



Stewards Training Program **Category 1 Stewards**

Requirements and Procedures for Obtaining Category 1 Recorded (r) Status

NOTE: Applicants must be approved into the Category 1 Steward Training Program prior to serving as an apprentice steward

Enrollment into the 'r' Category 1 Steward Training Program

1. Pre-requisites: The following pre-requisites must be completed prior to application for acceptance into the United States Equestrian Federation (USEF) Category 1 Steward's Training Program.
 - a. The prospective applicant must be at least 25 years of age or older.
 - b. At the time of application for enrollment in the recorded (r) Category 1 Steward Training Program, the applicant must be a Senior active member in good standing of USEF and USHJA.
 - c. Applicants for the Category 1 Steward Training Program must have been an active participant at USEF licensed Hunter/Jumper competitions within the last four years in at least one of the following positions: The prerequisites for enrollment in the 'r' Category 1 Steward Training Program must be completed within the most recent three (3) year period prior to the application date. Choose Track 1 or Track 2.
 - ◆ Track 1:
 - Minimum forty (40) days at USEF Licensed Hunter/Jumper competitions in one or more of the following positions:
 - a. Competition Manager
 - b. Assistant Manager
 - c. Competition Official (Defined in GR113)
 - d. Entry Secretary
 - e. Assistant Entry Secretary
 - ◆ Track 2:
 - Rider, owner, and/or trainer in at least fifteen (15) USEF licensed Regular Member Hunter/Jumper competitions.
 - Minimum of twenty (20) days at a USEF Licensed Hunter/Jumper Competition in one or more of the following positions:
 - a. Competition Manager
 - b. Assistant Manager
 - c. Competition Official (Defined in GR113)
 - d. Entry Secretary
 - e. Assistant Entry Secretary
 - ◆ Both tracks require a minimum of five (5) of the required days in the positions of "a" through "e" to be at USEF Licensed Regular Member Hunter/Jumper competitions.
2. Documentation of Experience: List required experience on the official form available on the USEF website or from the Licensed Officials Department.
3. Waivers: If an applicant believes he has comparable experience equal to or greater than the prerequisites listed in Section 1 above, he may apply for a waiver.
 - a. If a waiver is requested, the request must be submitted in writing to the Licensed Officials Department, and must include recommendations from a minimum of five (5) USEF Licensed Officials, at least two (2) of whom must be 'R' Category 1 Stewards.
 - b. Upon receipt, the waiver request will be sent by the Licensed Officials Department staff, first to the USHJA Stewards Committee for comments and recommendation, and then to the USEF Stewards and

Technical Delegates Committee for its recommendation. The decision to grant or deny the waiver will rest solely with the USEF Licensed Officials Committee.

4. Category 1 Steward Mentor Program: The Category 1 Steward Mentor Program provides a less extensive set of requirements for obtaining either a Recorded 'r' or Registered 'R' Category 1 Steward's License to an individual who qualifies and is accepted into this program. For information, criteria, and an application to the Category 1 Steward Mentor Program, see the USEF website.

Application Process to Enroll in the 'r' Category 1 Steward Training Program

Once the prerequisites listed in Section 1 above for entrance into the program have been met:

1. Submit the completed application to be a Category 1 Applicant Steward (available on the USEF website at www.usef.org/licensedofficials/licensingprocedures/nationallicensingprocedures) with required documentation (as specified Section 1 above) and application fee to the USEF Licensed Officials Department by the deadline listed on the website for each Licensed Officials Committee meeting.
2. Applicants will be notified by letter following the Licensed Officials Committee meeting as to the decision regarding their acceptance into the 'r' Category 1 Steward Training Program.

