

# **Manual for Area Chairs of the United States Eventing Association**

Revised 2003. Approved by the USEA Board of Governors, December, 2003

Amended 8-2-04

Additional Revisions by VP-Area Affairs 8-3-04

## **Letter from Col. Al Smith, Area V Chairman, Advice to a new Area Chairman from an "Old One".**

Welcome to a very select group! As an Area Chairman, you will have more direct contact with the membership of the USEA than anyone else involved in the sport.

You were selected because your fellow members have respect for you and confidence in your judgment. They probably expect you to step right in and immediately be as effective or more effective than your predecessor. You probably feel that way too. That will happen during your tenure of office, but not right away. Before you do anything, take time to learn why it wasn't done that way before. Change for the sake of change alone is never a reason for doing anything.

Seek counsel from your peers. They may have very good suggestions on how to implement your ideas. If they are involved, they will probably give you enthusiastic support without even realizing it.

Don't abuse volunteers! You, your assistants, the members of the council and the committees do not receive pay to carry out your duties. Good volunteers are to be nurtured and complimented. Treat them with kindness and appreciation and not as subordinate employees.

The most important thing that you can do is to be accessible to the membership. Go to the events. Talk with the organizers. Be available to the members and listen to them. We live in a world of telephones, answering machines, Fax machines, and "e-mail." Don't try to hide in anonymity - it won't work, so return your calls.

It's a great job! People will introduce you as "the chief," "our president," "the boss," but very seldom as the "Area Chairman." The welcome that you receive when you arrive at an event is about all the reward that you should expect.

## Table of Contents

• Area Chair .....	4
Appointment	
Assistant Area Chair	
Nomination	
• Duties of the Area Chair .....	6
Duties	
Authority	
Code of Conduct	
• Area Organization.....	7
Treasurer	
Area Council	
Area Council Executive Committee	
Area Committees	
Newsletter	
Junior/Young Rider Program	
Adult Rider Program	
Selection Committee	
Education	
Awards/Points Tabulation	
Finance	
Membership	
Annual Meeting	
• Scheduling of Events.....	10
Preparation	
USEF Eventing Technical Committee	
Format	
New Events	
Application Procedure for all Events	
Intermediate Horse Trials	
Procedure for Date Disputes	
• Competitions and Awards.....	13
Area Championships	
General Guidelines	
Championship Divisions	
Suggested Guidelines determined by the Area	
High Point Rider/Horse	

- Event Evaluations ..... 15
- Finances ..... 16
  - Source of Area Funds
  - Area Allotment - USEA Administrative Fund
  - Allowable Expenses
  - Unauthorized Expenses
  - Authorized Expenses From Local Funds Only
  - Authorized Income
  - Unauthorized Income
  - Area Bank Accounts
- Reports ..... 19
  - Annual Schedule of Events
  - Annual Narrative Report
  - Semi - Annual Financial Reports
  - Financial Report to Membership
  - IRS Forms/ W-9
- Legal ..... 21
  - Organization
  - Tax-Exempt Status
  - Logo
  - Official Stationery
- The Area Chair's Planner ..... 22

## **A Manual for Area Chairs of the United States Eventing Association**

USEF Rules, Chapter EV-Eventing Rules, Article EV120.1. & .2: In addition to the membership requirements of Article EV102.3, Organizing Committees of selected competitions must have the specific approval of this Committee (USEF Eventing Technical Committee). This shall include approval of the date and site of the competition, the Ground Jury, the Technical Delegate, the Course Designer, the Veterinary Commission where appropriate, and the prize monies where appropriate. These selected competitions are:

- \*Championships
- \*Three-Day Events
- \*Two-Day Events
- \*International Horse Trials
- \*Advanced Horse Trials

### **• Area Chairs**

These individuals are appointed by the USEA Board of Governors to serve as liaisons between the USEF Eventing Technical Committee, organizers and competitors, in order to encourage the development of the sport. Scheduling of competitions below those mentioned above are coordinated Intra – and Inter – Area by the Area Chairs.

The Area Chair administers, directs and coordinates all activities of the United States Eventing Association (“USEA”) within the Area; carries out the policies of the USEA in the furtherance of knowledge and the promotion of the sport of Eventing; promotes favorable public relations; negotiates an equitable schedule of events in the Area and provides support for these events; recommends and develops policies and procedures for Area activities; and carries out the necessary administrative and supervisory functions for the efficient operation of the Area.

