

# NORTH AMERICAN YOUTH CHAMPIONSHIPS

## EVENTING MANUAL 101

*“There are only 4 team equestrian competitions in the world that you will be selected for. They are the World Equestrian Games, the Pan Am Games, the Olympics, and the NAYC!”*



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## PURPOSE of NAYC 101 HANDBOOK

**Welcome to BCEA's sixth edition of *NAYC 101*, which was compiled by the BC Young Rider Committee, to clarify for riders, parents, coaches, and committee members what is required to compete at the North American Youth Championships (formerly the North American Young Rider Championships or NAYRC).**

**One of the mandates of the BC Young Riders Program is to prepare riders 25 years old and under for their first taste in an international team competition. In terms of commitment, time, energy and finances, it is a quantum leap from our local event scene to the NAYCs. The intent of this manual is to help you decide first, **IF** you want to go and secondly, **WHAT** is required to take the first steps toward international exposure.**

**It is crucial that this document be used only in conjunction with a knowledgeable coach who can verify handbook information and support you through the whole NAYC process. In the meantime, input, suggestions, and corrections will be gratefully received for future editions.**

**The other sources of information you will **NEED** to refer to throughout this process are the FEI website and online EC website and omnibus, where qualification requirements and required documents can be found. The BCYR Chairperson and NAYC Co-Ordinator are good resources and can help you find these.**

## **NAYC FACTS**

- North American Youth Championships are an International Championship competition. There are two main authorities who determine who can compete at the NAYCs. **Riders must meet both FEI and EC qualifying standards to compete at NAYC.**
- Nominated Entries are submitted by BCEA (your **provincial organization**) in March and riders may be nominated without being fully qualified yet but will not go forward to declared/final entry unless full qualifications are met. The deadline for qualifications is currently posted here.  
<https://www.usef.org/compete/disciplines/eventing/content/young-rider>
- **FEI + EC** - The NAYC currently offers a CCI3\*\*\*S, a CCI2\*\*S, and CCI1\*S Event, run under the auspices of the FEI, thus is subject to international standards, regulations and requirements of eligibility as outlined on the EC website.  
**CCI3S riders aged 16-25**  
**CCI2S riders aged 14-21**  
**CCI1S riders aged 14-18**
- **FEI Age Determination Note:** FEI age is defined as the age the athlete will turn during the calendar year of the competition. Unlike USEF age, the month and day of birth do not matter. For example, an athlete born on October 15, 2003, will turn 14 during 2017, so their FEI age is 14 for the entire 2017 calendar year of January 1 through December 31, 2017.
- **BCEA- All riders wishing to compete at NAYC MUST be nominated by their province, qualification does not guarantee that you be selected.**  
The BCEA Young Riders Committee will designate a NAYC Sub-Committee which will assume the responsibility for facilitating planning, entries and staffing for riders who have expressed an interest in attending NAYC in the current or following year. The Provincial Selection Committee will be responsible for the actual selection of riders and horses.

# **BCEA Committee Structures**

## **BCEA Board of Directors**

**BCEA YR Committee**

**BCEA Selection Committee**

**NAYC Sub-Committee**

**The BC Eventing Association Board of Directors is responsible for all programs within the BCEA organization, including the BCYR Program. The BCEA YR Committee is responsible for all programming and funding decisions within the scope of the BCYR Program. The NAYC Sub-Committee is designated by, and reports to the BCEA YR Committee, and is responsible for planning and organizing all matters related to NAYC.**

**The BCEA Selection Committee is responsible for ensuring that the NAYC Rider Candidates and support staff (Riders, Horses, Coach, Grooms and Chef d'Equipe) meet the required selection criteria. All Selection Criteria requirements will be clearly posted in advance.**