Clinic and Apprentice Requirements of the 'r' Category 1 Steward Training Program

Once an applicant is accepted into the 'r' Category 1 Steward Training Program, the clinic and apprentice requirements of the Training Program must be completed within three years, working with "R" Category 1 stewards:

1. Clinic:
 - a. The applicant must complete one of the following prior to beginning any apprentice work.
 - i. Have attended the Applicant Day of the USEF Steward Clinic (offered through 2011) or
 - ii. Complete the USEF online 'r' Category 1 Applicant Training.
Those who have attended the Applicant Day of the clinic are encouraged to complete the online Applicant Training.
 - b. If the Applicant Day and/or online training was completed prior to approval into the Training Program, it must have been attended within the two years immediately preceding the year accepted into the program
 - c. Prior to final review for 'r' licensing, the applicant must attend a USEF Category 1 Stewards' clinic and pass the measurement component (evaluation of skills measuring height and heel height) each with a minimum score of 85%. If the applicant does not achieve the required score, they must attend an additional clinic for re-evaluation.
 - d. Attendance at a USEF Category 1 Stewards' clinic can be accomplished either before or after acceptance into the Training Program.
 - e. At the time of approval for the "r" Category 1 status by the LOC, if the Category 1 clinic attendance is older than 24 months, the applicant must attend a Category 1 Stewards' clinic within 12 months after being approved for 'r' status.
2. Apprenticeships:
 - a. Applicants must complete the following under the direction of the official Registered Steward
 - i. Apprentice a minimum of twelve (12) six-hour days.
 - A "day" of apprentice work is considered a minimum of six (6) hours of competition. Competition days shorter than six (6) hours, for whatever reason, will not count.
 - Eight (8) of the twelve days must be at USEF Hunter/Jumper competitions with both Hunter Rating "A" and Jumper Rating "2" or higher.
 - ii. Serve as an apprentice steward at a minimum of four (4) different USEF licensed competitions.
 - Each of the four must be with different managers.
 - A minimum of one (1) of the four competitions must be outside the apprentice's home zone.
 - iii. Work with a minimum of four (4) different 'R' Category 1 Stewards.

- iv. Participate in all activities required of stewards during, between, and after the actual hours of the competition. Examples include stall checks, preview of warm-up and competition rings, etc.
- v. Complete practice measurements of a minimum of ten (10) horses or ponies at the competition where the individual is apprenticing.
 - The measurement forms must be signed by the 'R' C1 Steward officiating at the competition.
 - Copies of these practice (and unofficial) measurement forms must be submitted with the Completion of Program form.
- b. While apprenticing, the applicant may not perform any other activities related to the competition (i.e. competing, management, announcer, coach, etc.).
- c. Applicants serving as apprentice stewards have observer status only and no authority to perform the duties of a licensed Steward.
- d. Each of the officials with whom you apprentice and the Competition Manager must return the USEF evaluation forms to the Licensed Officials Department. Be sure to give the Steward and Competition Manager a stamped envelope addressed to USEF for his/her use in returning the evaluation forms. The evaluations may also be returned to the USEF office by fax.
- e. You must contact both the Steward and the Competition Manager for permission to serve as an Apprentice Steward. Applicants not receiving prior permission from both the Steward and Competition Manager may be denied the opportunity to apprentice. Be prepared to tell them a little about your background, and why you are interested in pursuing a Steward license.
- f. Applicants will be provided with one copy of all evaluation forms needed. Please make as many copies of these forms as needed for apprenticing.
- g. Applicants will be required to bring all necessary Steward forms with them to the competition (see list below). The Steward's Report completed by the applicant will be reviewed by the officiating Steward but will not be forwarded to the USEF office. The report will not be used to supplement or contradict the report of the official Steward and may be disposed of following review by the official steward.
- h. Applicants should bring the following supplies to the competition:
 - Current USEF Rule Book, including any published rule changes (these are located on our website at www.usef.org)
 - Clipboard, pens, pencils
 - Evaluation forms and Guidelines for On-site Training forms for the 'R' Category 1 steward and Competition Manager to fill out and send to the Licensed Officials Department.
 - Steward forms for competition (available at <http://www.usef.org/IFrames/competitions/orders/stew.aspx>)
 - USEF Steward Report
 - Horse/Pony Measurement Form and Guidelines Brochure
 - Also consider bringing the following:
 - Medication Report Form and Drug & Medication Brochure
 - Accident/Injury Report
 - Warning Card Form and Guidelines
 - Eyewitness Report of Alleged Abuse
 - Official Charge Form
 - Official Protest Form
 - Footing Evaluation Form
 - Licensed Official Evaluation Form

Please remember:

- Do not bring friends, family members or pets with you to the competition when you are serving as an apprentice steward.
- Although you are not listed in the prize list, be prepared to unofficially assume the same responsibilities as the Licensed Official. Attend the competition for the entire day.
- Demonstrate good judgment in your association with exhibitors at the competitions.