#### **▪ Appointment and Term of the Area Chair**

The Area Chair is appointed by the Board of Governors of the USEA and serves for a three (3)-year term. The Area Chair shall be limited to one (3-year) term in office.

#### **▪ Assistant Area Chair**

One or more Assistant Area Chairs may be appointed to assist the Area Chair and to serve as Acting Chair in the absence of the Chair. The position of Assistant Area Chair is a good orientation position for the successor nominated to be Area Chair.

#### ▪ **Nomination of the Area Chair**

The retiring Area Chair, in consultation with the Area Council will appoint a committee to nominate a new Area Chair. The committee should consist of three to five members who are representative of the Area and may include members of the Area Council and the outgoing Area Chair. The members of the nominating committee are ineligible for selection as Area Chair.

The Area Council shall vote on nominations submitted by the nominating committee. In the event of a tie vote, the Area Chair shall cast the deciding nominating vote. The successful nominee's name shall then be submitted to the Board of Governors of the USEA at the Annual Meeting that December.

- **Duties of the Area Chair**

In cooperation with the USEA National Office to develop and recommend approval of an Area schedule for all registered events at the intermediate level and below that meet the needs of competitors and organizers alike.

Act as liaison with the USEA office, keeping the office informed of Area concerns, promptly responding to requests for information, maintaining records, and submitting annual reports to the national office.

Supervise all Area programs, such as junior/young riders and adult riders, and serve as a voting member on all Area committees.

Attend competitions to better understand organizers' and competitors' concerns and needs. The Area Chair shall receive Technical Delegate reports and final results of all registered Area Competitions.

Hold at least one Area meeting each year to provide opportunities for communication between organizers and competitors and to facilitate Area continuity and activities.

Hold at least three meetings of the Area Council to coordinate the Area schedule of events and to discuss matters of importance to the Area.

- **Authority**

Unless the Area Chair is serving as a licensed official at an event, the Chair does not have the authority to enforce rules.

- **Code of Conduct**

Area Chairs are representatives of the USEA and should behave at all times in conformity with the interest of the USEA. In light of their responsibility for scheduling and resolving disputes among events, Chairs should remain neutral in Area disputes, including those between organizers and between organizers and the USEA and/or the USEF Eventing Technical Committee. Any suggestion of bias should, at all times, be avoided. In particular, caution should be used when communicating on electronic bulletin boards, in newsprint, and other public forums. As representatives of the USEA, Area Chairs should refrain from public statements that are inconsistent with or contradictory to positions that the USEA has taken. Any questions or issues regarding public comment on matters relating to the USEA should be referred to the USEA Executive Director before comment is made. In addition, in the event a serious injury occurs at an Area horse trial, the Area Chair shall immediately notify the USEA Executive Director before public comment by the Area Chair is made.

- **Area Organization**

The following organizational structure has proven successful in many Areas. Variations to suit local conditions are acceptable.

- **Treasurer**

The Area Chair must appoint an Area Treasurer. The Treasurer will maintain the records and account of the Area administrative fund, and other accounts as needed. The Treasurer may also serve as Area Council Secretary. The Area Chair will insure that the Area Treasurer complies with all USEA rules and regulations regarding the reporting of Area finances. The Treasurer should work closely with USEA office personnel regarding reports

- **Area Council**

The Area Chair shall rely upon the Area Council to assist in fulfilling the Chairs responsibilities. In particular, the Chair with respect to Area scheduling matters and intra Area disputes shall consult the Area Council. The council will consist of the Area Chair, the Assistant Area Chair, the Area Secretary/Treasurer, and Area members of the USEA Board of Governors. In addition, other representatives from the Area may serve as members of the Area Council, including the USEA Rider Representative, the USEA Adult Rider Representative, and the USEA Young Rider Coordinator, among others.

- **Area Council Executive Committee**

An Executive Committee of the Area Council shall be named. The Executive Committee of the Area Council will be responsible for reviewing and resolving area scheduling, and conflicts involving other Area Programs and decisions. The Executive Committee shall consist of the following personnel of the Area Council: Area Chair, Assistant Area Chair (if applicable), Area Secretary/Treasurer, Area Board of Governors, Area Organizer Representative and Area USEA Rider Representative.

The Executive Committee shall establish mandates for action by a simple majority vote, in the event of a tie vote; the Area Chair shall cast the deciding vote.

