

UNITED STATES EQUESTRIAN FEDERATION, INC.
2018 U.S. Saddle Seat World Cup Team Coaches
Job Description & Application

There will be:

Two (2) Coaches selected for the 2018 Saddle Seat World Cup Team

- This is not a paid position. Coaches may be required to pay some of their own expenses for travel, meals, hotel and transportation for the practices; and team attire. Some of these things will be covered at the World Cup.
- Coaches will have responsibility for all riders in both sections of the team.

Coaches will be expected to:

- Oversee the training and preparation of athletes for the 2018 Saddle Seat World Cup Team during scheduled practice(s); in this capacity, the Coaches will travel as appropriate, advising riders, as appropriate, of areas for improvement
- Monitor the form, riding skills of riders and preparation of riders leading up the World Cup; areas for improvement will be identified and communicated, as appropriate, to those concerned and responsible
- Communicate with the riders throughout the year leading up to the World Cup, practices and any activities/presentations
- Serve in the role of Coach at the World Cup
- Serve as a non - voting Advisor to the Saddle Seat World Cup Committee (if not currently on the committee)
- Work with and under the direction of the SSWCC, the Senior Director, National Affiliates, and other USEF Staff to perform the duties outlined above at times
- Be domiciled in the US (preferred, but not mandatory)
- Disclose personal conflicts of interest
- Agree that on days when the Coaches are required to perform services for USEF, they will not be engaged by another individual or organization on the same day without permission from USEF
- Agree to a background check if selected as a possible candidate for Coach
- Be available to travel to multiple practice sessions upon reasonable planning in addition to the World Cup Competition
- Wear official team attire during team presentations and other team apparel when appropriate
- Transport the team at practices and during competition in the team van secured by USEF
- Lodge with the team at the same hotel as arranged by USEF for duration of practices and competition
- Agree to the terms of the Safe Sport Policies and to take the Safe Sport training course prior to duties as Coach
- Expected to enforce Team Policies

The U.S. Saddle Seat World Cup Team Coaches should have the following qualities:

- Professional status as coach/trainer
- Experience in teaching/coaching Saddle Seat Equitation
- Experience coaching riders at Championship and Finals level
- Saddle Seat Equitation and breed carded USEF judge would be beneficial
- Proven leadership ability
- Demonstrated ability to work successfully with: athletes, parents, committee members, donors and USEF staff members
- Accessible, including the ability to travel and be in contact with the riders
- Approachable and forthcoming with advice and guidance
- Ability to think strategically on a national and international level
- Knowledgeable and influential
- Must be able to exercise judgment and discretion
- Applicants may have been a Saddle Seat World Cup Team/Saddle Seat Young Rider Team Coach in the past
- Applicants may have riders who are on the team, but in applying for coach, agree to use the best judgment for the team when choosing horse/rider combinations

USEF RETAINS THE RIGHT TO AMEND, MODIFY, OR CHANGE THE JOB DESCRIPTION AT ANY TIME.

UNITED STATES EQUESTRIAN FEDERATION, INC.
2018 U.S. Saddle Seat World Cup Team Coaches
Application

Name of Applicant (please print): _____

Address: _____

Home Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Signature: _____

By signing above you agree to the terms and requirements of the position you are applying for.

Application Requirements:

Please attach your resume of accomplishments which address the criteria included in the description above.

Application Deadline:

Applications must be submitted to the USEF by close of business on September 1, 2017.

If you have any questions please contact Lori Nelson, Senior Director, National Affiliate, Competition & Alliance Partner Relationships (lnelson@usef.org)

Please email, fax or mail applications and resume to:

Lori Nelson

United States Equestrian Federation, Inc.

4047 Iron Works Parkway

Lexington, KY 40511

Fax: 859-231-6662

lnelson@usef.org

POLICIES FOR USA SADDLE SEAT COACHES

As a USA Saddle Seat Team Coach, we ask you to read and sign the following Policies for Team Participation ensuring that everyone understands their role and responsibility.

