

PARA DRESSAGE ROLES & RESPONSIBILITIES

OVERVIEW

1. Selection. Selection follows the published Selection Procedures. Confidentiality and transparency is essential.
 - a. Laureen Johnson runs the process of developing, writing and having approved the Selection Procedures.
 - b. The point of contact for all Selection discussions and questions is Michel Assouline. Athletes, their trainers and owners should contact Michel if they want to discuss selection, performance and competition planning.
 - c. The Selectors will only discuss Selection as a group. Selectors will not discuss selection with individual athletes, coaches, owners etc UNLESS a meeting is pre-arranged and is also attended by Michel Assouline and / or Laureen Johnson.
2. Social Activities. Social activities are good for promoting the Team Environment, relaxing and getting to know each other. The following will not be discussed during social activities;
 - a. Any Selection related matters.
 - b. U.S. athlete / horse competition performances or training progress.
 - c. Athlete or horse wellness
 - d. Judging or stewarding decisions or standards during an Event.
3. Team Veterinarian. The Team Veterinarian is there to help athletes and ensure we can get the best performing horses to the most important competitions. The following can help;
 - a. The Team Veterinarian can better support each athlete / horse combination if there is open communication between the athlete's Veterinarian and the Team Veterinarian.
 - b. The Team Veterinarian does have to give a report to the Selectors; that Report is aimed at supporting the best combinations (so 4 athlete / horse combinations for the Paralympic Games) to the finish line of the competition. The more communication the easier it is for the Team Veterinarian to support athlete / horse combinations.
4. Media. At all CPEDIs, National Championships and Games the USEF Communications Department leads on all Press Releases and requests for media coverage. At the Paralympic Games the lead organization is the USOPC then the USEF.
 - a. No Press Releases should go out, other than from the Event Organizer, without liaison with the USEF.
 - b. Athletes and team Staff are requested to follow the USEF Social Media guidelines.
5. Confidentiality, Safe Sport and Clean Sport. These three areas underpin the Roles & Responsibilities. If in any doubt treat any information as Confidential and do not discuss.

ROLES & RESPONSIBILITIES

The extent of the Roles & Responsibilities differ between a CPEDI versus a Championships versus the Paralympic Games. The core of the Team / Support Staff are Laureen Johnson, Michel Assouline and thirdly the Team Vet (if present). If present, the Roles are listed below.

NAME	APPOINTMENT	ROLES
ALL		<ul style="list-style-type: none"> • Security and cleanliness of USA Stable Area • Groom welfare • Assistance with arrival & departure logistics (unloading / loading) • Assistance with transport (driving) as required • Clean Sport, Safe Sport
Laureen Johnson	Team Leader	<ul style="list-style-type: none"> • Communicate house rules at CPEDI/Observation Event/PEQ/Pre-Games Training/Paralympics/Championships • Time management of Friends and Family • Coordinate Equipment Needs with Steven • Oversee KIT • Contact/communication list • Coordinate dietary needs/restrictions for athletes/staff • Coordinate athlete transport Pre-Games training with head PCA • Coordinate and oversee Hotel Arrivals/Departures at Games • Coordinate Equine Transport in/out Paralympic venue • Coordinate daily in-competition travel with Lead PCA at Games • Athlete Management • Oversee Groom welfare/Shopping/Communication • Accreditations • Equine Feed Orders • Coordinates Press with athletes/Michel • First emergency contact, then Michel • Management of family/friends • Oversee owners • Facility liaison • Communication with Will • Communication with USEF Marketing • Ensure stable area is packed and clean for departure • Settlement of Accounts • Maintains confidentiality Agreements
Michel Assouline	Chefs d'Equipe	<ul style="list-style-type: none"> • Primary Competition strategy & management in consultation with Laureen. Design and prepare in PEQ with each athlete, a daily plan (beginning of PEQ) <ul style="list-style-type: none"> ○ Social Media awareness and monitoring throughout PEQ and Games. Friends and family distractions/monitoring. Other distractions. ○ Lifestyle athlete monitoring (sleep, well-being, nutritional, heat, jetlag, psychological, etc.) • Daily training / competition schedules / jog prep. with Team vet. • Communicate with Laureen • Daily athlete & coaches communication and meetings. Daily video analysis and technical report. • Daily ESSM & HSSM communication & exchange of reports • Field of play and warm-up logistics and designation of staff attendance (coaches, grooms, ESSM & HSSM staff, etc.)

