



**UNITED STATES EQUESTRIAN FEDERATION, INC.**  
**SELECTION PROCEDURES**  
**2023 FEI North American Youth Championships**  
**DRESSAGE**  
**August 8-13, 2023**  
**Traverse City, Michigan**

**I. SELECTION SYSTEM**

**1) Minimum eligibility requirements for an athlete to be considered for nomination to a Team:**

- a) Citizenship:** The athlete must be a U.S. citizen and in compliance with FEI Article 119 (General Regulations, which can be found on the FEI's website at [www.fei.org](http://www.fei.org)) at the time of application, selection, and until the conclusion of the 2023 FEI North American Youth Championships ("the Event" or "NAYC").
- b) Minimum International Federation (IF) standards for participation:**
  - i) Athletes are eligible as Young Riders from the beginning of the calendar year in which they reach the age of 16 until the end of the calendar year in which they reach the age of 21.
  - ii) Athletes are eligible as Juniors from the beginning of the calendar year in which they reach the age of 14 until the end of the calendar year in which they reach the age of 18.
  - iii) A horse must be a minimum of seven (7) years old to be competed in the Young Rider division. A horse must be a minimum of six (6) years old to be competed in the Junior division. Ponies and mules are ineligible to qualify for or compete in the NAYC. Horses must be over 149 cm with shoes (FEI Rules for Dressage Events, Article 422.1).
  - iv) The athlete and horse must be registered and in good standing with the FEI prior to being named to the nominated entry and until the conclusion of the Event.
  - v) The athlete and horse must comply with FEI Rules for the Event.
- c) Other Requirements:**
  - i) USEF/USDF/FEI Memberships
    - (1) The athlete must be a member in good standing of the United States Equestrian Federation ("USEF") at the time of application through the conclusion of the Event, and in order for the athlete to earn a qualifying score.
    - (2) The athlete must be a Participating Member in good standing of the United States Dressage Federation ("USDF") at the time of application through the conclusion of the Event, and in order for the athlete to earn a qualifying score.
    - (3) The horse must be recorded with USEF pursuant to USEF GR1102, and in good standing under at the time of application through the conclusion of the Event, and in order for the horse to earn a qualifying score.
    - (4) The horse must be Lifetime Registered with USDF at the time of application through the conclusion of the Event, and in order for the horse to earn a qualifying score.
    - (5) FEI Rider Registration and FEI Horse Registration must be completed in accordance with FEI rules no later than the date of USDF nominated entries. USEF strongly encourages the registrations to be completed by the end of the Qualifying period.
    - (6) The FEI passport must be completed and FEI validated in accordance with FEI rules no later than the date of USDF nominated entries. It is strongly encouraged for athletes to complete and FEI validate

horse passports in the beginning of the qualifying process. Please be reminded that FEI Passports may take many business days for processing after they are received by USEF. USEF strongly urges all individuals to send the FEI passport with tracking.

- (7) The owner of the horse must be a Member in good standing of the USEF at the time of application through the conclusion of the Event, and in order for the horse to earn a qualifying score.
- (8) The owner of the horse must be a Participating Member or Business Member in good standing of the USDF at the time of application through the conclusion of the Event, and in order for the horse to earn a qualifying score.

ii) Certificate of Domicile

- (1) A rider may have only one domicile, which is where the rider has their permanent home and where, whenever absent, intends to return. A minor's domicile follows that of the parent or guardian who has lawful custody of the minor (unless the minor is emancipated from their parent/guardian). For purposes of these selection procedures, a minor is any rider that has not yet reached their 18<sup>th</sup> birthday as of January 1, 2023.