As coach of a USA Saddle Seat Team, I agree to:

- **Recognize** that I am part of a team and as coach I must make decisions that will benefit the team as a whole.
- **Recognize** that a positive team environment is paramount for a successful experience. I will stay with the team during all practices, activities, and competitions. I understand I will have limited free time to spend with supporters during events as my focus must stay on the competition and with the team.
- **Appreciate** that I am part of a team participating in an International Competition and am representing the United States in all of my actions. I acknowledge my obligation to uphold and adhere to the highest standards of horsemanship, sportsmanship, and citizenship whenever I am representing my country.
- **Understand** that my fellow Team Coaches have been selected because of their experience and work with them to make decisions that benefit the team as a whole.
- **Encourage** positive relationships between team members and members of other teams. I will be inclusive of all team members in my communications and actions and will encourage the same behavior from team members. I will encourage my team to be supportive to their teammates and respectful of other teams.
- **Dress** appropriately at all times. I will show reasonable taste in clothing and personal attire and require all team members to do the same.
- **Refrain** from posting negative, critical or provocative messages or photos on social media sites during and after my involvement with the team. I understand that I am representing my country and USEF and that any negative or inappropriate postings could have a far reaching effect on team efforts as a whole. I recognize that many people in the industry are following team efforts closely and that I am now a role model for young equestrians.
- **Avoid** inappropriate behavior as it could jeopardize the performance of the team. I will be positive and supportive of all team members. I will display good sportsmanship by showing respect and courtesy to the other teams.
- **Prohibit** team members from using tobacco products, alcohol, or drugs of any kind as the consumption of these products by riders is forbidden at all events. Coaches are not restricted from alcohol or tobacco use but are asked to be conservative.
- **Communicate** concerns directly with the USEF Team Liaison at an agreed upon time and in an appropriate place if an issue arises that requires discussion.

Additional Requirements of Coaches

- Agree to a background check
- Agree to the terms of the Safe Sport Policies and to take the Safe Sport training course prior to duties as Coach
- Disclose personal conflicts of interest
- Not be engaged by another individual or organization on the same day I am required to perform services as coach for USEF without prior permission from USEF
- Serve as a non - voting Advisor to the Saddle Seat World Cup Committee (if not currently on the committee)
- Work with and under the direction of the SSWCC, and the Team Liaison
- Serve in the role of Coach at all practices, presentations, and Events
- Wear official team attire during team presentations and other team apparel when appropriate
- Transport the team at practices and during competition (in US only) in the team van secured by USEF
- Lodge with the team at the same hotel as arranged by USEF for duration of practices and competition
- Communicate with the riders throughout the year leading up to the Event, including social media engagement.
- Monitor the form, riding skills of riders and preparation of riders leading up the Event. As coach, you must have an understanding of your riders' strengths and weaknesses in order to properly pair them with a horse for the competition. It is helpful to observe riders during the year to be more prepared to quickly determine horse/rider combinations and make necessary changes. We recommend you take notes on your riders both in practice and throughout the year. Plan to take your notebook to the Event so you will be able to make quick decisions on pairing riders with horses during practice.

- There are six team members for each section, three and five gaited. Coaches are responsible for determining which riders will compete in rail and pattern phases for each day and which horses they will ride. It is possible one rider may be selected to compete as an individual, if ISSEA decides to host an individual competition in addition to the team competition. Coaches must effectively strategize which horse/rider combinations will result in the success of the team as a whole.
- Agree to enforce Team Policies