## NAYC Team Selection and Responsibilities

### NAYC Rider Candidate Selection

**Communication is the responsibility of the NAYC Rider Candidate!!!!!!**

- **Rider Candidate Application**  
Candidates **MUST** utilize the **NAYC application** process. **Forms and deadlines to be posted in January of each year, on the BCEA website @ <https://bceventing.ca/clinics-programs/young-riders/nayc/>** This application will ask for details outlining the riders' participation history in the BCYR Program. This application form will require proof of the Platinum EC sport license plus all necessary BC memberships. The application will also list the necessary EC + FEI documents for NAYC declaration.
- **Obtain FEI Passport / Recognition Card request @ Equestrian Canada Horse Recordings and Passports** page, currently found at the following link, and then validated by EC for competing in the North American Young Championships. This is also known as the NAYC declaration. <https://equestrian.ca/compete/equine-athletes/horse-recordings-and-passports/#fei-recognition-card>
- **Provide qualifications to BCYR NAYC Sub-Committee before above deadline.** Always refer to Equestrian Canada for qualification criteria.
- **The BCEA Selection Committee** will review the potential NAYC Riders' application form along with the current Selection Criteria, to determine eligibility for the rider(s) and/or teams from the pool of declared + qualified horse/rider combinations, based on EC qualification criteria and BC selection criteria.

**Rider Selection:** *What about / what if?*

***Safety for the horse and riders is the #1 Priority with the BC Eventing Association. A Championship Cross Country course such as NAYC will be very technical. Therefore, riders need to be aware that selection will be made to determine the BC representatives to attend Championships.***

1. The BCEA selection Committee may **NOT** nominate a rider if it considers the qualifying horse/rider combination as marginal. Candidates who have met the

qualifying criteria may not necessarily be chosen. **Selection is not automatic!**

Horse and/or rider soundness, decline of performance, or safety concerns could result in not being selected.

2. **Effects of “Upgrading” before Team Selection.** Team candidates who upgrade prior to the NAYC, and perform poorly, may jeopardize their candidacy.

3. **YR Candidates Training Outside of BC.**

BC YR's living and/or training and competing outside of the province may still be considered for NAYC teams or as individuals. Candidates may reside out of the province for a maximum of three years. After 3 years, candidates are no longer considered residents of BC. Candidates may not apply for NAYC through more than one Provincial Association.

#### **NAYC Rider Candidate Responsibilities**

- **COMMUNICATION, COMMUNICATION, COMMUNICATION!!!**
- **Attendance of all NAYC planning meetings**, either on-line or in person. Topics may include:
  - Qualities plan to bring to the team/group
  - Individual goals for the trip & competition
  - Conditioning plan in use (riders Only)
  - Feeding Plan (current and for the trip)
  - Veterinary Maintenance plans (prior to trip, upon arrival and during competition)
- To recognize your obligation to provincial organizers, your country, and your sport.
- To accept a leadership role and to always conduct yourself as ambassadors.
- Riders must be prepared to work with named Team coach, which may be from another province if BC rider(s) join another team.
- To ensure ALL deadlines are adhered to. When in doubt, communicate with your NAYC Co-Ordinator.

- **NAYC Training Progress Report Forms** (*and associated timelines*) will be posted on-line for the ease of communication between candidates, their coaches, and the NAYC Sub-Committee/NAYC Co-Ordinator. ***(It is in the best interest of the candidate to be proactive and submit as much information as possible by the posted deadlines, to keep the NAYC sub-committee/NAYC Co-Ordinator properly informed on the following items).***
  - **Conditioning Program**

A summary of the candidate's fitness and horses conditioning program for their horse must be submitted to the NAYC Co-Ordinator.
  - **Competition Results**

Competition results must be submitted to the NAYC Co-Ordinator and include scores for all 3 phases and discussion of problem areas encountered.
  - **Soundness**

Horse evaluation reports are to be submitted in writing by a veterinarian appointed by the BCEA Selection Committee.
  - **BCYR Program Participation**

Riders must submit an outline of their participation in the BC Young Rider Program to qualify for any BCYR funding.

