prohibited-list>.

**Veterinary Forms (A and B)** – In 2018, the medication forms for FEI have been re-designated as Forms A and B. Form A (previously Veterinary Form 1) is used to authorize emergency treatment with a Controlled Medication Substance before or during FEI Events. Form B (previously Veterinary Form 3) is used to authorize treatment with non-oral medication and therapies not included on the EPSL (e.g. rehydration fluids and antibiotics) during FEI events. The previous Veterinary Form 2 for altrenogest (Regumate®) and cyclosporine implants is no longer required. If your horse needs to be treated at the competition, Vet Form A must be filled out prior to administering the medication. Completing this form does not guarantee that you will be allowed to compete. Make sure you familiarize yourself with this process and the new Veterinary

Form uses at <http://inside.fei.org/fei/cleansport/ad-h/medforms>.

**Detection Times** – Detection times are the approximate time a substance stays within a horse's system. Familiarize yourself with the FEI's published detection times here [http://inside.fei.org/system/files/FEI\\_List\\_Detection\\_Times\\_2014\\_0.pdf](http://inside.fei.org/system/files/FEI_List_Detection_Times_2014_0.pdf).

***Be cautious of supplements and feed. Never accept these from other sources you are not familiar with.***

## Once you arrive:

Since you have completed all of your accreditation forms in advance, this should be a matter of picking up your stable passes and turning in any stray paperwork.

The vets will evaluate all of your horses at the 'in-barn' examination. This is a basic health evaluation, identification and passport control. Times and procedures will be posted in advance, make sure you are ready with your horses' passports in hand when you arrive.

Pick up a copy of the schooling schedule for your discipline and start to think about the horse inspection. Schooling must be done in accordance with the schedule. Please remember that you are not at a regular horse show; many disciplines use the same rings and facilities and keeping to the schedule is imperative.

Remember, your horses have to wear their numbers (the ones assigned by the competition) at all times when they are out of their stalls, even if it is just for hand walking around the barn.

## Treatment Center:

There will be a treatment center within the barns for horse competing. Any veterinary treatment must be done in these stewarded treatment centers during the times posted by the Organizing Committee or as directed by the Veterinary Commission. Please refer to the FEI Veterinary Regulations for approved treatments during an FEI competition. If you have questions regarding this, please consult the OC prior to the event, and the Veterinary Commission during the event.

## The Inspection/Jog/Trot-up:

It is always a good idea to have practiced with all your horses just to make sure there are no surprises at the jog. The jog track will be open for practicing at designated times early in the event. It is best to have the horses and the handlers experienced with the exact surface and surroundings that will be used for the jog.

The format for the jog is as follows:

- Horses are presented to the panel, standing, while the Veterinary Delegate and Ground Jury look them over. They are looking at many things including body condition, shoeing, fitness, injuries and marks, for example. The FEI Vet will re-identify the horse to verify the correct horse is being jogged.
- The horse and handler then walk a few steps (about 5 meters), jog to the end of the lane where they return to the walk and turn around **TO THE RIGHT**, walk a few steps to get straight and then trot back past where the panel is standing.
- If you have any questions, please do not hesitate to ask.

You will be called to the jog in team order and you will jog numerically within your team. Please keep the following things in mind:

1. If one of your horses is 'held' it means that the inspection panel would like the holding box examining veterinarian to have a closer look at it. The Associate Veterinarian will meet you in the "holding box" to go over the horse and evaluate it. The Team Veterinarian is allowed (and encouraged) to be present. The Examining Veterinarian will then report his findings to the inspection panel. You (as Chef d'Equipe) should go to the Hold with the horse and rider once all of your horses have jogged.
2. Make sure to read your discipline rules regarding your horse inspection.
3. Once each U.S. horse is accepted, U.S. riders will receive the patches for their jackets (or shirts for the endurance riders). These should be sewn on the left breast pocket before the start of the competition.

Please handle these very carefully and remind your riders that they are very valuable because they are awarded only to individuals who are representing their country.

4. Refer to the disciplines rules about the declaration of starters and substitutions.

## Declaration of Teams/Individuals:

The final time for substitutions for each discipline will be printed in the Definite Schedule. Draws will take place during the Chef d'Equipe meetings. Times and locations of discipline Chef d'Equipe meetings will be posted at the discipline offices. Expect a daily Chef d'Equipe meeting for your discipline and take advantage of this opportunity to ask questions.

