



Stewards Training Program Category 2 Stewards

Requirements and Procedures for Obtaining
Recorded (r) Status

NOTE: Applicants must be approved into the **Category 2** Steward Training Program prior to performing Apprentice Stewarding

Prerequisites for Enrollment into the Training Program

The following pre-requisites must be completed prior to application for acceptance by the Licensed Officials Committee into the United States Equestrian Federation (USEF) Category 2 Steward's Training Program.

1. At the time of application for enrollment in the recorded (r) Steward Training Program, the applicant must be a Senior active member in good standing of USEF.
2. The following requirements for enrollment in the "r" Steward Training Program must be completed within an eight (8) year period prior to the application date.
 - ◆ Minimum five days experience (paid or volunteer) at a minimum of two Federation licensed breed restricted/western competitions, serving as a competition manager, assistant manager, entry secretary, assistant entry secretary, or similar position. Experience must be documented.
 - ◆ Experience at a Federation licensed breed restricted/western competitions as a competitor, trainer, owner, or USEF licensed official. Experience must be documented.

Documentation of Experience: List required experience on the official form provided and/or submit signed letters from competition management listing duties for which the applicant was responsible as a member of management, including the approximate number of hours worked at each competition, a copy of the prize list and/or program book from the competition listing job position is also acceptable.

Clinic: Although attendance at a USEF Stewards' clinic, including the applicant session, may be accomplished either before or after acceptance into the training program, the applicant must attend at least the applicant day of a clinic prior to any apprentice work. At the time of approval for the 'r' status by the LOC, if the clinic attendance is older than 24 months the applicant must attend a stewards' clinic within 12 months after being approved for 'r' status. If only the applicant session is attended prior to apprenticing, the Apprentice Steward must attend the balance of the USEF Stewards' clinic prior to review for final licensing.

Exam: The Exam is administered once the applicant notifies our office that all apprentice stewarding is completed. The Apprentice Steward must return the written apprentice steward examination to the Federation office within 30 days of receipt and successfully complete the examination with a minimum score of 85%.

"R" Dressage Technical Delegates: "R" Dressage Technical Delegates who have been licensed by the Federation for a minimum of five (5) years, and who have officiated at a minimum of five (5) USEF licensed Regular Competitions holding dressage classes, may apply for enrollment in the recorded (r) Steward Training Program upon completion of at least two full days service in two or more of the following positions at a Regular Member Competition during the past eight (8) years: manager, assistant manager, secretary, or assistant secretary. Appropriate documentation must be submitted, as stated above.

Application Process

Once the application and required verifications have been received and reviewed, confidential evaluations will be mailed on your behalf to each of the individuals you list as reference. DO NOT include members of

the Licensed Officials Committee. At least 15 evaluations must be returned from members of the Federation, 8 of which must be from relevant licensed judges, Category 2 stewards, and technical delegates. If the required number of evaluations is received, the application will be presented at the next Licensed Officials Committee meeting. Meetings are normally scheduled three times a year; deadlines for submitting applications are available online and in equestrian magazine. Applicants will be notified by letter following the Committee meeting as to the decision regarding their acceptance into the 'r' Category 2 Steward Training Program.

"r" Category 2 Steward Training Program

Once an applicant is accepted into the Category 2 "r" Steward Training Program, the apprentice requirements of the training program must be completed within three years, working with "R" stewards:

1. Clinic

- a. Attendance at a USEF Category 2 Stewards' clinic, including the applicant session, can be accomplished either before or after acceptance into the training program. If done after acceptance into the training program at least the applicant session must be accomplished prior to starting any apprentice work.
- b. If the clinic is attended prior to acceptance into the training program, it must be **within two years** prior to the application being submitted. If only the applicant session is attended prior to apprenticing, the Apprentice Steward must attend the balance of the USEF Category 2 Stewards' clinic prior to review for final licensing.
- c. An evaluation of skills measuring height and hoof length will be a part of each clinic, with a written evaluation placed in the applicant's permanent file.