#### **NAYC Groom Selection**

- ***NAYC Grooms are required for each selected horse/rider combination. Groom Applications will be available*** for registered BC Young Riders that may be interested in a Groom position for NAYC. The groom selection criteria are outlined below, and the application form will be posted on <https://bceventing.ca/> ***Grooms will be selected by the NAYC sub-committee in collaboration with the riders to ensure optimal rider/groom compatibility. It is expected that this person will also be an active and contributing member of BCYR and have Eventing experience.***



## **Groom Selection Criteria**

Should have experience with the following:

- Cool-out procedures
- Involvement in traveling with horses
- Ability to do quick and professional wool braids
- Professional turnout of horse
- Knowledge of Barn Management

## **Maturity and Citizenship**

- Grooms should be at least 15 years of age.
  - Ability to assume a Supportive VS a Starring Role
  - Ability to work in peer groups
  - Must be a team player
  - Must have current Canadian passport
  - History of Involvement with Young Rider Program

## **Other NAYC Groom Responsibilities**

- Must be able to attend necessary meetings and BCYR functions and help with **fundraising** opportunities.
- Attendance of meetings and educational opportunities as required.
- Availability to make the “road trip” with the horses is preferred but not always essential.
- Attendance and participation in the NAYC presentation, for the same year BCEA Awards Banquet.

## **NAYC Team Coach Selection and Responsibilities**

### **Team Coach**

- The Team Coach is responsible for coordinating all team activities and is expected to support riders in making decisions that will enhance both group and individual goals. The role of the Team coach role is to get the most out of the Team they have.

- To foster a relationship prior to travel to the competition and to encourage communication with the rider and current coach to come up with a plan for the competition (In case the personal coach does not travel to the competition).
- Also, the Team Coach will establish lines of communication and a working relationship with any riders' Personal coaches that have been brought in for the competition. **All riders are expected to attend all Team functions as directed by the Team Coach**, regardless of whether riders have their personal coach in attendance or not. The Team coach will ensure logistics, organization and expectations are clear prior to arriving onsite.
- The coach is also responsible for establishing the lines of communication to be used for problem solving and conflict resolution amongst team members and for handling any rider/coaching disputes should they occur.
- The coach does have the authority to remove any rider from the team due to the Breach of Code of Conduct or for other failures to meet standards.

### **Personal Coach Role**

- **Riders electing to take a Personal coach of their own choosing, do so at their own expense.** All Coaching at FEI Competitions must be Equestrian Canada Certified & Licensed.
- Frequent communication with the BC NAYC Sub-Committee/Co-Ordinator regarding suitability and/or any concerns in the lead up to NAYC.
- A summary report must be submitted by the candidate's Personal coach before Definite Entries are sent, identifying the rider/horse suitability and soundness for the level of competition being considered.
- The expectation is that this Personal coach will agree to work with the designated Team Coach. Remember this is a **TEAM** competition first and foremost.
- It is the responsibility of the riders Personal coach who may be attending NAYC, to connect with the designated Team coach. The purpose being to ensure logistics, organization and expectations are clear prior to arriving onsite.

## **NAYC Team Coach or BC Individual Coach Selection**

***Depending on the number of qualified and selected BC riders, the following scenarios may occur.***

- *If BC has enough qualified and selected riders, BC will have our own NAYC team.*
- *Sometimes BC riders join a team from another province if we don't have enough riders to make a full BC Team.*
- *Sometimes they ride as individuals.*

## **Coach Selection**

1. NAYC Coach Application Forms will be posted in early spring. Submitting your resume will be part of this application process.
2. An assessment will be made by the NAYC sub-committee to determine which of the NAYC scenarios apply (listed directly above), as this will impact on all decisions regarding staffing of potential BC Coaches (Team or Individual). The BCEA Selection Committee will then review applications according to the selection criteria and make the selection.
3. Any Personal Coach must also be EC Certified, Licensed and be approved by the NAYC sub-committee, through an application process.

## **More Coaching responsibilities**

### **Conducting training practice and education**

With the primary goal being to initiate team identity and to ensure that all riders have adequate information on the following:

- Travel plans and recommended shipping practices
- Jog-up protocols and expectations.
- Cool-out routines and practices
- Barn security routines
- FEI rules and lines of communication at international events
- Riders as provincial ambassadors and general Codes of Conduct.
- Roles of grooms, Chef d'Equipe.

