



USEA POLICY

Team Competition Expenses

The activity of fielding teams in Eventing competitions is consistent with the educational and promotional objectives of the USEA. In general, the teams in these competitions represent an Area or a combination of Areas in a team environment. It is expected that the USEA Area shall provide a portion of the overall expense of fielding this representative team. In any case where the Area fields a team for competition, the following guidelines should be used. For purposes of this discussion, a “Team Competition” is defined as any competition where either a team or individuals compete as representatives of the Area or of an Area Program and a portion or all of the expenses are funded by the Area or its Programs.

Establish a Competition Budget

A key element for successfully setting expectations as to which, if any, expenses that the Area or its Programs will provide for team expenses is the establishment of a budget for each team competition. Estimated expenses for planned team competitions should be included in the Area’s annual budget when approved by the Area Council and submitted to the USEA. A more specific budget should be prepared for each team competition by the program coordinator and submitted to the Area Council for approval at least two months prior to the competition. This budget should, at a minimum, identify the anticipated expenses by line item and in total together with the portion for which the Area and its Programs will provide funding. Where possible, the budget should be built on a per competitor basis so that there is some understanding of funding commitments based on anticipated numbers of competitors on the team.

Identify Sources of Funding

The Competition Budget should identify the sources of funding for the Area’s portion of anticipated expenses. In general, sources of funding include: team sponsorships, current Program reserves, Program fund raising activities, and Area Local Fund reserves. The Competition Budget should outline the expected level of funds from each source that will be provided for the activity.

Obtain Area Council Approval

Approval of the Area Council is necessary to commit Area or Area Program funds to a specific competition. At least three months prior to the competition, the Area Council shall approve the level of funding for the competition. This approval may be as requested, more than requested, or less than requested. Such approvals may be conditional (e.g., approval of the use of \$1.00 of Area Local Funds if \$1.00 of Area

Program funds is used/raised) or unconditional (e.g., approval of the use of \$1.00 of Area Program reserves for this competition). The level of Area Council approval is the limit of funds that are committed by the Area for the competition. In the event fund raising proceeds exceed expectations, such proceeds may be, but are not required to be, used to cover additional team expenses.

Conduct Fund Raising Activities.

In the likely situation that the Competition Budget is based on a certain level of fund raising, the Area and its Programs should engage in fund raising activities in accordance the USEA guidelines to achieve the goals set out for the competition.

Manage Team Competition Expenses

Any expenses associated with Team Competitions will be reimbursed and/or provided in accordance with the Guidelines & Policies for the Financial Management of USEA Areas or the commitment made by the Area Council to fund the Team Competition. Program Coordinators, participants, grooms, officials, and parents should be knowledgeable about allowable and reimbursable expenses prior to the Competition. All activities that will be provided by the Area or its Programs should be billed directly to the Area or submitted on an Expense Reimbursement Form as provided in the Financial Guidelines. It is expected that competition expenses are reasonable for the level of competition at the activity.

Expenses Not Covered by the Area

Any expenses of the Team Competition that are not provided by the Area and its Programs shall be borne by the participants in the Competition. These expenses should be paid directly by the participants as opposed to being paid by the Area and then reimbursement being sought by the participants.

Remember, the objective of having a Team Competition is to learn more about the sport of Eventing and competing in a team environment. It is important for the USEA and its Areas to participate in these activities. It is equally important to establish a clear understanding of which expenses the Area may provide for and which must remain with the participants.