2. Apprentice

- a. minimum of nine (9) six-hour days
- b. Serve as an apprentice steward at a minimum of four (4) different USEF licensed competitions holding recognized classes in each of the following divisions: Arabian, Morgan, Saddlebred, Saddle Seat Equitation, Western, and Western Seat/Reining Seat Equitation
- c. Recognized Working Western classes for Arabian and/or Morgan horses will fulfill the Western, Western Seat/Reining Seat Equitation and Reining requirement.
- d. The remaining competitions will be USEF licensed primarily or exclusively for the Andalusian/Lusitano, Friesian, Paso Fino, Hackney Harness, Roadster, Shetland, or National Show Horse divisions.
- e. The apprentice must work with a minimum of four (4) different "R" Category 2 Stewards.
- f. Documentation of practice measurements will be part of the evaluation form submitted by the steward with which the applicant does apprentice work.
- g. The applicant must also apprentice with an "r" or "R" Dressage Technical Delegate for a minimum of one (1) day at a licensed Dressage Competition. This cannot be accomplished at a breed restricted Dressage competition. This is not required for DTD's accepted into the steward training program.

Procedure for Apprentice Stewarding

- ◆ A "day" of apprentice work is considered a minimum of six (6) hours of competition. Four (4) hours but less than six (6) hours will be counted as a half-day. Less than four (4) hours can be documented but will not count towards the minimum required days.
- ◆ Attending pre-checks as well as all scheduled sessions is highly recommended. The Apprentice may perform no other activities related to the competition (i.e. competing, management, announcer, coach, etc.). Each of the officials with whom you apprentice must return an evaluation to the Licensed Officials Department.

- ◆ When selecting competitions where you will be serving as an Apprentice Steward, the Licensed Officials Committee suggests that you select at least one competition outside of your immediate area. Hopefully, this will give you an opportunity to evaluate different competition grounds.
- ◆ Be sure to contact both the Steward or Dressage Technical Delegate and the Competition Manager for permission to serve as an Apprentice Steward at the competitions. Be prepared to tell them a little about your background, and why you are interested in pursuing a Steward license. Include a self-addressed, stamped envelope for their reply. Do not expect long distance phone calls to be returned. Email contact is also acceptable but do verify that you have received responses and that you have responded to any questions from the competition.
- ◆ The Apprentice Steward will be provided with one copy of all forms needed. Please make as many copies of these forms as needed for apprenticing. The Steward's and/or Technical Delegate's report (available online at www.usef.org) is to be completed by the apprentice steward and will be reviewed by the officiating Steward/Technical Delegate but will not be forwarded to the Federation office. The report will not be used to supplement or contradict the report of the official Steward or Technical Delegate. An Apprentice Steward has observer status only and has no authority to perform the duties of a licensed Steward.
- ◆ Bring the following supplies with you to the show:
 - Current USEF Rule Book, **including any published rule changes** (these are located on our website at www.usef.org)
 - Clipboard, pens, pencils
 - Blank Stewards Report (or Technical Delegate's report in case of C2 apprentice at a Dressage Competition).)
 - 6" ruler if division requires measurement of horse's feet
 - Additional measuring tools if necessary for the divisions offered at the competition.
 - Evaluation and Guidelines for On-site Training forms for the Steward to fill out and send to the Federation office

Please remember:

1. Do not bring friends, family members or pets with you to the competition when you are Apprentice Stewarding.
2. 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 (six hours minimum for it to count as a full day), and demonstrate good judgment in your association with exhibitors at the competitions. Remember that the conflict of interest rules that apply to stewards (GR1304 and GR1036) unofficially applies to Apprentice Stewards.
3. The steward is sharing his/her expertise with you. Comments he/she shares with you about any aspect of the competition are **confidential** and should not be repeated to anyone either at or outside the competition.
4. Dress appropriately to show respect for the judge, steward, technical delegate, exhibitors and management who have afforded you an opportunity to apprentice at their competition. Apprentices not dressed appropriately may be denied the opportunity to apprentice at that competition.
5. Give the Registered Steward or Technical Delegate a stamped envelope addressed to USEF for their use in returning the evaluation forms.
6. Send a written thank you to the competition manager and licensed steward or technical delegate after you have completed each apprentice steward experience.

The above requirements must be fulfilled within a three-year period following acceptance into the Apprentice Stewards' Training Program.

- 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.
- Upon completion all the above stated requirement, 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.®
4047 Iron Works Parkway Lexington, KY 40511
Phone: 859-258-2472 fax: 859-231-6662



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:

.....

.....

.....

.....

.....

.....

.....

.....

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