### **Conflict resolution**

The coach is also responsible for establishing the lines of communication to be used for problem solving and conflict resolution amongst team members and for handling any rider/coaching disputes should they occur.

### **Providing expert opinion**

The coach is the most knowledgeable and experienced resource on the trip. All decisions and rider choices must be made in consultation with them.

### **Generating team cohesiveness**

Many decisions may be made based on what is best for the group rather than serving individual interests. While each coach is entitled to his or her own style and interpretations, rider/group consultation will be an expected part of the process. It is always the expectation of BCYR that the coach will conduct themselves in a professional manner, adhering to the EC Coaches Code of Conduct. Failure to do so will result in immediate removal from the position of BC - NAYC coach.

### **Safeguarding rider safety and equine health/soundness**

Decisions will be made after discussion between coach/rider/groom and parents.

For safety reasons, in the event the coach feels it is in the best interest of the horse and/or rider to not continue in the competition, their word is *final*.

### **Chef d'Equipe Responsibilities:**

- The primary role of the Chef d'Equipe is that of the Team Manager. They are to coordinate the practical details of entries, accommodation and travel arrangements; and assist with any other "housekeeping duties" or rider/groom/parent support as designated by the coach.
- The Chef is critically important as the liaison person between the Ground Jury and the Team. They should understand FEI rules and procedures and attend all official

meetings at the NAYC competition. They are generally the one to ensure the posting of notices, starting orders, rule adjustments, and general team information.

- The Chef and the Team Coach work together in the making of team decisions, the communication of competition plans, and the organization of barn, camp, and social activities.
- The Chef has the right to exercise their authority to ensure team functioning and cooperation and is also authorized to initiate disciplinary action in breach of conduct situations.
- **The Chef will be selected by the NAYC Selection committee.**
- The Chef will be aware of arrangements made between BC coach and any other Provincial coaches to enable them to meet obligations prior to departure, as well as maintain open and effective channels of communication during the competition.
- This position is an unpaid volunteer opportunity. Perks may include a team uniform and lunch tickets as supplied in the competition packets.

#### **At NAYC**

- Information may not be spoon-fed on an individual basis. Riders and grooms are responsible for “hearing” and understanding all announcements and details. Write it down or have it repeated, but make sure you get it

#### **Parent and YR Committee Responsibilities:**

- **To assist with team transport and accommodation**  
Each parent (or rider over the age of 19) is responsible for providing vehicles for their rider, their horse, a groom, and all associated feed and equipment.
- To support the coach’s decision making, authority, and team cohesiveness.

## The Commitments

### Parent/Adult Commitments

- A parent (guardian) **MUST** attend NAYC with any NAYC Young Rider under the age of 19 years old.
- The responsibility of moving animals, riders, grooms and gear at the championships **NAYC Meetings** may be held at specific events/locations or on-line, to provide information updates for candidates and have discussion regarding NAYC. Parents of NAYC applicants are asked to attend. Details of meetings will be emailed to candidates by the NAYC Coordinator.
- Requires a reliable supply of vehicles, drivers and support - leading up to and throughout the competition. Parents are encouraged to contact the NAYC Co-Ordinator if they are confused about potential demands on their time, vehicles, or finances.
- Parents should be willing to assist with fundraising and involve themselves with YR Program support whenever possible.

### Rider Commitments

- Time for Fundraising – Fundraising is part of any team these days, equestrian or otherwise! **SEE FUNDRAISING CRITERIA in this document.**
- Vet Checks at Events - Vet checks and jog ups for declared YRs will also be held at designated shows on the direction of the BCEA YR Selection Committee.

- Riders **MUST** attend the BCEA Awards Banquet in the year of attendance at NAYC, They MUST deliver a presentation on their NAYC experience. ***(The aim of the presentation is to provide others with an insight into a team competition at this high level. It is a way of giving back to the Eventing BC community).***
- Riders must mail thank you notes to sponsors.
- Riders must mail thank you notes to YR committee for any funding received.