Every rider or parent/guardian if the rider is a minor shall complete and submit a Certificate of Domicile with the Application. If a rider, or legal guardian if the rider is a minor, is found to have submitted inaccurate or misinformation or failed to submit the Certificate of Domicile within five (5) business days, the rider may be subject to disqualification from participating in the Event. The Region of each athlete/horse combination is determined by where the athlete is domiciled in the U.S. beginning January 1, 2023, regardless of multiple temporary residences (See definition above. This address must be recorded on the Certificate of Domicile). If a rider's domicile changes between January 1 and April 1, the rider may submit a request to change his Region, which must be received by the USEF, with a copy sent to USDF no later than 5:00PM Eastern Time on April 1, 2023. USEF will issue a decision on the change in Region within a reasonable time of the submission of the request. No requests for changes in Region will be accepted after April 1, 2023.

Applicants domiciled outside of the United States must meet the Citizenship and Minimum International Federation Standards for Participation outlined in Section 1.a above.

iii) Application

- (1) Athletes wishing to represent a Region at the NAYC must complete an application and submit the application along with the appropriate fee per application to the USDF. If eligible, athletes may apply for both the Junior and the Young Rider Championship but must complete and submit a separate application and appropriate fee for each one.
- (2) Application and fees submitted online on or prior to March 14, 2023, at 11:59pm eastern time will be charged fifty dollars (\$50.00) per application.
- (3) Application and fees submitted online between March 15, 2023, and April 25, 2023, at 11:59pm eastern time will be charged one hundred dollars (\$100.00) per application.
- (4) Applications and fees submitted online between April 26, 2023, and May 9, 2023, at 11:59pm eastern time will be charged an application fee of three hundred dollars (\$300.00) per application.
- (5) Athletes are permitted to compete at the NAYC with only those horses named on the athlete's application. Completed applications must be submitted with payment to the USDF office by the above stated deadline.
- (6) Additional horses may be added to an application already received at no additional fee through April 25, 2023, at 11:59pm eastern time. Between April 26, 2023, and May 31, 2023, at 11:59pm eastern time the rider will be required to submit a \$50 fee for each added horse. No additional horses may be added to the application after May 31, 2023, at 11:59pm eastern time.
- (7) Online applications will be available January 1, 2023, and are found here: <http://www.usdf.org/online-services/fee-reports/najyrc-application.asp>

- (8) Prior to being named to the nominated entry, Athlete/horse combinations must have earned a Certificate of Capability as outlined in Section 2.5.
- (9) The athlete shall certify by submitting the NAYC application that they have received, read, and assumes responsibility for meeting all requirements of the Selection Procedures for the Event. In addition, the athlete must read and understand the USEF Code of Conduct (Attachment A), and the USEF Safe Sport Policy (<http://safesport.usef.org>) and agree to be bound by them as represented by the athlete's signature on this document.

**NO APPLICATIONS WILL BE ACCEPTED AFTER May 9, 2023, at 11:59pm eastern time.**

## **2) Qualifying Events**

The method by which the Region's Final Ranking for NAYC is determined shall be the process outlined below as approved by the USEF Board of Directors with consideration of the recommendation for approval by the USDF Executive Board, USDF FEI Youth Committee, and USEF Dressage Sport Committee.

Qualifying scores for the Event may only be earned within the qualifying period beginning July 26, 2022, and ending June 19, 2023, unless otherwise determined by February 1, 2023 at the following events:

### **a) USEF/NAYC Qualifying Competitions (CDNs)**

A series of competitions held throughout the U.S. have been designated as USEF/NAYC Qualifying Competitions. A list of these designated USEF/NAYC Qualifying Competitions is available on the USEF website: <https://www.usef.org/compete/disciplines/dressage/dressage-championships---national--fei/north-american-youth-championships> or by contacting the USEF Dressage Department. It can also be found on the USDF website: <http://www.usdf.org/competitions/competitions-championships/najyrc/index.asp>.

### **b) CDIs**

Athletes may also earn qualifying scores at any CDI/Y/J, held within the United States or any other country that offers the FEI Young Rider Tests and FEI Junior Tests within the designated qualifying period. CDI/Y/J scores are calculable at the option of the athlete and will only be computed into the athlete/horse's overall average upon receipt of a USEF CDI & Championship Report Form within the specified deadline stated on the form. Scores submitted late will not be accepted. It is the sole responsibility of the athlete to ensure that qualifying CDI scores for this program are accurately presented to USEF and on time.