The Executive Committee shall be consulted and vote on all Area Event Schedules, scheduling conflicts. (See The Area Schedule, Preparation & Procedure for resolution of date disputes). It is also required that the Area Chair seek the guidance, advice and mandate of the Executive Committee in ALL other decisions that involve disputes, such as Area Young Rider programs, major financial expenditures, etc.

## ▪ Area Committees

Committees shall be appointed by the Area Chair to oversee Area activities. The Area Chair should be a voting member of each committee. Possible committees may include the following:

### *Newsletter*

Publish an Area newsletter on a regular schedule, to provide the membership with timely information and announcements, and to provide a credible basis for advertising sales. Work with other committees to publicize their activities.

Copies of all newsletters should be provided to the national office. The national office will provide mailing labels for newsletters upon request (two weeks' notice is desired).

### *Junior/Young Rider Program*

Coordinate a program to encourage competition and development of junior and young riders at all levels. Develop clinics for current and future participants. Recommend criteria for rider, coach, and manager selection, as appropriate. Accept Young Rider applications for national and regional competitions, and submit them to the Area Chair. Develop programs for local or national sponsorship, as appropriate. In coordination with the finance committee, support or organize fund-raising.

### *Adult Team Program*

Coordinate the Adult Team Program for intra- and inter-Area competition. Apply for USEA Funds available for this program, e.g. Laura Poston Fund. Recommend criteria for team members, coach, and manager selection. Accept applications for adult teams and submit them to the Area Chair. Develop a program for clinics and competition, as appropriate. In coordination with the finance committee, support or organize fund-raising and sponsorship programs.

### *Selection Committee for Junior/Young Riders and Adult Rider Teams*

Chaired by the Assistant Area Chair, if one has been appointed; comprised of the Junior/Young Rider Coordinator, the Adult Rider Representative, team coaches, and several independent members of the Area. Select representatives for Junior/Young Riders and Adult Teams at national and regional competitions.

### *Education*

In conjunction with the Junior/Young Rider and the Adult Rider committees, develop an educational program to benefit the majority of the membership of the Area. Include event colleges when appropriate. Coordinate the program with the USEA Vice President of Education.

### *Awards/Points Tabulation*

Work with the Area Chair, as well as designated committees, for award recipient selection. Include perpetual trophies and "keeper" trophies whenever possible. Responsible for tabulation of Area championship points throughout the year, as required.

### *Finance*

Supervise and develop fund-raising efforts in support of Area activities, including annual awards, newsletters, young riders/adult rider activities, and sponsorships. Develop an annual budget for the Area. May be chaired by the Treasurer, or must include the Treasurer.

### *Membership*

Promote USEA membership from members of local Eventing Associations (also known as CTAs), competitors who are non-members of the USEA, and others.

### *Annual Meeting*

Coordinate dates, locations, and educational programs for the Area annual meeting, including an awards banquet, if possible. Event colleges, seminars, and clinics should be included as applicable. There should also be an organizers' meeting held during the Area Annual Meeting to discuss Area problems and event scheduling.

- **Scheduling of Events**

- **The Area Schedule**

The Area schedule is perhaps the single most important job the Area Chair will perform. In order to avoid disputes and to provide greater representation in the matter of such importance, the Area Chair shall convene the Area Council for discussion regarding the Area schedule. In addition to the Area Council, the Area Chair may convene an Area-wide scheduling meeting that includes organizers, trainers and upper level riders. The proper spacing of Area horse trials is imperative in the preparation of horse and rider for inter and intra Area horse trials and three-day events (CCI's).

- **Preparation**

The Area Chair will prepare a coordinated schedule of registered events within their Area annually. The Area Chair will prepare a coordinated schedule of registered events within their Area annually. The schedule must then be submitted for final approval by the Area Council.

Schedules for the following year should be prepared in the June-July period, with a finalized schedule to be received at the USEA National Office by August 15. The national office will provide a tentative schedule of national competitions.

- **USEF Eventing Technical Committee**

The USEF Eventing Technical Committee must approve:

- USEF Championships
- Three-day Events (CCI)
- Two-day Events
- International Horse Trials (CIC)
- Advanced Horse Trials

- **Schedule Format**

Schedules should include:

1. Date(s) of each competition.
2. Full name of each event (include "Spring", "Fall", "Annual", "Pony Club", etc., as appropriate).
3. Levels of competition (include special conditions such as CCI, CIC, two-day, horse trials, championship, open, beginner, restricted horse, restricted rider, as appropriate).
4. Name, address, telephone numbers, and e-mail addresses of the organizer(s), including a daytime telephone number.

