



# STEWARD/TD NEWSLETTER

## 2025 Competition Year Updates/Reminders

### Inside the Issue

Isolation Protocol	Reporting of Febrile Horses	Pre-Competition Outreach
Measurement Forms	Accident Reporting Reminders	Steward/TD Report Reminders
	Relevant Forms	

## New In 2025

### Isolation Protocol

Starting on 12/1/2024, the Isolation Protocol is no longer required to be submitted with your Steward/TD Reports. All competitions that offer onsite stabling of competition horses must have a written Isolation Plan posted on competition grounds and Competition Management is responsible for ensuring all applicable staff/officials are properly informed. If a Licensee group is hosting competition(s) over 10 consecutive days at the same location, onsite Isolation stabling must be provided. For further details please review GR874.

### Mandatory Reporting of Febrile Horses

Any horse or pony determined to have a fever must be reported to the Competition Veterinarian and the Competition Manager within two hours of detection. Competition Management must report to the Steward/TD as soon as possible, but no later than one hour after notification. Febrile horses and ponies are required to be reported to the Federation Equine Health and Biosecurity Veterinarian. It is the responsibility of the Veterinarian to determine if the febrile horse/pony should be moved to Isolation or have any further treatment/testing done. For further details please review [GR873](#).

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## Pre-Competition Outreach

In an effort to ensure officials are prepared with the most up to date information received by USEF, the Compliance Department may conduct outreach to you prior to the competition. This outreach will share topics raised from previous member evaluations or requirements identified during a previous USEF Compliance visit. We kindly request and appreciate any feedback regarding the information that is provided by the Compliance department, and any photos or detailed information regarding your observations on the status of these items should be included in your report following the competition

## Measurement Forms

US Equestrian is excited to announce that beginning December 1, 2024, measurement form submissions will transition to being processed entirely online. The measurement portal can be accessed through your LO Dashboard by clicking on the “Measurements Dashboard” tile. Please take some time to familiarize yourselves with this process and contact us with any questions or concerns. The hard copy measurement form will remain available in your LO Library as a worksheet for Measuring Officials to use as a guide and/or to use during the measurement of the animal. If you choose to use the hard copy Measurement Form during the measurement, you will then transfer this information into the online portal for submission to the Federation. Please remember that we offer an Online Measurements Guide in the LO Library, and we are happy to help if you require assistance, encounter errors, or have any questions at all.

Please find the Online Measurements Guide here: <https://www.usef.org/forms-pubs/WTa9CtpWgBU/2/online-measurements-guide>

For assistance, please send any inquiries to [measurements@usef.org](mailto:measurements@usef.org). Thank you for all that you do, and we look forward to continuing to work together to improve our processes.

## Reporting Requirements/Reminders

### Accident Reporting Requirements

#### **Online Reporting**

Online Accident/Injury reports can be accessed via the Licensed Officials Dashboard under the Competition Report Dashboard. Select the correct competition, then click on the Accident/Injury Report tile. Online submission guidelines can be found [here](#).

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### **Human Fatalities and Serious Injuries (GR848.3)**

In the event of a human fatality or serious injury, the Steward or Technical Delegate shall notify the Safety Coordinator, competition management, and the Federation immediately, or as soon as practicable. **The Federation can be reached at 859-810-8733 during business hours or the emergency hotline at 859-312-5186 during all other times.** Within 24 hours, except in exceptional circumstances, the Steward or Technical Delegate shall submit a completed Accident/Injury Report with the rider's entry blank and liability waiver to the Federation.

### **Apparent Concussion or Loss of Consciousness (GR848.4)**

The Steward or Technical Delegate shall submit a properly completed Accident/Injury Report with the entry blank and liability waiver to the Federation within 24 hours of the fall/accident.

### **All other injuries/accidents involving Individuals (GR848.2)**

For all individuals evaluated pursuant to this rule, the Steward or Technical Delegate shall submit a properly completed Accident/Injury Report with the entry blank and liability waiver to the Federation due no later than 14 days following the last date of competition.

### **Equine Fatalities, Collapses and Serious Injuries (GR849)**

In the event of an equine fatality, collapse, or serious injury during a Licensed Competition, the competition Steward or Technical Delegate shall immediately notify the Federation and Competition Management, or as soon as practicable. Within 24 hours, the Steward or Technical Delegate shall submit a completed Equine Fatality/Collapse/Serious Injury Report and entry blank to the Federation.

If a Federation appointed testing veterinarian is not available, at the Federation's cost, the Steward/TD shall ensure that the appointed Competition Veterinarian collects urine and blood samples at the earliest opportunity after the collapse and submits the samples for analysis to the Federation's laboratory. *Please click [here](#) for more information on mandatory blood collection.*

### **Mandatory Necropsy (GR842)**

*For any equine fatality, a gross postmortem examination must be carried out in all incidents of euthanasia or fatality, unless waived by the Chief Administrator of the Federation's Equine Drugs and Medications Program, who may be contacted at 1-800-633-2472.*

### **All other equine injuries or accidents (GR849).**

The Steward or TD shall submit an Equine Accident/Injury Report with the entry blank due no later than 14 days following the last date of competition.