Additional Responsibilities of Coaches at Competition

- Coaches should review the notes provided by host country on each horse after the draw to determine horse/rider combinations to start with at practice.
- Coaches may speak with horse trainers to get more information but should be considerate with their questions and thoughtful about the information provided.
- Ensure riders are given the opportunity to practice on multiple horses at the Event if combinations are not readily clear once first mounted.
- Coaches should take notes on performance of riders and horses at practice to make decisions on horse/rider combinations for rail and pattern phases of each day.
- Communicate with and include Team Liaison in the discussion regarding horse/rider assignments, rider substitutions, and horse alternates.
- With staff present, communicate with riders about horse assignments and substitution of riders for rail and pattern phases. Coaches should provide riders with instructive information regarding how the decisions were made.
- Coaches should provide instruction to riders on how to improve after practices and competition.
- Horse list – Coaches should determine which horses will be used for each day of competition and which will be alternates, in order of preference, as soon as possible. This information will be given to the Team Liaison to communicate with the host country to help their horse donors and grooms prepare.
- Horse/rider combinations and substitutions – This list must be turned in by the Team Liaison to the host country one hour prior to the competition each day, per ISSEA rules.
- Make sure saddles are delivered to stalls 30 minutes prior to the start of practice and competition.
- Hair/makeup – Coaches should plan to help with rider hair and makeup the morning of the competition. Coaches can choose to designate supporters to assist in this process but should be careful to select individuals who will not create conflict amongst riders.
- Numbers – Coaches are responsible for ensuring the correct number is pinned appropriately to each rider's coat. This will be done the night before competition.
- Cleaning tack – Riders are expected to clean saddles, girths and boots prior to competition. This is typically done at the same time numbers are being pinned. Coaches are responsible for ensuring equipment is ready for competition.
- During practice and warm-up, coaches should effectively manage riders to ensure all riders are safely utilizing the arena in the same direction.
- Be conscientious of not overworking horses during practice or warm-up. Please send horses back to the barn once comfortable with horse/rider combination.
- Be gracious of the horses provided for the competition and encourage riders to thank owners, trainers, and grooms.
- Walk patterns with riders.

Miscellaneous

- We welcome spouses/significant others and family of the coaches to travel with the team, specifics about travel and lodging to be determined based on each case, however, we ask that spouses or significant others and family members not travel to the practices at home or at competition so that the coaches may have sufficient focus on team atmosphere and bonding. Some exceptions may apply to practice at competition if spouses/significant others or family members are professionals who may be able to assist in team efforts.
- Spouses/significant others and family members will be responsible to pay for their travel, lodging, and meals.

I acknowledge that I have read the Policies for Team Coaches and agree to abide by them. I understand that any violation of these policies may result in disciplinary action.

Print Name

Signature

Date



INFORMATION FOR COACHES

Membership

Active competing membership with USEF is required. Please renew as soon as possible.

Background Checks

Coaches are required to have current background checks on file. If someone completed the background check last year they will not need it again. The Consent and Waiver forms are found at: https://ssci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=407300.

Safe Sport

USEF, as the National Governing Body of Equestrian Sport, regulates competitions and supports the safety and welfare of horses and riders. In furtherance of this mission, USEF adopted Safe Sport Initiative to promote a safe and positive environment for equestrians to develop their skills. All USEF coaches are bound by the policies contained in the Safe Sport Handbook. The Handbook is attached and another requirement for coaches is to take the online safe sport training. Below are the details about where to find the training. I believe you will have to be a current member to be able to log in.

The Safe Sport Training module can be found on USEF's website www.usef.org. Follow these steps to get to the module:

1. Hover over "Compete" at the top of the screen and click "Safety & the Safe Sport Policy" in the drop down menu.
2. Scroll down and click on "Team USA website" under the heading Safe Sport Training. It will open a separate window.
3. Click on the yellow "Register" button on the top of the page.
4. Input all required information.
5. Push "submit."
6. You will be brought to your dashboard page. Click on "Get Courses."
7. Click on the first "Safe Sport."
8. On the right hand side of the page, click on the "Add to Bag" button.
9. Then "Checkout."
10. Click on the yellow "Activate" button.
11. Click on the yellow "Launch Course" button on the right hand side of the page.
12. Scroll through the lessons by clicking on the arrow buttons on the bottom right hand side of the page.
13. If you do not finish the Training the first time, the next time log in you will see "Days to Complete" with the number of days in the upper right corner. Please disregard the message.

Additional Forms

Coaches must sign the Coach Policies form and a Letter of Agreement for serving as Coach.

Team Attire

Coaches are required to purchase the same Official Attire as riders to wear during the Opening and Closing Ceremonies at the Event and any appearances throughout the year. Please plan to bring these items to the first practice to wear for official team photographs.

The Team Liaison will communicate with coaches about attire expectations for team activities, practice and competition. Please set an example for riders with your own attire and encourage team members to dress appropriately.

Appearances

It is possible we may try to schedule some appearances to promote the team efforts. We will make sure if we do so, that it is well in advance and as convenient as possible for all who may be able to attend. It is likely we may have some split appearances where not all team members have to be present depending on the make-up of the team. Please plan to wear Official Attire for any presentations.

