

2026 C2 Steward's Worksheet



Name of Competition	Competition #
Dates	City/State
Name of Manager	USEF Membership # (Must be active member)
Manager's Phone	Email
Name of Secretary	USEF Membership # (Must be active member)
Secretary's Phone	Email

COMPLIANCE WITH RULES

- YES NO**
- Were you made aware of any instances of unethical treatment to a horse? (GR838).....☐.....☐
If yes, please explain: _____
 - Are you attaching documents for the Federation to review for a possible Disciplinary Action Complaint?.....☐.....☐
(Bylaws 701 & 705) If yes, please explain: _____
 - Were any USEF Warning Cards issued? (GR1037).....☐.....☐
If yes, please explain: _____
 - Were you made aware of any allegations of sexual, physical, or emotional misconduct?.....☐.....☐
For allegations of sexual misconduct, please confirm that you made a report to the U.S. Center for SafeSport as well as the authorities if the victim was a minor when the alleged abuse occurred. For allegations of non-sexual misconduct, please provide details in an Addendum report.
 - Were you made aware of any MAAPP violations? If yes, please provide details in an Addendum report.....☐.....☐
 - Competition Managers must send a direct communication to all participants within 30 days prior to the start date of each competition as required by the USEF Safe Sport: Competition Quality Control System. Please select all that apply regarding this communication to all riders, trainers, coaches, and owners. (Please be aware that communication posted in the Prize List, on a competition website, and/or social media alone do not comply with this requirement)

<input type="radio"/> Emailed	<input type="radio"/> Sent outside of 30 days (30+ days prior to first day of competition)
<input type="radio"/> Emailed through entry system	<input type="radio"/> Letter posted on competition grounds and individuals directed to review
<input type="radio"/> Prize List, Social Media, and/or Competition Website	<input type="radio"/> Included with Entry Packets
<input type="radio"/> Written Letter	<input type="radio"/> No communication was sent
<input type="radio"/> Sent within 30 days (1-29 days prior to first day of competition)	

7. Competition Managers must send a direct communication to all participants within 30 days prior to the start date of each competition as required by the USEF Safe Sport: Competition Quality Control System. Please select all that apply regarding this communication to all **onsite vendors, volunteers, competition staff, credentialed media personnel, officials, and anyone else engaged by or authorized by the competition to perform or provide services or products.** *(Please be aware that communication posted in the Prize List, on a competition website, and/or social media alone do not comply with this requirement)*

- | | |
|--|---|
| <input type="radio"/> Emailed | <input type="radio"/> Letter posted on competition grounds and individuals directed to review |
| <input type="radio"/> Prize List, Social Media, and/or Competition Website | <input type="radio"/> Included with Check-In Packet |
| <input type="radio"/> Written Letter | <input type="radio"/> Included with Contracts |
| <input type="radio"/> Sent within 30 days (1-29 days prior to first day of competition) | <input type="radio"/> No communication was sent |
| <input type="radio"/> Sent outside of 30 days (30+ days prior to first day of competition) | |

8. Were any divisions that were not approved by the Federation held on licensed dates?.....**YES NO**
 (See GR301 for exemptions.) If so, please indicate name(s) of class(es) or division(s):.....

DURATION OF COMPETITION

1. Did the competition comply with all time schedule requirements per GR829-830 and DR126.2b (if applicable)?.....**YES NO**
 If no, please explain. If there were any cancelled days please explain:.....

2. Did weather conditions adversely affect the competition?**YES NO**
 If yes, please explain:.....

SAFETY AND WELFARE

1. Who was the designated safety coordinator? (GR847.1).....
 Phone Number..... Email Address.....

2. Was the Accident Preparedness Plan distributed appropriately to all competition officials and competition staff?.....**YES NO**

3. Was the Isolation Plan posted on the show grounds for events with onsite stabling? (GR874)**YES NO**

4. Were any horses at the competition identified as showing symptoms of infectious disease, put into isolation, or transported to receive treatment for potential infectious disease?**YES NO**
 If yes, please explain and include the date/time that it was reported to the USEF Equine Health and Biosecurity Veterinarian, Dr. Katie Flynn (GR874).....

5. Were any horses at the competition identified as being febrile with an unexplained temperature of 101.5 or higher? ...**YES NO**
 If yes, please explain and include the date/time it was reported to the USEF Equine Health and Biosecurity Veterinarian, Dr. Katie Flynn (GR873 and GR874).

- PRESENT ON CALL NONE**
6. Was an ambulance on the competition grounds? (GR848.2) ☐ ☐ ☐
7. Please confirm the type and total number of Qualified Medical Personnel present at this competition in accordance with GR848.1 and GR848.3. Select all that apply.
☐ EMT ☐ Paramedic ☐ Nurse trained in pre-hospital trauma care ☐ Physician trained in pre-hospital trauma care
☐ Additional CPR Certified Personnel ☐ None of the above Total Number _____
- PRESENT ON CALL NONE**
8. Was a qualified veterinarian present or on call in accordance with GR1211.5, and DR125.5? ☐ ☐ ☐
Please provide the name of the veterinarian _____
If no, please explain: _____
9. Was a farrier present or on call in compliance with the rules? (GR1211.6) ☐ ☐ ☐
YES NO
10. Were any shoe regulated classes held at this competition? (GR1211.6.b) ☐ ☐