### **c) GAIG/USDF Regional Championships**

- i) For those qualified to compete in GAIG/USDF Regional Championship classes, FEI Junior and FEI Young Riders may also earn qualifying scores in their respective FEI division GAIG/USDF Regional Championship classes. Qualifying information for GAIG/USDF Regional Championships can be found on the USDF website here. In order for these scores to count, scores must be reported by athletes via the USEF CDI & Championship Report form by the deadlines as indicated on the form.
- ii) In cases where USEF/NAYC Qualifying classes are held in addition to a GAIG/USDF Regional Championships, scores earned in FEI Junior and FEI Young Rider Qualifying classes are automatically recorded. This means that an athlete may report their scores from the GAIG/USDF Regional Championship Jr and/or YR Team Championship class(es) as an additional (second) team score.

### **d) USEF Young Rider and Junior Dressage National Championships**

Scores earned at the 2022 USEF Young Rider Dressage National Championship, or 2022 USEF Junior Dressage National Championship can be used as optional qualifying scores and are reportable under the same rules as a CDI/Y/J if within the qualifying period.

Note: Scores from the 2022 FEI North American Youth Championships (CH-N.Am-Y-D or CH-N.AM-J-D) may not be used toward qualifying for the 2023 NAYC.

### 3) Qualifying Tests

For the FEI Young Rider division, the FEI Young Rider Team Test (current edition), FEI Young Rider Individual Test (current edition), and FEI Young Rider Freestyle Test (current edition), must be used for qualification for the NAYC. For the FEI Junior division, the FEI Junior Team Test (current edition), FEI Junior Individual Test (current edition), and FEI Junior Freestyle Test (current edition), must be used for qualification for the NAYC.

These tests must be held as individual classes, which are specifically designated as NAYC Qualifying. "Test of Choice" (TOC) classes will not count. For calculation purposes, the athlete/horse combination's overall average score will be determined by averaging the scores earned in the Team and the Individual Test.

An applicant athlete/horse combination must earn at least four (4) sets of qualifying scores (at least two (2) scores in the Team Test and at least two (2) scores in the Individual Test) in qualifying competitions to be eligible for nomination to a Region's team. Scores must be attributed by a panel of two (2) or more USEF 'S' or FEI Judges, in the Team Test and Individual Test. Athlete/horse combinations will not receive a '0' if they choose to not complete the Team or Individual Test in a qualifying competition. One of these qualifying competitions (One (1) Team Test, One (1) Individual Test) must occur during the spring season (January 1, 2023 through June 19, 2023, unless otherwise determined no later than January 1, 2023).

Please note: for these qualification purposes, competition(s) held over the course of more than one day count(s) as a single qualifying competition (even if each day has a separate competition license number) and only the designated qualifying tests count.

*Please note: Judges who are an owner of a horse or parent of an athlete or coach of an athlete competing in this division shall NOT officiate for any USEF/NAYC Qualifying Classes for this division at designated Qualifying Competitions in any USDF region at any time during the qualifying period. Judges who violate this prohibition subject to sanctions.*

### 4) Drop Scores

If an athlete/horse combination competes in more than two (2) designated USEF/NAYC Qualifying Competitions (must have earned scores in two (2) Team Tests and two (2) Individual Tests) GAIG/USDF Regional Championships, USEF Young Rider and Junior Dressage National Championship and/or CDI/Y/Js, the lowest score earned in the Team Test and the lowest score earned in the Individual Test will be dropped regardless of whether or not these scores were earned in the same competition. Only one (1) score will be dropped from the Team Test and only one (1) score will be dropped from the Individual Test.

### 5) Certificate of Capability

In addition to the above outlined qualifying process, athlete/horse combinations will also be required to earn a Certificate of Capability, as described in Section I (SELECTION SYSTEM), within the Qualifying Period which begins July 26, 2022 and ends June 19, 2023, unless otherwise determined by no later than February 1, 2023.

