



## Category 1 Stewards' Mentor Program

### Procedure for Enrollment and Promotion

The purpose of the Category 1 Steward Mentor Program is to assist qualified individuals in their pursuit of earning a Category 1 Stewards license and to mentor "r" Stewards working towards promotion.

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#### Requirements to serve as a Mentor Steward:

- Must have held a Registered C1 card for a minimum of five (5) years
- Must be at least 30 years old
- Must have acted as a Steward or Manager in a minimum of 12 "A" or "AA" USEF licensed Hunter/Jumper competitions during the last three (3) competition years
- Must have acted as Steward or Chief Schooling Supervisor in a minimum of six (6) \$25,000 or higher Grand Prix classes in the last three (3) years (documentation required)
- Must be a current member in good standing of USEF and USHJA
- Must have the knowledge, experience and temperament to determine whether applicants are qualified to be licensed
- Must not have been suspended by USEF within five (5) years preceding application to become a mentor.

#### Procedure to become a Mentor:

Potential Mentors will apply to the USEF Licensed Officials Committee using the appropriate form. Applications will be reviewed by the Licensed Officials Committee during their regularly scheduled meetings. There is no fee for the processing of this application.

#### Approved Mentors:

Approved Mentor Stewards have the responsibility to select Applicants that are current, active members of USEF and USHJA they feel would be successful stewards and to assist them through the application process and apprentice stewarding. In addition Mentors Stewards should be available to accept recorded (r) Stewards who request a Mentor. Mentors are restricted to working with only one applicant steward per competition.

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#### Requirements for Applicants to enroll in the 'r' Steward Mentor Program:

- An applicant must have been active as a rider, handler, or trainer in USEF licensed Hunter/Jumper competitions for a minimum of five (5) days in the past eight (8) years.
- An applicant must have experience as a manager, secretary, or member of organizing committee at a minimum of five (5) days in the past eight (8) years.
- An applicant must be at least 25 years of age at time of application
- An applicant must be a current member in good standing of USEF and USHJA
- An applicant will apply to the USEF Licensed Officials Committee using the appropriate application. The Mentor as well as the Applicant **must** sign the application form.
- The USEF Licensed Officials Committee will review the application and the Mentor/Steward applicant pair will be approved or declined for the Mentor Program.
- See 'Requirements for either the "r" or "R" Steward Mentor Program' for procedure information.

**Requirement to be completed prior to application for recorded (r) status:** (must be completed within 3 years of approval into the program)

1. Clinic attendance at a USEF Stewards' clinic, including the applicant session, can be accomplished either during the year prior to acceptance into the Mentor program or within one

year after acceptance into the Mentor program. If done after acceptance into the Mentor program, it must be accomplished prior to starting any apprentice work.

2. Apprentice steward a minimum of six (6) six-hour days at a minimum of two (2) licensed Hunter/Jumper competitions held at two different locations with two different "R" Category 1 Stewards, one of which must be the Mentor.
  - a. Apprentice experiences must be at USEF licensed "A" or "AA" competitions and must also include jumper divisions.
  - b. One of the competitions must hold a \$25,000 Grand Prix. The Apprentice must work with the Steward or Chief Schooling Supervisor during this class.
  - c. A minimum of one apprentice experience must include measurement experience.
3. Following competition of the apprentice and clinic requirements, the mentored applicant must submit an application for the recorded Category 1 steward license, along with a list of references.
4. After receipt of the completed application form and verification of apprentice experiences, the USEF Licensed Officials Department will send a written exam to the mentored applicant. This exam must be returned to the Federation office within 30 days of receipt; a score of 85% or higher is required to pass the exam.

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### **Requirements for Applicants to Enroll in the Registered (R) Steward Mentor Program:**

- The applicant must have held the "r" Category 1 license for a minimum of 12 months.
- Officiated alone at a minimum of three competitions in the past 2 years, with no written complaints received.
- Submit an application signed by the mentor of their choice; this may or may not be the Mentor from a previous 'r' application.

The USEF Licensed Officials Committee will review the application and the Mentor/Steward applicant pair will be approved or declined for the Mentor Program. If approved, the applicant must meet the following requirements before the application for promotion is submitted:

**Requirement to be completed prior to application for Registered (R) status:** (must be completed within 3 years of approval into the program)

1. Officiate as a "r" steward at a minimum of four USEF licensed Hunter/Jumper competitions within a three-year period; at least two of these four competitions must be "A" or "AA" rated and at least one competition with his Mentor and at least one other competition with another Registered steward.
2. Applicants must complete the Schooling Supervisor requirements outlined in GR1073.12
3. Officiating alone at "B" or "C" Hunter/Jumper competitions is encouraged.
4. Attend a Stewards clinic within two years preceding application for promotion and successfully complete the exam administered at the clinic (starting in 2009).
5. An applicant must be at least 25 years of age at time of application
6. An applicant must be a current member in good standing of USEF and USHJA
7. See 'Requirements for either the "r" or "R" Steward Mentor Program' for procedure information.

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### **Requirements for either the "r" or "R" Steward Mentor Program:**

After the Applicant completes these requirements; he can apply for "r" or 'R' status using the standard USEF application form. Evaluations will be mailed to references and relevant committees. The Applicant's file will be reviewed by the Licensed Officials Committee if the required number of evaluations is received from references (see GR1073).

The Mentor will provide a recommendation to the LOC, stating his evaluation of the applicant and making a recommendation to approve or disapprove the applicant for "r" or 'R' status. The final decision is the sole responsibility of the USEF Licensed Officials Committee.

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## CATEGORY 1 STEWARDS APPROVED AS MENTORS

This list of "R" Category 1 Stewards has been approved by the Licensed Officials Committee to serve as Mentors in the Category 1 Steward Mentor Program.

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