ACCIDENT/INJURY

- YES NO**
1. Did any accidents/injuries/collapses/fatalities occur during this competition? ☐ ☐
If yes, please indicate the number below and complete an accident/injury report form for each accident or injury.
Number of human accidents or injuries _____
Number of human fatalities _____
Number of equine accidents, injuries, or collapses _____
Number of equine fatalities _____

STANDARDS FOR MANAGEMENT AND FACILITIES

- YES NO N/A**
1. Was the footing in all competition rings, schooling rings, exercise areas, and lunging areas safe, consistent, and appropriate for the classes held? (GR834.5) ☐ ☐
If not, please provide details including which areas were affected. _____

2. Did competition management make appropriate efforts to maintain the best possible footing in all competition, schooling, exercise, and lunging areas? (GR1216.11) ☐ ☐
If not, please provide details including which areas were affected. _____

3. Did you thoroughly inspect the competition facility and stabling area each day in accordance with GR1033.2.e? .. ☐ ☐
If no, please explain. _____

4. Was the competition facility maintained and in good condition (restrooms, roads and pathways, fencing, facility equipment, trash containers, manure containment, wash areas, etc)? (GR1216) ☐ ☐
If not, please provide details. _____

5. Did the competition provide suitable and maintained stabling (adequate drainage, safe electricity, adequate lighting, water sources, visible barn identification, etc)? (GR1215) ☐ ☐ ☐

- YES NO N/A**
6. Were there any safety issues noted within stabling (protruding nails or other hazards in stalls, holes in walls, uneven ground, tent poles in stalls with horses, etc)?○.....○.....○
If yes, please provide details. _____
7. Did the competition provide 6 consecutive hours overnight of minimal lighting and noise for stabled horses per GR1215.4?.....○.....○.....○
If no, please provide details _____
8. Did you have any concerns related to safety and welfare of horses and competitors during the competition?○.....○
If yes, please provide details. _____
9. Did any competitors raise concerns regarding the facility, stabling, or footing during the competition?○.....○
If yes, please provide details including actions taken by management, if any. _____
10. Were a sufficient number of sharps containers available and were they disposed of properly? (GR1210.4)○.....○
If no, please provide details _____
11. Was a retirement ceremony held for any horse? (GR812)○.....○
If yes, please list the horse's name, registration number and owner. _____
12. Did any competitor use illegal equipment or devices while schooling or competing?.....○.....○
If yes, please explain. _____
13. What was the maximum number of competition rings used simultaneously at any one time? _____
- YES NO**
14. Was the Competition Manager present and available at all times?○.....○
If no, please name the individual who acted in this capacity _____

BREEDS, WESTERN, WESTERN DRESSAGE, DRESSAGE, AND HUNTER/JUMPER

- YES NO N/A**
1. Were there any instances of non-compliance with USEF Rules or class specifications for Breed, Western, Western Dressage, Dressage, or Hunter/Jumper classes?○.....○
If yes, please explain. _____
2. Were any dressage classes held at fourth level or above? If yes, a separate Dressage TD Report is required. Exception: A C2 Steward may officiate Breed Restricted Dressage through Fourth Level and all Western Dressage Divisions. If this is the case, no Dressage TD report is needed. (DR125.4).....○.....○
3. Were safety mechanisms and cups used and in compliance with the rules? (HU Appendix A, JP124.2).....○.....○.....○
If no, please explain. _____

MEASUREMENTS

YES NO

1. Were there any measurements conducted for horses/ponies?○.....○
If yes, how many were conducted at this event?_____

[illegible]

OFFICIALS

USEF LICENSE TYPES & CODES

AL-----Andalusian/Lusitano

AR-----Arabian

CO-----Connemara

DR-----Dressage

DSHB-----Dressage Sport Horse Breeding

DTD-----Dressage Technical Delegate

FR-----Friesian

HK/RD/SB---Hackney/Roadster/Saddlebrec

HU-----Hunter

HB-----Hunter Breeding

H/JSE-----Hunter/Jumper Seat
Equitation Judge

JP-----Jumper

MO-----Morgan

PF-----Paso Fino

RN-----Reining

SE-----Saddle Seat Equitation ST----Steward

SP-----Shetland SS----Special Steward

TCD----Course Designer O----Other_____

WL-----Welsh

WS-----Western

WD----Western Dressage

SJ-----Special Judge

GJ-----Guest Judge

List each official, their USEF number and the appropriate license code from above.

[illegible]

YES NO

1. Were any opportunity or academy classes offered?☐.....☐
If yes, please list the individuals that officiated the opportunity or academy classes. _____

2. What was the maximum number of Stewards on duty simultaneously at any one time? _____
3. What was the minimum number of Stewards on duty simultaneously at any one time? _____
4. Please list the names and USEF ID numbers for all apprentices that were present at the competition. _____

5. Do you have any additional comments regarding Licensed Officials at the competition?☐.....☐
If yes, please explain. _____

COMMENTS

YES NO

1. Were there any issues at this competition you wish to include in your report?☐.....☐
If yes, please provide details below. _____

2. Were you contacted by the Compliance Department, requesting feedback regarding any remediations implemented following a previous Compliance Inspection, or member feedback from previous competitions?☐.....☐
If yes, please provide information regarding your observations on the status of these items, including any photos. _____

3. Were any USEF staff onsite and available during the competition?☐.....☐
If yes, please provide any feedback you wish to share _____

4. Do you have any positive comments regarding this competition?☐.....☐
Please provide any positive feedback below. _____

