



CATEGORY 1 STEWARD APPRENTICE STEWARD EVALUATION FORM

To be completed at a United States Equestrian Federation (USEF) Licensed competition by the designated Registered Steward(s) and returned to the applicant

PART A: TO BE COMPLETED BY THE APPLICANT

Apprentice's Name: _____ USEF ID #: _____

Name of Competition: _____ USEF Competition ID #: _____

Date(s) of Competition: _____

Name of Licensed Steward: _____ USEF ID #: _____

PART B: TO BE COMPLETED BY THE REGISTERED ('R') STEWARD

Steward: Although you are encouraged to discuss and/or evaluate the apprentice on each of the following topics, circumstances may not allow you to do so. Please check only those topics which you were able to evaluate or discuss with the Apprentice.

Please mark the days of the week which the apprentice spent with you:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday

Did the applicant work as an apprentice at least 6 hours per day? ____ Yes ____ No

Use the following scale to rate the Apprentice in each category: Please explain any score of 2 or lower on the reverse.

5 = Excellent 4 = Good 3 = Satisfactory 2 = Barely sufficient 1 = Unsatisfactory P = Has potential but not ready yet.

I. KNOWLEDGE OF USEF RULES AND ROLE OF STEWARD IN ENFORCEMENT OF RULES

- _____ 1. Understands role and responsibilities of Steward.
- _____ 2. Understands intent of USEF rules.
- _____ 3. Knows both USEF General Regulations and those pertaining to the specific divisions (When questions/problems arose or case study presented the applicant demonstrated competence in finding the answers).

II. GENERAL APPROACH AND WORKING KNOWLEDGE OF COMPETITION PROCEDURES

- _____ 1. Has comprehensive working knowledge of competition management duties and responsibilities.
- _____ 2. Arrived on time and dressed appropriately
- _____ 3. Arrived equipped with the necessary Rule Book, updated apprentice evaluation form(s), and any other helpful supporting documents (checklists, license rating cheat sheet, accident/injury forms, etc.)
- _____ 3. Verifies that sufficient and knowledgeable people are available to staff competition.
- _____ 4. Understands competitors' needs (footing, warm-up, stabling, etc.).
- _____ 5. Comprehensive working knowledge of, and ability to evaluate, physical requirements of facility (barns, safety, etc.).
- _____ 6. Organizational skills.

III. PERFORMANCE IN COMPLETING STEWARD'S REPORT

Did the apprentice complete a C1 Steward Report worksheet? ____ Yes ____ No

If yes, did the applicant thoroughly and accurately provide responses on the worksheet? ____ Yes ____ No

IV. SPECIAL SITUATIONS

- _____ 1. Knows best practice for directing competition participants to the rule violation or complaint forms
- _____ 2. Shows ability to problem-solve.
- _____ 3. Communicates tactfully and knowledgeably.
- _____ 4. Is familiar with conflict resolution techniques.
- _____ 3. In a sensitive situation, applicant exercises appropriate judgment and behaves appropriately.
- _____ 4. Understands the importance of confidentiality.

- _____ 5. Shows ability to "keep cool" under pressure.
- _____ 6. Understands the use of Accident/Injury Reports (human and equine), Hunter/Jumper Fall Forms," and when to call USEF
- _____ 7. Can distinguish between genuine rule infractions and emotional complaints.

V. APPLICANT EVALUATION

- _____ 1. Shows a cooperative attitude and willingness to learn.
- _____ 2. Well-conceived responses to questions/problems posed in various areas.
- _____ 3. Suggests action to proactively solve/correct problems.
- _____ 4. Observant of potential safety problems and suggested solutions.
- _____ 5. Fully researched issues prior to suggesting solutions.
- _____ 6. General attitude was (check all that apply):
- _____ a. Over-enthusiastic
- _____ b. Dictatorial and overbearing
- _____ c. Disinterested
- _____ d. Diplomatic, confident, helpful
- _____ e. Insecure

VI. PRACTICE MEASUREMENTS

Did the applicant complete any practice measurements? _____ Yes _____ No

If yes, how many practice measurements were completed? _____

VII. APPROVAL/DISAPPROVAL

1. Do you recommend that this apprentice be approved for licensure as a USEF Steward?

☐ Yes.

☐ No. List reasons why.

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2. Please give your overall opinion of the applicant's strengths and weaknesses, along with any suggestions for improvement.

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I verify that I have discussed all of the topics above with the applicant.

Signature: _____ Date: _____

Print Name: _____

The Steward will complete and sign the form and give a copy to the apprentice. The apprentice is responsible for uploading the completed and signed form to their licensing checklist on the USEF website