### **Time Away Commitment**

4 - 7 days Travel time to NAYC Competition Time: This depends on location

6 days The actual Competition runs over 6 days which includes mandatory in-barn Inspections

4 - 7 days Return travel time, depending on your preferred style of driving and the location of NAYCs that year

2 - 7 days Depending on location for adjustment:

Settling in is imperative that horses arrive with enough time to recover from the trip and acclimatize somewhat. It is the rider's responsibility to make vet care arrangements and stabling arrangements prior to opening of show grounds

### **The Financials**

***It is important to understand that there is a substantial financial commitment required from families, to get a rider to NAYC!***

### **Financial Requirements from Families**

#### **NAYC Rider Deposit**

Once candidates have met the EC and FEI requirements as well as the BCEA requirements and have been selected as part of the BC NAYC team, a deposit of \$1000.00 from the candidate and/or the candidate's family must be provided to BCYR. This deposit is due no later than 60 days prior to NAYC first jog and is fully refundable up until the time that final

entries have been made and paid for by BCYR (date to be determined by NAYC Coordinator). A full accounting of the use of the deposit will be provided to each family upon request after the NAYC competition.

**The intent of the deposit to the BCYR Program is to cover the following types of rider costs as a minimum, but not limited to...**

- NAYC entry fees
- Team coach or portion of
- Team clothing (including rider and groom)
- Horse team attire, ex. Saddle pads with logos

**Groom Costs to be covered by families**

- **Transportation**

Grooms are to be transported with Rider and horses at the expense of the rider and family to and from NAYC competition. If another means of transport is chosen for reasons of personal preference, the cost is expected to be covered by the groom.

- **Accommodation**

Accommodation for the groom is the responsibility of the Rider/family for the duration of the trip.

- **Food**

Riders are responsible for their grooms' food costs for duration of the trip (NAYC covers food costs for the groom throughout the actual competition)

**Other expected expenses for candidates**

- Platinum EC Membership
- FEI Passport
- USEA memberships
- USEA Full Horse Registration

**Pre-Departure Veterinary Costs** – *depending on individual horses needs + team decisions*

- Health Certificate, Coggins, VS, border inspection,



- Adequan Series (7 doses)
- Legend Series (7 doses)
- Omeprazole 500 ml (generic Gastroguard)

**Competition Veterinary Costs** – *depending on individual horses needs + team decisions*

- Administration of fluids & electrolytes on arrival inc call charge
- IV fluids post XC
- Traumeel Inj
- Other Vet costs – pre-FEI jog exams and admin of meds
- Unanticipated Vet Costs (eg, pre competition ultrasound)

**Transportation Costs**

- Horse transport (private or commercial)
- Rider & groom transport
- Stabling costs 'on the road'
- Stabling for early arrivals not covered by entry
- Camping fee for Trailer

**Expenses at Competition**

- Rider & Groom accommodation – stayed in horse trailer on grounds
- Rider & Groom breakfast and lunch – included with entry for NAYC
- stabling fees included with entry (at NAYC site)
- Shavings costs
- Ice Costs
- Stall Fan purchase
- Feed
- Shoeing - approximately
- Golf Carts
- Team shirts for riders, grooms, coach and chef with embroidery paid for by BCEA YR's

- Some Logo wear is provided by Equestrian Canada – hats & shirts for example

### **Other Rider Purchases**

- Jog up/Vet Check outfit - matching jog outfits for teams are highly recommended.
- Health Insurance x 20 days – annual Travel Insurance
- Thank you and gift cards – photo cards from London Drugs cards
- Photo/video

## **TRANSPORTATION**

***We recommend sharing travel costs when possible.***

- Team Riders and Parents are responsible for moving their horse, their feed and hay and equipment, their groom, and their grooms gear to and from the NAYCs, as well as themselves (and groom) to and from the camping venue to the competition site on a “several times a day” basis. It is highly recommended that riders rent golf carts, and this should be done early as they sell out quickly. **Riders sending their horses in other rigs are likely to still require a vehicle and driver to achieve this.**
- **Determine who and what vehicles are going and for what purpose**
  - Horse transport vehicles
  - Groom/Stuff/Support Vehicles
  - “On site” team travel - airport trips, travel between accommodation and barn venues

## NAYC Funding

- When funding is available from the BCEA YR Committee, the distribution of allocated NAYC funds is at the discretion of the BCEA YR committee (*according to the amount of funds available*).
- The BCEA Selection Committee determines whether the candidate meets the NAYC Funding Criteria.
- Below is a list of the funding criteria that **must be met, to be eligible for any funding**.