Costs

This is not a paid position. Coaches may be required to pay some of their own expenses for travel, meals, hotel and transportation for the practices; and team attire. Some of these things will be covered at the Event.

Supporters

It will be extremely important for the team to remain bonded with each other, but also with you as coaches while we are traveling. It is for that reason that we limit their time with family (much like Olympians are limited when competing) but in this same connection we ask that you are also thoughtful of this related to any partner/family that may be traveling. We ask that partner/family do not attend or travel to team practices. However, at the event, a partner/family member may travel on the bus with us, go to dinner, etc., but we ask that you remain cognizant about not having that disrupt team responsibility and bonding.

Lodging and Team Curfew

Please plan to lodge with the team at the same hotel as arranged by USEF for duration of practices and competition. As coaches, you are responsible to stay with the team at all times so we discourage leaving the hotel even when the team has turned in. Coaches will need to determine and enforce appropriate curfew times for team members based on scheduled events. Coaches are responsible for being available for team members in case of emergencies.

Transportation

As coaches, you will be responsible for transporting the team at practices and competition (in US only) in the team van secured by USEF.

Alcohol

Team members are not allowed to drink alcohol even if they are of age. Coaches are not restricted, but asked to be conservative.

Phones

Team members have all signed a policy agreeing that cell phone use is not permitted during team activities, meals, or events. Coaches are responsible for minimizing distractions and keeping team members focused on the competition so enforcement of the cell phone policy is the coaches' responsibility.

Communication with Riders

A staff member should be present when meeting with riders about individual competition selections and swapping out riders. This is to have someone else witness the discussion in case there are any emotions about these discussions. This is to protect you and the riders.

As coach, you will be added to a private Facebook group for the team. It is important for coaches to communicate regularly with riders to establish rapport and find out how the riders are preparing for competition. Please see the attached document with communication examples.

Selection of Horse/Rider Combinations

It is important to monitor the form, riding skills of riders and preparation of riders leading up to the Event. As coach, you must have an understanding of your riders' strengths and weaknesses in order to properly pair them with a horse for the competition. It is helpful to observe riders during the year to be more prepared to quickly determine horse/rider combinations and make necessary changes. We recommend you take notes on your riders both in practice and throughout the year. Plan to take your notebook to the Event so you will be able to make quick decisions on pairing riders with horses during practice.

There are six team members for each section (three and five gaited). Only five riders will ride at a time. Coaches are responsible for determining which riders will compete in rail and pattern phases for each day and which horses they will ride. It is possible one rider may be selected to compete as an individual, if ISSEA decides to host an individual competition in addition to the team competition. Coaches must effectively strategize which horse/rider combinations will result in the success of the team as a whole.

Please see attached handout for additional information about the draw and selecting horse/rider combinations.

Some Responsibilities of Coaches at Competition

- Suit check – At or before the event it is important to see riders' suits are properly prepared and in compliance.
- Horse list – Coaches determine which horses will be used for each day of competition and which will be alternates as soon as possible. The Team Liaison will communicate with the host country to help their horse donors and grooms prepare.
- Horse/rider combinations – This list must be turned in by the Team Liaison to the host country one hour prior to the competition each day, per ISSEA rules.
- Saddles must be delivered to stalls 30 minutes prior to the start of practice and competition.
- Hair/makeup – Coaches should plan to help with rider hair and makeup the morning of the competition. Coaches can choose to designate supporters to assist in this process but should be careful to select individuals who will not create conflict amongst riders.
- Numbers – Coaches should plan a time to pin numbers prior to competition.
- Cleaning tack – Riders are expected to clean tack and boots prior to competition. This is typically done at the same time numbers are being pinned.
- During practice and warm-up, coaches should effectively manage riders to ensure all riders are safely utilizing the arena in the same direction. Be sure to give riders opportunity to try out horses you may pair them with for competition.

- Be conscientious of not overworking horses during practice or warm-up. Please send horses back to the barn once comfortable with horse/rider combination.
- Be gracious of the horses provided for the competition and encourage riders to thank owners, trainers, and grooms.
- Walk patterns with riders.