### **Cross-Country Fall Forms (EV158.2)**

The Eventing TD must submit a Cross-Country Fall Form for all falls on the Cross-Country course. These forms are due 48 hours following the last day of competition.

### **Return to Competition Medical Release Form**

Any competitor placed on medical suspension with a suspected concussion must submit a release signed by a licensed physician, physician assistant, or nurse practitioner to return to competition.

- ❖ The [Return to Competition Medical Release](#) form is located on the Officials at Competitions and Reporting webpage.

## **Steward/TD Report Requirements**

### **Competition Report Dashboard**

All Steward/TD Reports are now submitted through your Competition Report Dashboard. This Dashboard was created to provide Stewards/TDs with a more organized environment to review competition information and submit applicable reports. Further details regarding this dashboard can be found in the [Competition Report Dashboard Guidelines](#).

If a competition is not populating on your Dashboard, please contact the competition organizers to be properly added to the officials list. The organizers have access to edit/add officials up to 7 days after the end of competition. If the organizers are having trouble adding officials, they can reach out to our Licensed Officials department for assistance. Please keep in mind that submission of the Prize List does not update the officials. Competition organizers must utilize the Official's List tile in the Competition Dashboard to properly enter all officials.

### **Safe Sport Communication**

As a reminder, the Competition Organizers must send the Safe Sport Communication to all participants within 30 days of the competition's start date, prior to the event, and in the form of a written letter or email. Having the required information in the Prize List or posted on the farm's website/social media does not fulfill this requirement. If entries are received at the competition or contact information is not provided and they are unable to fulfill the requirement via written letter or email, the USEF MAAPP poster along with the USEF suggested MAAPP and reporting information letter must be posted at the competition and participants must be directed to review these items upon checking in.

### **Accident Preparedness Plan Requirement for Hunter and/or Jumper Competitions Only (HJ105.1.C.3b)**

The Steward shall submit a copy of the accident preparedness plan signed by the Competition Manager, Safety Coordinator, and Medical Personnel, to the Federation along with his/her Steward report certifying that all parties reviewed the plan prior to the start of competition.

### **Equine Isolation Required Reporting (GR873 – GR874)**

Competitions must report to the Federation's Equine Health and Biosecurity Veterinarian, within 24 hours, any horse identified to Competition Management as showing symptoms of infectious disease, put into isolation at the competition, or that departs to receive treatment of potential infectious disease.

- ❖ Dr. Katie Flynn, Senior Veterinarian Equine Health and Biosecurity, can be reached at (859) 225 - 6991 and [kflynn@usef.org](mailto:kflynn@usef.org).
- ❖ The Steward or Technical Delegate must provide information regarding the incident on their Steward or Technical Delegate's Report submitted for the competition.

### **Required Document Submissions (GR1033.4)**

As a reminder, reports and documents submitted to the Federation are maintained as part of the official competition record and must be legible when viewed on a desktop computer. Please refer to the [USEF Document Submission Guidelines](#) for further clarification. This guidelines document is available for your reference at any time within the LO Library tile on the LO Dashboard. You can find the LO Library by following these steps:

1. Log into your USEF account at [usef.org](http://usef.org)
2. Click on the Licensed Officials Dashboard tile
3. Click on the LO Library tile (padlock icon)

## **Relevant Forms**

### **Relevant Forms for 2025**

- ❖ [Medic Report Form](#) (to be submitted with the online Accident/Injury Report)
- ❖ [Vet Report Form](#) (to be submitted with the online Accident/Illness Report)
- ❖ [Human Accident/Injury Report Form](#) (paper form)
- ❖ [Eventing Human Accident/Injury Report Form](#) (paper form)
- ❖ [Equine Accident/Injury Report Form](#) (paper form)
- ❖ [Eventing Fall Form](#)
- ❖ [USEF Medical Release Form](#)
- ❖ [USEF Refusal of Evaluation](#)

As a reminder, the Federation may request additional information upon receipt of your Report. We appreciate your assistance in ensuring a complete and accurate record is maintained for each competition.

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All forms are posted on the [Officials at Competitions and Reporting](#) page, and additional reporting information is available on the [Steward and Technical Delegate Reporting FAQ Page](#).

If you have any questions about any of the forms linked above or about the requirements for reporting, please do not hesitate to reach out. Thank you for your continued dedication to equestrian sport.

Sincerely,

Julia Brozek – Competition Safety Coordinator II– [jbrozek@usef.org](mailto:jbrozek@usef.org)

Rachel Hurst – Competition Reports Specialist – [rhurst@usef.org](mailto:rhurst@usef.org)

*All newsletters can now be found in [Licensed Officials Library](#).*