

**Eventing Governance Guide**



The Eventing Governance Guide (“Guide”) serves to provide Charters for its Committee, Working Groups, and Task Forces within one document which includes their purpose, duties, number of members, and term limits. The Guide also serves to provide reference to and memorialize the principles by which the Eventing Sport Committee and its subcommittees operate in accordance with.

Amendments to this document will be approved by the Eventing Sport Committee, as needed, or upon annual review.

### **Eventing Sport Committee**

- Appendix 1: Eventing Sport Committee

### **Working Groups**

- Appendix 2: Eventing Administrative Working Group
- Appendix 3: Eventing Athlete’s Working Group

### **Advisory Group**

- Appendix 4: Horse Owners Advisory Group

### **Appendix 5: Eventing Selectors**

### **Appendix 6: Decision Making Matrix**

Annex A: FEI Olympic and Para-Equestrian Sport Committee Charter v. 3.17.2025

Annex B: Federation Decision Making Matrix (internal) v. 1.6.2023

*For all references to the USEF Rules, Bylaws, and Charter here within, refer to the full text.*

## **Eventing Sport Committee**

The Eventing Sport Committee and its subcommittees follow the FEI Olympic and Para-Equestrian Sport Committees Charter (“Charter”). See Annex A.

## **Working Groups and Task Forces**

### **Working Groups**

A Working Group is a set of people selected for their expertise or experience to collaborate in order to return a result or solve a program within an organization.

Per Bylaw 501, Section 6, each established committee must have a Charter describing its purpose, number of committee members, and the term of service. Per the Charter, Working Groups will provide the Eventing Sport Committee with regular reports on the assigned task as well as recommendations and rationales supporting such recommendations.

### **Task Forces**

A Task Force is a temporary committee formed expressly for the purpose of studying a particular problem.

Per Bylaw 501, Section 6, each task force must have a specific objective, a specific deliverable, and a certain term.

### **Composition**

Per Bylaw 501, Section 2, and Charter, Working Groups and Task Forces must have Athlete Representation. Athlete Representation is further defined in Bylaw 401.

### **Approval**

Per the FEI Olympic and Para-Equestrian Sport Committees Charter, Working Groups must be approved by the USEF President. The Sport Committees may recommend Working Groups.

Per Bylaw 501, Section 6, Task Forces must be approved by the USEF President.

### **Delegation of Responsibility**

All Working Groups and Task Forces report to the Eventing Sport Committee. Working Groups and Task Forces are empowered to make recommendations and operational decisions based on approved plans in their areas of expertise. The Eventing Sport Committee is empowered to approve recommendations for final approval or for subsequent approval by the International Discipline Council (or Ad Hoc of), Board of Directors (or Ad Hoc of), USEF President, or USEF CEO dependent upon the Federations Decision Making Matrix. See Annex B.

## **Eligibility to Serve**

To be eligible to serve, a member of a USEF Committee must:

- Hold an Active Competing USEF membership
- Be current on their Safe Sport Training per the [USEF Safe Sport Policy](#)
- Complete an annual Conflict of Interest Disclosure
- Sign the Code of Conduct annually
- Sign the Letter of Commitment at the beginning of their term

## **Commitment**

Per Bylaw 501, Section 1, Working Groups will have one-year terms unless otherwise stated in the Bylaws or relevant Charter.

Per Bylaw 501, Section 8, any member of a committee may serve a maximum of four consecutive terms on the same committee, unless otherwise stated in the Bylaws or relevant Charter.

Per Bylaw 501, Section 4, if a member attends less than one-half of the meetings in any calendar year they may be removed from the Working Group in accordance with Bylaw 504. It is the expectation that all members attend each meeting.

All governance entities must meet during USEF business hours except in extenuating circumstances approved by the Managing Director.

It is the expectation that members review the agenda and associated materials in advance of the meeting as part of the responsibility of serving in their respective roles.

## **Appendix 1 – Eventing Sport Committee**

The Eventing Sport Committee and its subcommittees follow the FEI Olympic and Para-Equestrian Sport Committees Charter (“Charter”). See Annex A.