## ▪ **New Events**

The Sport Services Director at the USEA will accept for registration only those new events approved by the respective Area Chair and will refer all applicant new events that have not obtained approval back to the Area Chair.

The Area Chair has the following responsibilities before granting approval:

1. Interview the organizer to obtain their plans to comply with each item of the Technical Delegate's Planning Assistance Visit.
2. Visit the site themselves or receive a report from a designated representative, to ensure that a significant proportion of the facilities will be completed and available for the Technical Delegate's visit.
3. Notify the Sport Services Director at the USEA, when the new event has been approved.

## ▪ **Application Procedure for all Events**

An approval application must be completed for all new events and events adding levels (see additional requirements for Intermediate). The Area Chair should consult with the Area Council before final approval. The Area Chair will forward the signed application to the USEA office for inclusion in the USEA calendar. Approval applications are available from the USEA office.

## ▪ **Intermediate Horse Trials**

For early spring events (January-April): Applications must be in the USEA office, properly completed and signed by the Area Chair, not later than August 15 of the preceding year.

For all others (May-December): Applications must be in the USEA office, properly completed and signed, by December 1 of the preceding year. Any application received after the above dates will not be automatically approved by virtue of the signature of the Area Chair, but will require approval of the USEA office and is subject to the availability of course inspection.

## ▪ Procedure for resolution of date disputes

### **Step one:**

The Area Chair and/or organizer(s) may request a review by the Executive Committee of the Area Council if disputes are not resolved at the Area level. Each party must submit within ten days of the organizers meeting written documentation supporting their argument. Areas that do not conduct a meeting must establish a date when date requests are due to the Area Chair. The Area Chair shall collect all documentation for distribution to the Executive Committee.

### **Step two:**

The Executive Committee shall review all submitted documentation supporting each argument. The Executive Committee shall then issue their resolution in writing to each party, and to the Director of Sport Services at the national office. A request to appeal the Committee's decision must reach the Area Chair within fifteen days of the postmarked date of the resolution accompanied by a non-refundable fee of \$100 payable to USEA. Upon receipt of the appeal, the Area Chair shall submit all documentation from the disputing parties and the Executive Committee to the USEA Calendar Committee in care of the USEA national office. The resolution will be deemed accepted by all parties if an appeal is not received within fifteen days.

### **Step three:**

The USEA Calendar Committee shall review the material submitted by each party involved and the Area Executive Committee within fifteen days of receipt. The committee will make their decision following a review of the disputing events based upon criteria that may include but are not limited to the following factors:

- Levels offered
- FEI or advanced horse trials that fall under the jurisdiction of USEF Eventing Technical Committee.
- Market attracted-recreational and/or professional. If different, can both events co-exist?
- Longevity of disputing events.
- Individual evaluation on a case-by-case basis to assess impact on existing and potential market.
- Individual evaluation based on technical delegate reports and competitor evaluation.

The USEA Calendar Committee shall issue its written findings and decision to the Area Executive Committee, the affected parties and to the Sport Services Director at the national office. The Calendar Committee's decision is final and binding.

Events specified under Article EV120.1 in the Rules of Eventing are subject to final approval from the USEF Eventing Technical Committee. A copy of the findings with the Calendar Committee's recommendation shall be forwarded to the USEF Eventing Technical Committee.

- **Competitions and Awards**

- **Area Championships**

Annual Area Championships are held at the beginner novice, novice, training, preliminary, intermediate and advanced levels. Area Championship Divisions should be held at regular scheduled events, preferably between September 1 and November 30, although the actual dates are at the area's discretion. Championships should be rotated among eligible horse trials, when practical.

- **General Guidelines**

The following guidelines apply to all Areas:

1. All Area Championship competitors must be current USEA members.
2. All qualifying competitions must be USEA registered horse trials or two-day or three-day events.
3. A division must have five or more starters to count as a qualifying competition.
4. No horse may compete in more than one championship in a given Area during the same calendar year.
5. Beginner novice divisions will not count as qualifiers for the novice division.
6. List all qualifying competitions on the entry form.

- **Championship Divisions**

It is at the discretion of each Area to determine eligibility requirements for their Area Championships.

1. Whether or not competitors must reside in the Area of the championship. Residence is determined by USEA membership.
2. Qualifying competitions in area, or from any area.
3. Placing to qualify, e.g. first through fourth in one event, etc.
4. The qualifying period.

