

## USHJA Chef d'Equipe Position Description

The Chef d'Equipe is a recognized volunteer representative of a USHJA Zone to provide support for Zone competition teams.

Chef d'Equipe responsibilities include the following Jumper Championships: USHJA Platinum Jumper Championships, USHJA Zone Jumper Team Championships, USHJA 1.0/1.05m Child/Adult Jumper Championships, USEF Pony Jumper, USEF National Junior Jumper Championships (Prix des States), North American Youth Championships.

As the leader of the team, the Chef d'Equipe will assist team members in navigating Jumper Championships and understanding expectations, while creating a cohesive team environment for the Athletes. The Chef d'Equipe is the lead team representative and is responsible for the management of all interactions with Competition Officials. The Chef d'Equipe determines the order in which team members will compete during the Team Competition. The Chef d'Equipe is the liaison for the team, and all information and communications concerning the competition is through the Chef d'Equipe.

### **Responsibilities:**

- Selects Assistant Chefs d'Equipe with approval of the USHJA Zone Committee
- Creates awareness of the Championships with trainers, riders, and parents
- Coordinates with the USHJA Zone Technical Delegate, and walks all courses with the Team
- Attends all Horse Inspections, and re-inspections
- Attends all Competitor and Chef d'Equipe Meetings
- Attends all orders-of-go draws
- Coordination of all related competition deadlines and schedules as printed and posted including: Substitutions; Declarations; Meetings; and Horse inspections and re-inspections
- Organize and coordinate team attire and turnout
- Knowledge and familiarity with the athletes, their horses, and the riders' trainers
- Establishes, declares, and manages team order-of-go
- Is responsible for checking the accuracy of posted scores and standings, and bringing any errors to the attention of the Technical Delegate
- Manages team spirit
- Participates in award ceremonies
- Facilitates and organizes team reception/dinner
- Holds Team Meetings
- Reviews horse passports for correct information
- Establishes who is the "Person Responsible" (FEI GR's Art 118) for each horse. The "Person Responsible," along with you the Chef d'Equipe, is responsible for the condition, fitness, and management, and for the declaring and scratching of all horses in their care.
- Assist athletes and develop their understanding of the importance of a good presentation at the horse inspection, and practice the jog before the official first horse inspection

## **Knowledge:**

Chef d'Equipe should have knowledge and understand of the following:

- How to strategically position athletes within a team to maximize athlete and horse strengths and outcome of the team
- Competition scheduling and scoring/results
- Specifications and relate Rules for the Championships involved
- Passport procedures and requirements for FEI competitions
- Stabling procedures and requirements for FEI competitions
- Athlete, parent, and trainer requirements and protocols for FEI competitions

## **Requirements:**

As required by USHJA Policy individuals accepting this position must complete the following requirements within 60 days of accepting the position, and in all cases prior to performing the functions of the position:

- Is a current USHJA and USEF member in good standing
- Is current on SafeSport training
- Is current on Concussion training
- Has completed and provided the results of a Background Check within the past five (5) years.
- Service Agreement and USHJA Waiver and Release
- **Commit to serving as Chef d'Equipe for the Championship selected in rotation with the multi- year contract at the host location**
- **Attend the required training webinars presented by USHJA and USEF**
- Is fair, objective, and unbiased in all decisions
- Effectively communicate with: Assistant Zone Championship Chefs d'Equipe; Athletes; Trainers; Athlete's Parents; Horse Show Manager, Staff and Officials; and USHJA Representatives
- Has full understanding and knowledge of applicable USHJA, USEF, and FEI rules, specifications, and qualifying criteria for each Championships
- Adheres to the USEF NAYC Chef d'Equipe Guidelines, paperwork, dates, entries, medication rules, declarations, etc.