Additional Duties:

- At the Advanced, CCI4\*, and CCI5\* levels, review written requests from Athletes regarding Loss of Qualification
- Review and make a ruling on requests from Athletes regarding exceptions to the qualification requirements

**Number of Members:** The Eventing Sport Committee is seated with fifteen members, including the Chair.

**Term Limit:** ESC Terms are for four years.

## **Appendix 2- Administrative Working Group**

### **Purpose/Duties:**

#### ***Calendar***

- Provides recommendations and advice to the Eventing Sport Committee on matters pertaining to the U.S. Eventing Calendar
- Provides recommendations on USEF Eventing products
- Provides recommendations on calendar processes as indicated by the rules and calendaring policies and procedures
- Provides recommendations on bid modification requests and the strategic calendar
- Maintain industry awareness and propose calendar management, when necessary

#### ***Rules***

- Review feedback from USEA and membership regarding rules
- Assists the Eventing Sport Committee and Working Groups with developing new or amending existing rules
- Propose rule changes when necessary by maintaining industry awareness

#### ***Licensed Officials***

- Review Licensed Official matters

**Number of Members:** The goal is to populate this Working Group with a maximum of 10 individuals.

**Term Limits:** Members will serve for two-year terms in accordance with the USEF competition year, December 1 to November 30. A member may not serve for more than four consecutive years without ratification from the President. Terms served on prior Working Groups will not retroactively apply to the seating of the Administrative Working Group. A member may be eligible to serve again after one-year has lapsed after their last term served.

The ideal individuals to populate this Working Group will have expertise in one or more of the following areas and qualities:

- Possess a depth of knowledge with National and FEI rules
- Familiarity with the FEI, USEF, and USEA rule processes
- Possess a depth of knowledge of the National and FEI calendar in the U.S.
- Familiarity with FEI, USEF, and USEA calendar processes
- Familiarity with a variety of Eventing venues in the U.S. in order to contribute perspective
- Familiarity with the USEF Eventing Young Rider National Championship in order to provide advice on the bid allocation and strategic direction of the Championship
- Have experience or currently hold a license(s) as a National and FEI Eventing Licensed Official
- Have experience or involvement with Organizing USEF, USEA, and FEI competitions
- Eventing community awareness due to active involvement
- Familiarity with the Licensed Official Pathway
- Ability to exercise objectivity with decision making with an aim of positive progression of USEF Eventing

## **Appendix 3 - Eventing Athletes Working Group**

### **Purpose/Duties:**

- The Eventing Athletes Working Group are representatives for all U.S. Eventing Athletes
- Maintain Eventing community awareness with emphasis on the athletes engaged in the Eventing Pathway
- Provide recommendations on matters of Athlete concern and High Performance to the Eventing Sport Committee, including recommending Athlete Selectors
  - o Additionally, bring topics of concern pertaining to Athletes in the Eventing Community forward to the Working Group for discussion on solutions.
- Provide recommendations on the strategic future of U.S. Eventing in the global sport atmosphere
- Review rule change proposals that are relevant to the sport of Eventing and provide recommendations to the Eventing Sport Committee of behalf of the Athletes
- Consultation with the Administrative Working Group on requested matters

**Number of Members:** The Eventing Athlete's Working Group is seated with seven members, including the Chair.

**Term Limits:** Members will serve for four-year terms in accordance with the USEF competition year, December 1 to November 30. A member may not serve more than four consecutive years without approval from the USEF AAC and ratification from the Board. Terms served on prior Working Group will not retroactively apply to the seating of the Athlete Working Group. A member may be eligible to serve again after a one-year terms has lapsed after their last term served.

**Composition:** The composition structure/criteria and process for re-seating is to be determined.

### **EEPTF Recommendations on Composition:**

- Evaluate the selection process and composition of this Working Group to ensure High Performance representation
- Emphasize that athletes selected for this working group represent all athletes, not solely High Performance
- Incorporate a nomination process and/or enable Presidential appointments to facilitate greater athlete balance and diversity
- Additional effort must be made to improve the strategic direction of this Working Group and foster High Performance initiatives

## **Appendix 4 – Horse Owners Advisory Group**

### **Objective/Deliverable:**

- Serve as Ambassadors to the broader horse owner community and engage with potential new horse owners.
- Be a resource for athletes, other horse owners, or potential new horse owners on the journey of horse ownership.
- Support US Equestrian Horse Owner Events (receptions, meetings/briefings, etc.)
  - o Group members to encourage attendance, invite new potential owners, engage with reception attendees, and promote the benefits of the U.S. horse ownership.
- Provide feedback and suggestions on US Equestrian Horse Owner Program
  - o Recognition Efforts (such as Julep Cups, Horse Owner Pins, etc.)
  - o Communications (webinars, websites, newsletters, etc.).
  - o Provide feedback through review process on the horse owner experience at Major Events
- Brainstorm and discuss ways to engage new horse owners, develop resources, and support future teams in winning medals for the U.S.