- a. Young Rider Championship – Each athlete/horse combination must earn a Certificate of Capability by attaining a minimum overall average of 64.000% on the final ranking list. In addition, they must earn, at least one (1) score of 65.000% in the FEI Young Rider Freestyle during the qualification period at an official qualifying event.
- b. Junior Championship – Each athlete/horse combination must earn a Certificate of Capability by attaining a minimum overall average of 64.000% on the final ranking list. In addition, they must earn at least one (1) score of 65.000% in the FEI Junior Freestyle during the qualification period at an official qualifying event.

#### a) Special Rules pertaining to Dress, Saddlery, Schooling & Warm-up at Qualifying Events:

- a. DRESS & SADDLERY: Please refer to USEF Rules for dress and saddlery requirements (DR 120-121) if competing in a USEF/NAYC Qualifying Competition or FEI Dressage Regulations if competing in CDI/Y/J

competitions and/or the NAYC. **Snaffle bridles are permitted for NAYC qualifying classes, USEF Junior qualifying classes, and USEF Young Rider qualifying classes. Please refer to FEI Dressage Rules for Saddlery and Equipment for CDI/Y/J and FEI Championships.** One whip no longer than 47.2 inches (120 cm), including lash, may be carried in designated USEF/NAYC Qualifying Competitions. However, when riding in a CDI/Y/J, FEI whip and bridle rules supersede USEF rules.

- b. **SCHOOLING & WARMUP:** Under penalty of disqualification for NAYC qualifying purposes, within 24 hours prior and at no time during a competition offering FEI Young Rider or FEI Junior Qualifying classes at a designated USEF/NAYC Qualifying competition, may any horse entered in an FEI Young Rider or FEI Junior Qualifying class be ridden by anyone other than the athlete entered in the class on that horse. Exception: grooms riding on a loose rein. For NAYC Qualifying Competitions held at USEF licensed Dressage Competitions, the competition starts when horse and/or athlete arrive on the show grounds and ends at the conclusion of the USEF licensed Dressage Competition. For NAYC qualifying classes which are included in a CDI/Y/J, per FEI Art. 422.3.6, no one other than the Athlete may ride the horse he/she is entered with, after arrival on the show ground and official opening of the stables according to the FEI approved schedule as well as for the duration of the whole Event under penalty of disqualification (also see FEI DR Art. 429.10.4). Upon arrival on the show grounds, only the athlete when riding, walking, leading, or lunging a horse (lunge whip allowed), is allowed to carry a whip (maximum 120 cm) anywhere on the showground. The groom may also walk, lead, and lunge a horse as above. Other parties are allowed to carry a whip, provided it is not in connection with the training of the horse. Under no circumstances is the whip allowed to be used to school the horse in the stables.

For CDI-Y/J's, horses may not leave the stables, the competition area, or the areas supervised by Stewards for any purpose unless authorized by a recognized FEI Official of the event or a veterinarian acting in the interest of the health and welfare of the horse.

**6) Provided below is a comprehensive, step-by-step description of the method that explains how athletes will go through the selection process to become team nominees**

USDF will automatically track scores for athlete/horse combinations that are earned at designated USEF/NAYC Qualifying Competitions (CDNs). CDI/Y/J scores, scores earned in GAIG/USDF Regional Championships and scores from the 2022 USEF Young Rider and Junior Dressage National Championship as noted in the Selection Procedures above will NOT be automatically calculated into the athlete/horse's overall average without receipt of a CDI & Championship Report Form within the specified deadline stated on the form.

- a) Percentages are carried out to the third decimal point with numbers of five (5) and above rounded up (63.4555%=63.456%). It is the responsibility of the athlete to verify the accuracy of the standings posted on the USDF website. USDF is not responsible for inaccurately reported or illegible scores. If any errors are detected, athletes are encouraged to contact the USDF office immediately at (859) 971-2277 or [nayc@usdf.org](mailto:nayc@usdf.org). Errors must be reported no less than five (5) business days prior to the NAYC nominated entry deadline as published in the FEI Definite Schedule.