***There will be a mandatory competitor and Chef d'Equipe meeting on Tuesday afternoon. This is a very important meeting, although parents and other will want to attend, this needs to be limited to only athletes, coaches and their Chefs.***

Once the competition gets rolling, things happen fairly rapidly. Because there is a lot going on at once, we recommend having daily meetings with your team and paying close attention to the schooling schedule to ensure that it suits your needs. If not, talk with your discipline's Chief Steward(s) — they are there to help you get the most out of the competition.

## Opening Ceremonies:

Opening Ceremonies are all part of the Championship experience. For Opening Ceremonies, team banners and flags are encouraged! Many teams plan ahead and design matching outfits to wear during the Opening Ceremonies. Communicate with your riders in advance so they can feel a part of the team they are competing with. It is important to encourage your riders to participate and have fun! Please make sure all your riders plan to attend.

## Prize Giving Ceremony:

If your team or individual riders are fortunate enough to earn a ribbon or medal at NAYC, they are required

to participate in the prize giving ceremony. Each discipline will handle prize giving ceremonies slightly differently, the Foreign T.D. and Chief Steward will advise on the number of placings that will be presented in the ring as well as procedures.

For the presentation of the Gold, Silver and Bronze medals, riders will walk into the ring mounted. The groom and Chef should follow on foot into the ring. As the riders line up behind the podium, the groom will hold the horse for the rider to dismount. As announcements are made of the placings (reverse order: bronze, silver, gold), riders step onto the podium. The President of the Ground Jury, along with discipline representatives and sponsors will congratulate the rider. Male riders should remove their helmet. The President of the Ground Jury will place the FEI medal over the riders head, others will follow shaking the riders hand and congratulating them. This will occur for each rider followed by photos of the medalists on the podiums.

Next, the national anthem for the winning rider/team will be played. Riders should remain on the podium and turn to face the flag as the anthem is played. After the anthem, riders will step off the podium and remount their horses for a victory lap (trot or canter). The gold medalist will lead the victory lap once all together then the gold medalist will do one lap by themselves.

## Press Conference:

Immediately following the prize giving ceremony, a press conference will be held. The gold, silver and bronze medalists, along with their Chefs must attend. A press officer will meet you near the in-gate at the end of the prize giving ceremony to help direct where to go. Please encourage parents and supporters to wait for personal photos until after the press conference to ensure everything is timely.

Riders will be asked to speak about their performances and answer questions about their experience at NAYC. As well, they will be asked basic information about their horse. Please remind them

to learn these details as it is quite embarrassing not knowing their horses breeding, age, owner etc.

It is important for riders to speak clearly and remember that their comments and answers may be used in public by the media. They are representing not only themselves but their team, country and the event.

Finally, encourage riders to thank the generous sponsors and event organizers that help make the competition happen. They invest countless hours and resources in making the Championship a great one. USEF Staff members will be happy to provide names of sponsors and organizers to help ensure your team is prepared if you attend a press conference.

## Sponsors and Event Organizers:

Critical to the success of the event are our numerous sponsors and the event organizers. Hosting an FEI Championship is a very expensive endeavor and it is their investments that help ensure its future each year. In advance of the event, please make yourself familiar with the event sponsors and educate your riders on the importance of these sponsors.

Showing you appreciate for their support goes a long way. For example, when you see a sponsor or event organizer at the event, shake their hand and thank them for the support. Following the event, sponsor addresses can be provided by USEF staff to send thank you notes from riders.

### **Adequan:**

Allyn Mann  
1 Luitpold Rd  
P.O. Box 9001  
Shirley, NY 11967

### **Gotham North:**

Georgina Bloomberg  
C/O Geller & Co.  
909 Third Ave, 15th Floor  
New York, NY 10022

### **USHJA:**

Kevin Price  
3870 CIGAR LANE  
LEXINGTON, KY 40511

### **Equestrian Canada:**

Meg Krueger  
308 Leggett Drive, Suite 100  
Ottawa, ON K2K 1Y6  
Canada

### **Mexican Federation:**

Cda. Agustín Ahumada No.31  
Col. Lomas de Chapultepec  
Mexico City, Federal District  
11000  
Mexico

### **USDF:**

Stephan Hienzsch  
4051 Iron Works Parkway  
Lexington, KY 40511

### **USEA:**

Rob Burk  
525 Old Waterford Rd, NW  
Leesburg, VA 20176

### **Discover Dressage:**

Kimberly Van Kampen  
13285 Southfields Road  
Wellington, FL 33414

### **Martha and Howard Simpson:**

271-0 MARKET SQUARE  
LAKE FOREST, IL 60045

### **Hodges Badge Company:**

P.O. BOX 1290  
PORTSMOUTH, RI 02871

## Special Awards:

Each year there are various additional special awards that are presented. The discipline office will have information on the nomination process and selection.