**Number of Members:** The Horse Owners Advisory Group is fluid with the potential to evolve into a cross-discipline group.

**Term Limits:** There is no term limit for the Horse Owners Advisory Group

**Schedule:** Quarterly meetings and up to six times a year.

## Appendix 5 – Selectors

### Selector Purpose/Duties:

- Adherence to the applicable Selection Procedures
- Make recommendations on the selection of U.S. Team athlete/horse combinations, including alternates, for Games, Senior Team Championships, Nations Cups, and World Breeding Championships as required in the relevant Selection Procedures
- Make recommendations on athletes and/or horses selected to attend required outings, evaluations, or training as required in the relevant Selection Procedures
- Review and provide input during the development and if required, review relevant Selection Procedures
- Make recommendations on the Selection Trials to be included in Selection Procedures
- Observation of applicant Athletes at Selection Trials as specified in Selection Procedures, which may include travel
- Work collaboratively with the Chef d'Equipe/High Performance Manager and receive reports, as required, from the Team Veterinarian, Equine and Human Physiotherapist, Team Farrier, and Team Physician
- Analyze data and statistics for objective decision-making within parameters allowed by the Selection Procedures
- Analyze variable criteria listed in the Selection Procedures
- Make recommendations for future Selectors and for population of Committees and Working Groups as requested by the Eventing Managing Director

Selectors are expected to have the perceived expertise to select athletes and horses to compete at the highest level of the sport of international Eventing. Thus, Selectors have a responsibility to remain current, where possible, with the development of the sport internationally and what it takes to win at the highest levels of the sport.

Selectors will receive reports that cover the athletes' and horses' fitness to compete. These reports will not include confidential information relating to any injury or illness but will focus on the ability of the athlete or horse to perform to its full ability or potential.

**Composition:** It is not a USOPC requirement that the Selector Panel have 33.3% athlete representation since the final approval of Teams is the USEF Board of Directors, which has 33.3% athlete representation. 10-Year+ and/or currently competing athletes may be appointed as Selectors.

**Number of Members:** The Selector Panel will consist of five members. One alternative Selector may be appointed if the Selection Procedures state, who may be called upon if Conflict of Interest circumstances arise.

**Term Limit:** The term of a Selector is four years, subject to annual review, and renewal of their Letter of Agreement with the Federation. There are no term limits provided, re-appointment is approved by the USEF CEO.

**Voting Rights:** All members, including the Chair, of the Selector Panel have equal voting rights.

**Reimbursement:** Travel expenses that are incurred as a result of business relating to Selector duties will be covered or reimbursed by the Federation (i.e., travel, accommodations, meals, rental car, etc.) as memorialized in the annual Letter of Agreement.

**Selector Roles and Responsibilities:** The USEF Selectors Role and Responsibilities document is intended to provide guidance for conduct while serving as a Selector. In addition to the Selector Roles and Responsibilities, reference should be made to the Letter of Agreement with the Federation.

### **Selector Recommendation Process**

In the event a Selector withdraws from the panel, does not elect to serve another term, or it is determined by the CEO their Letter of Agreement will not be renewed, recommendations for the vacant seat will be considered. Recommendations for the appointment of a Selector seat will be made by the Selectors, Eventing Athletes Working Group to the Eventing Sport Committee. The Eventing Sport Committee will make a recommendation to the USEF CEO, who has the final discretion for appointment.

### **Performance Review Process**

The USEF staff liaison(s) are responsible for attending the Selector meetings and reporting issues of non-compliance (if any) with criteria or processes outlined in the Selection Procedures to the USEF CEO and General Counsel.

The Selector Panel will be reviewed annually via a written review process.

1. Confidential Review – Peer performance focused
  - a. The confidential reviews will be reviewed by the Eventing Managing Director. If any responses are deemed to be concerning, a report will be made to the CEO for further action.

A non-confidential debrief focused on process will be conducted. Responses will be shared with all Selectors and the Chef d'Equipe/Technical Advisor for discussion at a future Selection Meeting.

The CEO will determine if any concerns warrant consideration regarding renewal of a Selector's annual Letter of Agreement. Reviews will begin immediately following the Pan American Games, Olympic Games, World Championships, and in the "off year" of a cycle, no later than November 1. Reviews will be completed, and renewal or non-renewal of Letters of Agreement will be determined prior to the first Selection Trial of the upcoming year. While reviews are underway, the Selector Panel's duties will be unaffected.

## **Appendix 6 - Decision Making Matrix Guide**