At the end of the qualifying period, any ties in overall averages on the final ranking list will be broken according to the athlete/horse combination that achieved the highest overall average of the FEI Team Test scores.

U.S. Citizens wishing to earn qualifying scores in CDN competitions outside the United States (national competitions outside the United States) must submit a written request to [nayc@usdf.org](mailto:nayc@usdf.org). This request should be received at least two (2) weeks prior to the first day of competition and requires approval by the USEF Dressage Sport Committee or its designees. If approved, athletes are responsible for reporting scores to [nayc@usdf.org](mailto:nayc@usdf.org) using the CDI & Championship Report Form within five (5) days of the conclusion of the competition.

Regions may not impose additional selection requirements upon declared athletes or horses without appropriate approval from the USEF Board of Directors or ad hoc group.

**b) Nominated Entry (as published on the approved FEI Schedule):**

By no later than one business day prior to the nominated entry date published in the FEI Schedule, USDF shall submit a ranked list of applicant athlete/horse combinations ("Final Ranking") to USEF. Up to eight (8) athletes and horses per Region for each Event (eight (8) for the Young Rider division and eight (8) for the Junior division) ("Nominated Entry") may be submitted. USEF will submit the Nominated Entry to the FEI no later than the date published in the FEI schedule based on the Final Ranking. It is anticipated that the Nominated Entry date will be set a minimum of seven (7) days following the end of the qualifying period.

**c) Definite Entries (as published on the approved FEI Schedule):**

Definite Entries for the Young Rider and the Junior divisions will consist of the three (3) or four (4) applicant athlete/horse combinations per Region named to the "Team". Reserve athlete/horse combinations are not allowed. In the case of a Region unable to field a complete team for either the Young Rider or the Junior divisions, USEF may send a maximum of two (2) athlete/horse combinations per Region that will compete as Individuals. Regions may not submit individuals in addition to the Team.

After submission of the Nominated Entry but no later than one business day prior to the closing date for the Definite Entries, USDF shall submit the list of athlete/horse combinations eligible for the Definite Entries for both the Young Rider and the Junior divisions to USEF in order of the Region's Final Ranking for each Event. USEF will submit the definite entry to the FEI no later than the date published in the FEI schedule based on the Final Ranking.

**ANY ATHLETES WHO ARE LISTED ON BOTH THE JUNIOR AND YOUNG RIDER NOMINATED ENTRY OF A REGION MUST DECLARE IN WHICH EVENT THEY WILL PARTICIPATE BY THE DEFINITE ENTRY DEADLINE.**

- d) Combining of Regions to Form Teams** – If a Region is unable to field a team of at least three (3) athlete/horse combinations, USDF may submit a request to USEF Director, Dressage Performance & Event Support to combine Regions to complete a Team no later than one (1) business days prior to the definite entry date as published in the FEI Definite Schedule. USEF will make the final decision to combine athlete/horse combinations by the deadline published in the FEI Definite Schedule.
- e) Declaration of Starters** – Once at the Event site, and after the horse inspection, each Chef d'Equipe will declare the starting order of the athlete/horse combinations on the Team of three (3) or four (4) athlete/horse combinations in the Team Test for each of the Young Rider and the Junior divisions or the Individuals (maximum of two (2) per Region unable to field a complete team) in accordance with FEI Dressage Article 424.1.
- f) Reserve athlete/horse combinations** – Reserve athlete/horse combinations (including a reserve horse for an athlete) are not allowed on the FEI definite entry. A region may nominate up to eight (8) combinations in order of the Region's Final Ranking for each Event. Substitutions may be made from the nominated entry per section III of these selection procedures. Only combinations listed on the Definite Entry will be accommodated in FEI stabling.

**4. Provided in Attachment B are the names of all committees/groups who oversee the selection process, including the name(s) and role(s) of their members.** See Attachment B for the list of USDF and USEF committees, their roles, and list of members.

## **II. REMOVAL OF ATHLETES**

**A. Prior to and after the Definite Entries Deadline, USEF has jurisdiction over athlete/horse combinations who might participate at the Event:** An athlete/horse combination whose name is included on a Region's Final Ranking and/or submitted on Nominated Entry may be removed for any of the following reasons, as determined by USEF and in accordance with these procedures.