### **The Captain Andrew B. De Szinay Memorial Sportsman Trophy**

The Captain Andrew B. De Szinay Memorial Sportsman Trophy is given to the Young Rider who best personifies the high standards and virtues of integrity, sportsmanship, honor, courage, team spirit, good temper, and unselfishness. This award is presented annually by the United States Equestrian Federation



in honor of Captain Andrew B. De Szinay who was a teacher, dressage judge, technical delegate and long-time supporter of the Young Rider's program. His dedication and support has helped the NAYC become what it is today.

### **Howard B. Simpson High Five Trophy**

The Howard B. Simpson High Five Trophy is awarded annually to the volunteer who best exemplifies Howard's spirit of volunteering. The award honors Howard B. Simpson, who served as the NAYRC Director at Tempel Farms for many years. Howard also served as sponsor and tireless volunteer. The recipient of this award embodies Howard's dedication and commitment to the Championships. The award is presented by the United States Equestrian Federation.

### **Style Awards**

The Style Award annually celebrates one rider from each discipline recognizing their "style" throughout the week, not only while mounted, but also in the form of manners and overall demeanor around the competition grounds and at the organized functions.

The Style Award was established by Brian and Penny Ross, who have generously donated, in conjunction with a Bel Cavallo Bronze, the lovely Dressage, Eventing, and Show Jumping trophies designed by the artist Timi Saviers of Moscow, Tennessee. The Reining trophy was donated by Brad Ettleman.

### **The Pursuit of Excellence – The Fiona Baan Memorial Trophy**

Each year the Fiona Baan Memorial Trophy is awarded to the Young Rider in the Dressage Championships who receives the highest average percentage score from the Team, Individual, and Freestyle Dressage rides. The award is to honor a remarkable woman who dedicated more than thirty years of her life to the United States Equestrian Team and the Young Rider's Championships. This award recognizes hard work and the pursuit of excellence in the sport Fiona dearly loved.

### **The Caristo Cup**

The Caristo Cup is given annually in Ralph's honor by Susie Humes, Susie Schoelkoepf, Leo Conroy, David Distler, and Karen and Heather Caristo. The award is

given to the Chef d'Equipe who best exemplifies Ralph's enthusiasm and professionalism. Zone Two was lucky enough to have Ralph as their Chef d'Equipe for many years and he led them to win more Individual and Team gold medals than any other zone.

### **The Albers Award**

The Albers Award will be presented annually to the dressage Chef d'Equipe who best demonstrates the same level of dedication, enthusiasm and team spirit that Patsy Albers has shown throughout the years. Albers was the long-time Region 1 Chef d'Equipe, as well as an ardent supporter and friend.

This award is open to all the dressage Chefs d'Equipe. Nominations may be made by any competitor or Chef d'Equipe by submitting a written explanation as to why that Chef d'Equipe deserves to win the Albers Award. The final determination, after reviewing the written submissions, will be made by the USDF and USEF staff, the NAYC Management Team and the FEI Chief Dressage Steward.

### **The Coach Mike Award**

The Coach Mike Award is given annually in Mike's honor by the Friends of Mike Huber. This award is given to the Chef d'Equipe who best exemplifies Mike's dedication and passion. The award was first presented in 2016.

### **The HorsePower Trophy**

The HorsePower Trophy is given to the horse that stands out from its peers at the FEI North American Junior and Young Rider Championships. This award recognizes an outstanding horse, from any of the championship disciplines, who best demonstrates determination, courage, class, heart and the ability to move athletes and spectators alike throughout the competition.

## **Final Thoughts**

Remember, everyone is willing to help. The learning curve varies for everyone at NAYC. There are people who have been here every year since before anyone can remember, but there are plenty of folks making their maiden voyage. If you know the ropes, please share the wealth. If you are new, introduce yourself and everyone will help you find your way.