



DRESSAGE TECHNICAL DELEGATE'S EVALUATION OF APPRENTICE STEWARD FORM

To be completed at a United States Equestrian Federation (USEF) licensed Dressage Competition by the designated Licensed Technical Delegate and returned to the applicant.

PART A: TO BE COMPLETED BY THE APPLICANT

Apprentice's Name: _____ USEF ID # _____

Name of Dressage Competition: _____ Competition ID #: _____

Dates of Competition: _____

Name and USEF ID # of licensed TD: _____

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

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

Using the USEF Dressage scale of marks 0-10 rate the candidate on the following:

I. KNOWLEDGE OF USEF RULES AND ROLE OF TECHNICAL DELEGATE IN ENFORCEMENT OF RULES

- _____ 1. Understands role and responsibilities of a C2 Steward officiating Dressage classes.
- _____ 2. Understands intent of Federation rules.
- _____ 3. Knows both Federation General Regulations and those pertaining specifically to the Dressage division. (When questions/problems arose, applicant's knowledge of where to find the answers was comprehensive.)

II. GENERAL APPROACH AND WORKING KNOWLEDGE OF COMPETITION PROCEDURES

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

III. PERFORMANCE IN COMPLETING TD REPORT

Did the applicant complete a Dressage TD 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, communicates tactfully and knowledgeably with competitors, management and officials and is familiar with conflict resolution techniques.
- _____ 3. In a sensitive situation, applicant exercises appropriate judgment and behaves appropriately.
- _____ 4. Shows ability to “keep cool” under pressure.
- _____ 5. 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 and confident
 - _____ e. Insecure

VI. 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 suggestions for improvement.

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Signature: _____ Date: _____

Print Name: _____

The Technical Delegate 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.