- Voluntary withdrawal. The athlete must advise USEF (Laura Roberts, Director, Dressage Performance & Event Support, [lroberts@usef.org](mailto:lroberts@usef.org)) with a copy to USDF ([nayc@usdf.org](mailto:nayc@usdf.org)) of their withdrawal in writing.
- Injury or illness as certified by a physician (or medical staff) approved by USEF. If an Athlete refuses verification of their illness or injury by a physician (or medical staff) approved by USEF, their injury will be assumed to be disabling and he/she may be removed.
- Violation of the U.S. Center for SafeSport Code or USEF Safe Sport Policy.
- Injury or illness of the Horse as determined by the Team Veterinarian and/or Veterinary Panel. If an Athlete and/or Horse owner refuses to have the Horse examined by the Team Veterinarian and/or Veterinary Panel, the injury or illness will be assumed to be disabling and the horse may be removed.
- Detection of a Prohibited Substance in the Horse (see below).
- Failure to adhere to all World Anti-Doping Agency (“WADA”), FEI, USEF, and/or U.S. Anti-Doping Agency (“USADA”) anti-doping protocols, policies or procedures regarding Athletes and Horses, including participation in required Out-of-Competition testing.
- Non-compliance with the eligibility requirements listed in Section 1 of these selection procedures.
- Violation of the USEF Code of Conduct (Attachment A).

In these procedures, the removal of an athlete is closely related to the process by which they will be substituted. Therefore, the reasons for which an athlete may be removed are thoroughly addressed in Section III. SUBSTITUTION OF ATHLETES.

An athlete removed from the Region’s Final Ranking and/or Nominated Entry pursuant to this provision has the right to a hearing per the USEF’s Bylaw 703 and USEF General Rules, Chapter 6, GR605 or USOPC Bylaws, Section 9.

**B. An athlete may be removed at any time for violation of FEI and/or WADA anti-doping protocol, policies, and procedures. In such instances, the adjudication process will be managed through the FEI –**

1. Athletes must adhere to all USOPC, IOC, USEF, FEI, USADA and WADA anti-doping protocols, policies, and procedures, and may be drug tested. Please contact Steven Morrissey, USEF Project Director, High Performance Programs, with any questions at (859) 225 7686 / [smorrissey@usef.org](mailto:smorrissey@usef.org).
2. Equine Anti-Doping: All Horses are subject to drug testing both in competition and out of competition.
  - c. In-Competition. All Horses entered to compete in any FEI or USEF Event are subject to drug testing at any time from when the Event begins until the Event ends or beginning when the Horse arrives for the Event until the Event ends, whichever beginning occurs first. Blood and/or urine samples may be collected and tested for substances prohibited or forbidden under the subject Event rules. National Events may invoke GR409 whereby samples will be tested for FEI prohibited substances, including metabolites and markers
    1. Positive Finding. At any time during the observation and selection period that the presence of a prohibited or forbidden substance, or a metabolite or marker, is detected in the sample collected in-Event, the results, including the level detected for controlled medications, will be reported to the USEF Chief Executive Officer and General Counsel.
    2. They will notify the Director of Sport Programs or the Discipline Director for dissemination of information as appropriate. In such instances, the positive finding may result in the elimination of the Horse and/or Athlete from the Selection Process.
    3. Before elimination occurs, the Owner and Athlete will be afforded a hearing by a panel (“Selection Hearing Panel”) comprised of at least one disinterested member of the applicable discipline Sport Committee along with at least two disinterested members of the Hearing Committee, one of which must be an Athlete Representative.
    4. The Chairman of the USEF Veterinary Committee, or his designee, may serve Ex Officio and a member of the Veterinary Panel selected for the Championship may serve Ex Officio.
  - d. Out-of-Competition. Blood and/or urine samples may be collected out-of-competition at any time throughout the selection period, which is defined as commencing on the start date of the USEF Qualifying Period following notification to the Athlete at least 24 hours prior to collection of samples. Samples

collected from Horses out-of-competition will be tested for the presence of substances prohibited by the FEI, including metabolites and markers. Failure to make the Horse available for collection of samples may result in the elimination of the Horse and/or Athlete from the Selection Process. Before elimination occurs, the Owner and Athlete will be afforded a hearing by the Selection Hearing Panel.