		<ul style="list-style-type: none"> • Attend Chefs Meetings/Draws • Primary spokesperson for discipline • Attend Press Conferences • Athlete management (incl. daily athlete communication and meetings as necessary). • Two-way communication with selectors ref. team selection, and conflicts/ draw issues • Sound Check liaison and accompany athletes • Secondary emergency contact
Tina Wentz Barb Grassmyer Regina Cristo Robin Brueckmann Laura Graves	Selection Panel	<ul style="list-style-type: none"> • To identify those athletes who, in the opinion of the respective Sports Selection Panel, are most likely to achieve the best possible results in their chosen sport, for inclusion on the various CPEDI/Championships/Games teams. • Communicate with Michel and Laureen • Maintain Confidentiality at all times • Observe athletes at CPEDI in person, or virtually • Maintain data and record of results for each athlete • Make recommendation to Para Dressage Sport Committee for team selection to Championships/Games
Kim Snyder	Team Vet	<ul style="list-style-type: none"> • Equine Health Management • Liaison with FEI / OC Vet Panel / Vets • Manage Vet Trunks & supplies • Equine Passports / Health Papers • Clean Sport Management • Attend equine Dope Tests • Jog prep.(how to jog properly)
Joanna Frantz	Team Human Physiotherapist	<ul style="list-style-type: none"> • Human Physio support to Team USA; <ul style="list-style-type: none"> ○ Priority 1; Physiotherapy for athletes (athletes nearest or in competition will take precedent). ○ Priority 2; Physiotherapy for grooms / staff if injury is preventing them from carrying out their roles. ○ Priority 3; Sports massage for athletes. ○ Daily reporting to Michel and Laureen
Based on Selection	Personal Trainers	<ul style="list-style-type: none"> • Liaise with Michel and Laureen • Demonstrates professionalism/positive image of the sport • Communication with MA and Laureen and SSMM and ESSM staff • Promotes a positive image of the sport and models the image to riders • Identifies appropriate expectations for rider behaviour and reinforces these • Clarifies key objectives and performance factors (feedback, instruction) with rider and Michel before engaging in the activity • Oversees competition/warm-up schedules and communicates to athlete's team
Tina Wentz	Head PCA	<ul style="list-style-type: none"> • Liaise with Laureen regarding daily schedules/transport • Communication with MA and Laureen and SSMM and ESSM staff/ draws, team selection conflicts etc. • Manages needs of other PCAs • Coordinate schedules/transport with other PCAs/Athletes • Coordinate physiotherapy appointments for athletes • Oversees unexpected medical needs of athletes/grooms • Oversees mobility equipment needs
Based on Selection	Personal Carers	<ul style="list-style-type: none"> • Under the direction of Head PCA, Tina, assist athletes with daily needs/transport within Village and Competition venue. • Assist, as needed, with dressing/dining • Coordinate physiotherapy for athletes • Basic housekeeping, as needed, i.e. changing sheets/assisting athlete with laundry service • Maintain mobility equipment/battery charging...

Eleanor Brimmer	USPEA	<ul style="list-style-type: none"> • Promotion of USPEA as the Para Dressage Affiliate to USEF • Engages with emerging athletes who attend National show • Assists emerging athletes with borrowed horses • Liaise with borrowed horse owners and their staff • Liaise with USEF Media Department and USEF before releasing any press
Hallye Griffin	Equestrian Chef de Mission	<ul style="list-style-type: none"> • Primary link to O.C. • Para-Equestrian Discipline OC related liaison • Accreditation issues / policy • Security • Finances • Appeals / Objections in partnership with Team Leaders • Incident management • Settling USA Accounts with OC as agreed with Team Leaders • VIP visit liaison • Allocation of VIP Table tickets if required • Supplying all with lots of wine!