These requirements and specifications must be published on the area's website. The area website addresses are located in each issue of the Omnibus. If only one championship is offered the division shall be a rider division. If an additional horse championship is offered, it must be so designated.

## ▪ High Point Rider/Horse

Area High Point Awards will vary from Area to Area. It is convenient to award points to the first five places in each competition, in descending value (i.e. 1st Place = 5 points, 2nd Place = 4 points, 5th Place = 1 point), since those placings are included on the reports submitted to the USEA and USEF.

Some Areas may award higher points to the divisions with larger numbers of entries, similar to the USEA National Novice and Training Awards point system. The point system criteria should be published in the newsletter.

- **Event Evaluations**

Event Evaluation Forms are received from competitors after each competition. The forms are for the Chair and the organizers, and do not need to be forwarded to the USEA office.

After the majority of the forms have been received, they may either be summarized and the summaries sent to the organizers, or the entire packet of evaluations may be forwarded to the organizers. If requested by the respondent, names may be redacted.

The Event Evaluations provide valuable feedback on how the operation of an event is perceived. Compiling and summarizing the returned forms may distinguish trends and problems distinguished from personal complaints.

Organizers should be encouraged to place blank evaluation forms in competitors' packets to encourage responses.

- **Finances**

Each Area is expected to operate in a financially autonomous manner. Financial aspects of regional activities such as promotions, clinics, etc., should be coordinated with the Area Chair, and, where appropriate, also with the USEA committees or the USEA office.

Refer to "Financial Guidelines for Area Chairs and Area Treasurers" from the USEA office for specific information.

The USEA operates on a fiscal year of October 1 through September 30.

- **Source of Area Funds**

Funds for Area activities originate from two sources: 1) local donations and fund raising, and 2) USEA Administrative Fund allotments.

- **Area Allotment – USEA Administrative Fund**

The allotment "formula" of the USEA Administrative Fund is as follows:

Basic. Each Area shall be allotted ten cents for each starter, nationwide, in the preceding competition year. (This amounts to approximately \$3000 to each Area.)

Secondary. Each Area is also allotted \$1.25 for every starter in their Area, during the preceding competition year. (This varies significantly, depending on Area activity and size.) The national office until requested by the Area holds these monies. Requests for these funds must be accompanied by an explanation/justification of the planned use for the money. The national office provides forms.

- **Allowable Expenses**

Approved uses of the USEA Administrative Fund include the following categories:

1. Area Chair's office expenses.
2. Newsletter expenses.
3. Reasonable travel, food, and lodging expenses incurred by the Area Chair for travel within the Area.
4. Travel and hotel expenses incurred by the Area Chair for travel to/from the USEA Annual Meeting.
5. Educational seminars, clinics, etc., upon approval by the Area Chair and the USEA Education Committee.
6. Mailing and planning costs for one Area Annual Meeting.
7. Area Awards.

## ▪ **Unauthorized Expenses**

1. Area Chairs are not allowed to reimburse themselves for travel expenses to events that are outside of their own Area.
2. Travel to and attendance at USEA Board of Governors meetings, other than the Annual Meeting, unless specifically authorized by the Board.
3. Meals while attending the USEA Annual Meeting.
4. Cash advances without receipts.

## ▪ **Authorized Expenses From Local Funds Only**

The following types of expenses must be covered by locally-raised monies and are not approved uses of the Administrative Fund:

1. Young rider and adult rider teams, or other Area programs even if the program has been approved by the USEA.
2. Area meetings (other than the Annual Meeting noted above).
3. Adult team and young rider fund-raising costs.

## ▪ **Authorized Income**

An Area may accept donations on behalf of the organization to fund USEA-approved activities.

An Area may undertake fund-raising activities as long as the specific activities do not become ongoing profit-oriented businesses.

## ▪ **Unauthorized Income**

Donations may not be accepted under the USEA tax-deductible umbrella for the sole purpose of giving these funds to a non-tax deductible competition or activity. Most events are profit/loss activities that are not tax-deductible. The "laundering" of money through the USEA in order to gain the tax deduction is in direct violation of tax laws. Donations received to be given to specific events should be made directly to that event or activity, and not to the USEA or an area without approval by the USEA Treasurer and Executive Director.

Areas may not establish local Starter Fee add-ons. Starter Fees are set by the USEA on a national level.

## ▪ **Area Bank Accounts**

Each Area may have several bank accounts: one for administrative funds, one for local Area funds, one for adult teams, and one for young rider funds.