- Remember that the conflict of interest rules that apply to stewards (GR1304 and GR1039) unofficially apply to individuals serving as apprentice stewards.
- The steward is sharing his/her expertise with you. Comments shared with you about any aspect of the competition are confidential and should not be repeated to anyone either at or outside the competition.
- Dress appropriately to show respect for the judge, steward, exhibitors and management who have afforded you an opportunity to apprentice at their competition. Individuals serving as apprentice stewards who are not dressed appropriately may be denied the opportunity to apprentice at that competition.

When the applicant has completed all apprenticeships described above, he/she must notify the Federation by sending in the Confirmation of Completion form provided and request that the Apprentice Exam be sent to them at that time.

Application Process to Become a 'r' Category 1 Steward

Once the Category 1 Applicant Steward has completed the Clinic and Apprenticeship portions of the 'r' Category 1 Training Program, they may

1. Submit the completed application to be a 'r' Category 1 Steward (available on the USEF website at www.usef.org/licensedofficials/licensingprocedures/nationallicensingprocedures) with the required documentation, list of references, and application fee to USEF Licensed Officials Department by the deadline listed on the website for Licensed Officials Committee meeting.
2. Once the completed application, fee, and required verifications have been received and reviewed by USEF, confidential evaluations will be sent on your behalf to each of the individuals you list as reference.
 - a. DO NOT include members of the USEF Licensed Officials Committee, the USEF Stewards/Technical Delegate Committee, USEF Hunter Committee, USEF Jumper Committee, or the USHJA Stewards Committee as these individuals will automatically receive an evaluation form.
 - b. At least 15 evaluations must be returned from current USEF members, 8 of which must be from 'R' Category 1 stewards.
 - c. If the required number of evaluations is not received, the application will be held over for presentation at the next meeting of the Licensed Officials Committee; meetings are normally scheduled three times a year.
3. Applicants will be notified by letter following the Licensed Officials Committee meeting as to the decision regarding their acceptance into the 'r' Category 1 Steward Training Program.

Exam

The Exam is administered once the applicant has submitted their application to be a 'r' Category 1 Steward to the USEF Licensed Officials Department together with the required documentation, list of references, and application fee. The 'r' Category 1 written exam covers General Rules, Hunter and Jumper Rules, schooling supervision and horse height measurement. The applicant must complete and return the written examination to the Federation office within 30 days of receipt and receive a minimum score of 85%

Upon completion all the above stated requirements, the applicant's file will be presented to the Licensed Officials Committee at their next available meeting. Applicants will be notified by letter following the Committee meeting as to the Committee's decision.

If an applicant finds themselves in a position where, due to illness, accident or other substantial cause, they need an additional year to complete the requirements, a request for an extension must be submitted in writing to the Licensed Officials Committee.

*United States Equestrian Federation, Inc.®
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Steward Training Program

Documentation of Experience

Competition name: _____ Competition # _____

Date: _____ Location: _____
City, State

Competition Manager: _____

This is to confirm that _____ Member # _____ served in the following
Name

capacity at the above listed competition:	# Days	# Hours	Date
Organizing Committee	_____	_____	_____
Competition Manager	_____	_____	_____
Assistant Manager	_____	_____	_____
Secretary	_____	_____	_____
Assistant Secretary	_____	_____	_____
Other _____	_____	_____	_____

Describe duties:

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Signature of competition official

Title.....Date.....

You may submit documentation in another manner, if more convenient, as long as similar information is provided.

Submit form with application for enrollment
United States Equestrian Federation, Inc.®
4047 Iron Works Parkway
Lexington, KY 40511