### **NAYC Funding Criteria for BC Riders**

- 1) Riders **MUST** agree to and then **MUST** attend the November BCEA Awards Banquet and deliver a presentation on their NAYC experience. (*The aim of the presentation is to share their team competition experience with other BCEA Young Riders*).
- 2) Riders **MUST** participate at one of the BCEA clinics **and** any YR activities offered at that clinic, in the past 12 months.
- 3) Riders **MUST** volunteer at a **MINIMUM** of one BC Young Riders Fundraisers in the past 12 months.
- 4) Riders **MUST** have a Record of 6 Completed BCEA YR Volunteer hours in the 12 months prior to the NAYC Competition. YR Volunteer form hours must be signed off by the BC Young Rider chair, or NAYC Co-Ordinator plus Show or Activity organizer (Cannot be signed off by family member or Coach).
- 5) Provided all funding criteria have been met, the **NAYC Rider Deposit** will be reimbursed at the November Awards Banquet.

**\*\*\*Exceptions for items 2,3 and 4 may be made for riders that have a record of participation in the BC YR program but are studying and/or training out of province.**

## **Fundraising + Sponsorship for BC Young Riders**

***For all YR Fundraising Activities and/or Sponsorship Opportunities, Fundraising/Sponsorship Application forms can be found on the BCEA website or by email to [yr@bceventing.ca](mailto:yr@bceventing.ca). These forms MUST be submitted beforehand with as much notice as possible for the BCYR Committee to review for approval. Please specify the intended purpose of fundraising/sponsorship (naming the YR activity or part of the YR Program to receive the benefit), method of fundraising, detailed description and procedures, individuals and/or businesses involved, expected dates and timelines, and target goals.***

- All fundraising/sponsorship for the NAYC Young Riders Team **and/or** use of the BC Young Rider logo must be pre-approved through the Fundraising/Sponsorship Application and accepted by the BC Young Rider Committee.
- All funds or donations raised must go through the BC YR Program bank accounts and then will be allocated at the discretion of the BC Young Rider Committee.
- Distribution of any NAYC Young Rider funds is at the discretion of the BC YR committee, according to funds available, and the NAYC Funding Criteria.
- YRs must follow up with thank you cards for donations & sponsors post competition.

***Potential rider candidates and NAYC team supporters are expected to participate and contribute to fund-raising activities. All members of the BCYR Program are invited to help with NAYC fund-raising.***

## **Resources**

It is important to never rely on anything other than the **Equestrian Canada Web Site** <https://www.equestrian.ca/> and/or the <https://www.fei.org/> your primary sources of official and updated information.

***Both FEI and National Qualifying Standards change from year to year. It is important to make sure you know the current year's qualifications.***

FEI Passport Application

<https://www.equestrian.ca/programs-services/horseid/fei>

FEI Rider & Horse Registration

<https://licence.equestrian.ca/feireg/login.aspx>

Declaration of Intent to compete in a CCI

<https://licence.equestrian.ca/ccicic/login.aspx>

USEA Membership

<https://useventing.com/membership>

USEA Horse Life Registration

<https://useventing.com/safety-education/forms-documents/usea-horse-life-registration-form> or  
[https://useventing.com/resources/documents/USEA\\_HLR\\_Form\\_2020.pdf](https://useventing.com/resources/documents/USEA_HLR_Form_2020.pdf)

FEI Clean Sport

<https://inside.fei.org/fei/cleansport>

Equine Medications Control

<https://www.equestrian.ca/programs-services/equine-medications>

North American Youth Championships

<https://www.usef.org/>

USEF Rider Code of Conduct

<https://www.usef.org/forms-pubs/O9XeYLoMq9k/attachment-c---code-of-conduct>