The Area Chair should handle the establishment of the Area bank account(s). The Executive Director of the USEA must be included as an authorized signer on all Area accounts. It is also recommended that the Area Chair also be a signer on all accounts.

Most banks will require a copy of the USEA Articles of Organization, By-Laws, and Internal Revenue Service letter approving USEA as a non-profit organization, for opening new accounts. Copies may be obtained from the national office.

- **Reports**

The USEA fiscal year is from October 1st through the following September 30th. The following annual recurring reports are required from each Area:

- **Annual Schedule of Events**

The tentative schedule of events for the next year will be submitted to the Sport Services Director at the national office by August 15th. The deadline for naming the sites and dates for Area Championships is February 28th.

- **Annual Narrative Report**

A year-end report should be provided to the Editor at the national office, at the end of the competition season but not later than December 15th, for publication in *Eventing USA*. The report should be in journalistic narrative format, and report on the season's area champions, team activities, educational programs, and any other Area activity of national interest. Placings at area championships and the season's point standings should be included where possible. Photographs, in at least 5"x7" size, should also be included if available. All photographs should have accurate captions identifying the subject of the photo and the photographer.

- **Semi-Annual Financial Reports**

Two financial reports are due each year. A semi-annual report covering the first six months of the fiscal year is due the first Monday in May. The annual year-end financial report covering the full year, due by the first Monday in November, will be submitted to the national office, to include the following:

1. A year-end financial statement as of September 30<sup>th</sup>, in the format provided by the national office.
2. Reconciled bank statements for the year, and all canceled checks, including the last statement as of October 31st. Forward the originals to the office, but keep copies for your files (and in case the originals are lost in the mail).
3. All supporting documents, paid invoices, and receipts to substantiate the income and expenses.

▪ **Financial Report To Membership**

A statement of Area finances will be published at least annually in the Area newsletter. It is further suggested to prepare a copy of the Financial Report for distribution to the attendees of the Annual Meeting.

▪ **IRS Forms/ W-9**

An Internal Revenue Service Form W-9 must be submitted for each individual or company, not incorporated, who has received payment for services between January 1st and December 31st of the preceding year. This information must be received at the national office by January 15th, and must include the following:

1. Name, address, and social security or identification number.
2. Amount of payment.

The forms will be consolidated at the national office for preparation of IRS Form 1099.

- **Legal**

- **Organization**

The United States Eventing Association, Inc., is incorporated in the Commonwealth of Massachusetts as an educational organization.

- **Tax-Exempt Status**

The USEA is a non-profit tax-exempt, tax-deductible organization, pursuant to Section 501(c)(3) of the Internal Revenue Code. Donations made to the USEA are tax-deductible to the extent provided by Federal law. A donation may be deducted as a charitable contribution, subject to IRS guidelines, or, if the donor is a business or commercial entity, as an advertising or public relations expense.

In some states, the tax-exempt status of the USEA will also exempt purchases made by the Area administrative account from state sales taxes. Contact the national office to see if exempt status has been obtained for your state.

- **Logo**

The logo of the USEA is a registered trademark and must be used only for recognized activities of the USEA. For example, the logo must not be used on prize lists or entry forms for events that are not registered with the USEA, or on personal stationery. If you discover improper use of the logo, please notify the USEA office immediately, including a sample if possible.

- **Official Stationary**

The official stationery of the USEA, with the logo and the USEA office address must be used only for business conducted on behalf of the USEA organization or the Area. The stationery must not be used for personal correspondence.

- **The Area Chairs' Planner**

October 1	Start of the Administrative and Fiscal Year
1st Monday in November	Annual Year-End Financial Report Due
1st Week in December December 15	USEA Annual Meeting Annual Narrative Report Due
January January January 15	USEF Annual Meeting Suggested Month for Area Annual Meeting IRS Forms /W-9 Due at National Office
February 28	Dates/Sites for Championships Due
April	USEA Board of Governors Meeting
1st Monday in May	Semi-Annual Financial Report Due
June	Nominations for North American Young Riders' Championships Due
June June	Commence Work on Next Year's Schedule National Schedule from USEA
July/August	USEA Board of Governors Meeting
August 15 August	Area Event Schedule For Next Year Due North American Young Riders' Champs.
*September/October	Adult Team Championships
*September/November	Area Championships *Fall dates are preferred, but not mandated.
December	Annual review of USEF Rules