1. **Positive Finding.** At any time during the selection period that the presence of a prohibited or forbidden substance, or a metabolite marker, in the sample, the results, including the level detected for controlled medications, will be reported to the USEF Chief Executive Officer and General Counsel, who will notify the Director of Sport Programs or the Discipline Director for dissemination of information as appropriate.
  2. In such instances, the positive finding may result in the elimination of the Horse and/or Athlete from the Selection Process unless the Veterinary Panel appointed for the Selection of the Event certifies that the substance detected has been approved or is legitimate and appropriate under the circumstances. Before elimination occurs, the Owner and Athlete will be afforded a hearing by the Selection Hearing Panel.
- e. These provisions do not abrogate the enforcement of applicable Equine anti-doping rules at Federation licensed Events, including Events where GR409 is invoked whereby samples will be tested for FEI prohibited substances, including metabolites and markers.

USEF GR409.2 Equine Drugs and Medications, Prohibited Substance Provisions: No Horse and/or pony competing in a Breed or Discipline designated as (or part of) a No Prohibited Substance Group is to be shown in any class at an Event licensed by the Federation if it has been administered in any manner or otherwise contained in its tissues, body fluids or excreta a prohibited substance as defined in the FEI Horse Anti-Doping and Controlled Medication Regulations, which can be found at [www.fei.org](http://www.fei.org).

### **III. SUBSTITUTION OF ATHLETES**

**A. Following is the process by which the substitute pool of athlete/horse combinations will be identified:** Each Region's Final Ranking and/or ranked list of athlete/horse combinations on the Nominated Entry will comprise the pool of substitute athletes for that Region.

**B. Substitute athlete/horse combinations will be selected, should a vacancy occur, according to the following method in accordance with the FEI Definite Schedule for the Event**

1. **Prior to the Definite Entries:** Prior to Definite Entries, USEF has the discretion to substitute athlete/horse combinations for the reasons set forth in Section II.A.
  - a. Openings, if they occur, whether by voluntary withdrawal or removal, will be filled according to the Region's Final Ranking and/or ranked list of athlete/horse combinations on the Nominated Entry.
  - b. Any substitution for reasons set forth in Section II.A **except by voluntary withdrawal**, must have the recommendation of approval of the USDF Executive Board or its designees, the USEF Dressage Sport Committee or its designees, and approval of the USEF Board of Directors or an Ad Hoc Selection Group approved by the Board of Directors.
2. **After the Definite Entries and until two (2) hours before the Horse Inspection:** After the Definite Entries and until two (2) hours before the Horse Inspection, USEF has the discretion to substitute athlete/horse combinations on the Definite Entries for reasons set forth in Section II.A **except by voluntary withdrawal**, upon recommendation of approval by the USEF Dressage Sport Committee or its designees and approval of the USEF Board of Directors or an Ad Hoc Selection Group approved by the Board of Directors. During this time period, Team members may only be replaced with a substitute athlete/horse combination in order of their ranking. Substitutions may only be made in accordance with Article 449.1.2 of the current FEI Rules for Dressage Events.

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

1. Group or committee that determines the substitution list:
  - The USEF Dressage Sport Committee or its designees and the USEF Board of Directors or an Ad Hoc Selection Group approved by the Board of Directors.



2. Group or committee that determines a substitution prior to and after the Definite Entries:
  - The USEF Dressage Sport Committee or its designees and the USEF Board of Directors or an Ad Hoc Selection Group approved by the Board of Directors.

**IV. SUPPORTING DOCUMENTS** – USEF will retain all approved Selection Procedures and all supporting documents, including evaluation forms and data from the selection process for six (6) months past the final day of the Event.

