



## REQUIREMENTS FOR ENROLLMENT

### Endurance Stewards

Although the procedures for becoming a United States Equestrian Federation (USEF) licensed steward are outlined in Chapter 10, this guideline may help eliminate any confusion regarding the process.

In accordance with USEF rules, you must be a Senior Active member of USEF, 21 years of age or over to be eligible to become licensed.

#### **ENROLLMENT INTO USEF “R” LICENSING PROGRAM**

1. Experience required for enrollment into program:
  - A. Have at least 3 years experience in endurance (rider, vet gate volunteer, crew, ride management, for example)
  - B. Have attended an FEI CEI\*\*\* in any capacity.
  - C. Have completed 200 lifetime miles of endurance competition.Note that portions of the required experience may be waived upon written request and recommendation of the Endurance Technical Committee. Waivers are considered on a case by case basis.
2. Applicants must be 21 years of age or older, a member of AERC-International, and a Senior Member in good standing of USEF.
3. Applicants must submit an application to the USEF Licensed Officials Committee (LOC) for enrollment into the Program, including a list of a minimum of 8 references. USEF staff will mail the evaluation form to the references. References must be from Licensed Endurance Officials or members of the Endurance Technical Committee. Application for enrollment into program will not be considered until these reference letters are received.
4. The LOC meets three times a year: January, April, and August/September to review applications. Submission of documents and application form must be received by the USEF Licensed Officials Department by the deadlines stated in *equestrian* and posted on the USEF website.

#### **REQUIREMENTS OF THE “R” LICENSING PROGRAM**

1. Successfully complete a Federation-approved course for Stewards.
2. Complete all program requirements within two years of passing the recognized Stewards' Course. Failure to complete within 2 years will necessitate taking the course again.
3. Program requirements include:
  - a. Act as an Apprentice Steward at four licensed/recognized Endurance events under the supervision of at least two different approved FEI Endurance Stewards. Two of the four events must be CEI\*\*\* or higher; one of the four events must be out of Zone (as defined in AERC International Procedures).
  - b. Forms for confirmation and evaluation of apprenticeship must be filled out by the licensed official with whom you work and sent to the USEF LOC.
  - c. Must pass a final written exam at 85% or higher.
4. Obtain a copy of the FEI Endurance Stewards' Manual (can be downloaded from [www.horsesport.org](http://www.horsesport.org) under Endurance/Rules/New Stewards Manual).

**Note:** Serving as an Apprentice Steward requires a commitment for the entire event. Candidates will not receive simultaneous credit/experience for Stewarding and Judging or Vetting at the same event.

### **FINAL STEP FOR “R” LICENSE**

1. Complete and verify all current USEF requirements for “R” Endurance Steward License as outlined above.
2. Send Certificate of Completion form to the USEF LOC Department.
3. Verify that proof of completion of all aspects of the program have been submitted directly to USEF. Applicants will not receive a copy of evaluations or recommendations.
4. The LOC meets three times a year: January, April, and August/September to review applications. Submission of the Certificate of Completion Form and all apprentice evaluations must be received by the USEF Licensed Officials Department at least 5 business days prior to the next meeting.
5. Written notice of the decision of the LOC will be sent to the applicant from the LOC following the meeting and, if approved, a new USEF membership card with the “R” designation will be issued.

### **MAINTENANCE OF LICENSE**

1. Serve as an official Steward at a licensed/recognized USEF or FEI endurance event at least once every 3 years.
2. Attend a Federation-approved Continuing Education course at least once every 4 years.

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