



Steward Requirements for Registered (R) Status

Although the procedure for becoming a Registered Category 1 or Category 2 with the United States Equestrian Federation (USEF) is outlined in the rulebook under Chapter 10, this guideline may help eliminate any confusion regarding the process.

In accordance with **GR1004.1**, you must be an individual **Senior** active member of the Federation. You must be currently licensed as a Recorded (r) Steward in the category you are requesting promotion.

Prior to submitting an Application for Promotion you must have fulfilled the minimum requirements per GR1075.10:

Officiating:

- 1 Category 1
 - a No recorded Category 1 steward will be considered for promotion unless the applicant has officiated as a Category 1 steward in at least fifteen (15) Licensed Hunter/Jumper competitions or other competitions in the C1 group during the past five (5) years.
 - b Category 1 must have documented experience of having served as the Certified Jumper Schooling Supervisor or an apprentice schooling supervisor at four classes offering \$25,000 for more. The Schooling Supervisor's Documentation of Experience should be filled out by the Schooling Supervisor and submitted along with the application for promotion.

- 2 Category 2
 - a No recorded Category 2 steward will be considered for promotion unless the applicant has officiated as a Category 2 steward in at least five Licensed competitions in the Category 2 group during the past three (3) years, verified by stewards' reports.
 - b No C2 applicant steward under 25 years of age will be considered for promotion unless he has served as a Recorded Category 2 steward for at least two years (24 months).

Exam:

Applicants for promotion must have taken a written examination and received a mark of 85% or better within the past 12 months. If it has been more than 12 months since the exam, one will be mailed to you as part of the application process.

Once your application, fee and required information is received, the application will be processed and determined if all requirements have been met. When all information is verified, questionnaires regarding your experience and abilities will be sent out by the Federation to those people listed as references on the reverse side of the application as well as to the relevant discipline or affiliate committees. *NOTE: Do not include members of the USEF Licensed Officials Committee, see GR1041.*

References:

- Category 1 applicants, at least 15 questionnaires must be returned from members of the Federation, 8 of which must be from 'R' Category 1 Stewards.
- Category 2 applicants, at least 15 questionnaires must be returned from members of the Federation, 8 of which must be from the current roster of judges or stewards of the same category.

Review by Licensed Officials Committee:

- If the required number of questionnaires is received, your application will be presented to the Licensed Officials Committee for consideration. It is at that time that they determine whether or not to grant you Registered status. A letter notifying you of the Committee's decision will be sent, by mail only, within two weeks after the Committee meets.
- If the required number of references is not received, you will be notified in writing to submit additional names and addresses to be used as references and your application will be held for one additional meeting

The Licensed Officials Committee normally meets three times a year. Meeting and deadline dates for receiving applications in the Federation office are available on the Federation website. If you have any questions with regard to procedure, please contact the Licensed Officials Department.

United State Equestrian Federation, Inc.
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Schooling Supervisor Documentation of Experience

Competition name: _____ Competition # _____

Location: _____ Date: _____
City, State

Competition Manager: _____

This is to confirm that _____ Member # _____
Name

Officiated as the Supervisor of Schooling in classes of \$25,000 or more at the above listed competition.

Officiated with the Steward or Supervisor of Schooling in classes of \$25,000 or more at the above listed competition.

Number of classes with \$25,000 or more _____

Comments or Levels offered:

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Signature of Supervisor of Schooling/Competition Manager.....

Date.....

Submit form with application
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