**V. REQUIRED DOCUMENTS** – The following are required to be properly executed by applicants:

- Application - <http://www.usdf.org/online-services/fee-reports/najyrc-application.asp>
- USEF Code of Conduct (Attachment A)
- Certificate of Domicile
- CDI / Championship Report Form if applicable

Applicants will be required to certify that they have received and read a copy of the USEF Code of Conduct and the Safe Sport Policy and that they understand these 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 USDF FEI Youth Committee, the USDF Executive Board, members of the USEF Dressage Sport Committee, USEF Board of Directors, and the USEF International Disciplines Council will be required to abide by the USEF Code of Ethics and Conflict of Interest Policies.

#### **VI. SAFE SPORT**

- Every NAYC participant over the age of 18 including, athletes, Team Staff, Team Chef d'Equipe and Team Coach, shall successfully complete a criminal background check and Safe Sport training as required by the Safe Sport Policy prior to the start of the Event. All participants are responsible for reading and understanding the USEF Safe Sport Policy.

**VII. PUBLICITY/DISTRIBUTION OF PROCEDURES** – The USEF approved Selection Procedures (complete and unaltered) will be posted/published by USEF in the following locations and will include the USEF approval date:

- USEF website: [www.usef.org](http://www.usef.org) - These procedures will be posted as soon as possible, but not more than five (5) business days following notice of approval by the USEF.
- USDF website: [www.usdf.org](http://www.usdf.org) – These procedures will be posted as soon as possible, but not more than five (5) business days following notice of approval by the USEF.

**VIII. DEVELOPMENT OF SELECTION PROCEDURES** – The following committees/groups were responsible for creating these Selection Procedures: USDF FEI Youth Committee, USDF Executive Board, USEF Dressage Sport Committee, and USEF Board of Directors. See Attachment B for list of USDF and USEF committees, their roles, and list of members.

**IX. USEF BYLAWS AND GRIEVANCE PROCEDURES** – The USEF Bylaws and Grievance Procedures can be found on the USEF's website [www.usef.org](http://www.usef.org). Athletes wishing to file a grievance challenging a denial or threatened denial to participate in competition, please see the [Athlete's Guide to Filing a Grievance Regarding Opportunity to Participate and Opportunity to Participate Complaint Form](#). For procedural guidance for filing a grievance, please contact Emily Pratt at [ep Pratt@usef.org](mailto:ep Pratt@usef.org).

Please contact the USOPC Athlete Ombudsman Office at (719) 866-5000, or [ombudsman@usathlete.org](mailto:ombudsman@usathlete.org), or visit [www.athleteombudsman.org](http://www.athleteombudsman.org) for guidance as to the USOPC grievance process.



**X. INTERNATIONAL DISCLAIMER** – These procedures are based on the FEI rules and regulations as presently known and understood. Any change in the selection procedures caused by a change in FEI rules and regulations will be distributed to the affected athletes immediately. 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.

**XI. NON-DISCRIMINATION CLAUSE** - USEF does not discriminate on the basis of race, color, religion (creed), sex, gender identify, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Everyone involved in the development of selection procedures and selection process must abide by the Non-Discrimination Policy.

**XII. NGB/PSO SIGNATURES**

I certify that I have read, understand, and incorporated our International Federation standards/criteria into our Selection Procedures and that the information provided herein regarding Athlete Selection Procedures represents the method approved by USDF and USEF.

Position	Print Name	Signature	Date
USEF President	Thomas F.X. O'Mara		10/28/2022
USDF President	George W. Williams		10/28/2022

Any questions regarding these Selection Procedures should be addressed to:

USEF, Attn: Laura Roberts, 4001 Wing Commander, Lexington, KY 40511 or via e-mail at [lroberts@usef.org](mailto:lroberts@usef.org).

USDF, Attn: Kathie Robertson, NAYC, 4051 Iron Works Parkway, Lexington, KY 40511 or via e-mail at [NAYC@usdf.org](mailto:NAYC@usdf.org).