



C2 STEWARD CHECKLIST - AT THE COMPETITION

The safety and welfare of horses and competitors takes priority at competition, and as such, safety and welfare issues should be addressed immediately when brought to the attention of the Competition Steward(s)

I. UPON ARRIVAL AT THE COMPETITION

- Introduce yourself to office personnel and competition manager
 - The competition manager must have completed their manager training prior to the start of competition
- Follow up on requested changes noted on the USEF Comments on the Prize List
- Obtain pertinent cell phone numbers
- Confirm Accident Preparedness Plan is posted and schedule time to discuss with relevant personnel
- Confirm directions to nearest Equine Surgery Center is posted
- Confirm poster directing competitors to the online Competition and LO Evaluation Form is posted in the show office.
- Meet with other stewards, if applicable, to discuss individual responsibilities.
 - Who will complete Steward's Report?
 - Who will assist in accident and injury reporting?
- Pick up handheld radio, confirm channel listings
- Get golf cart and key, if one is assigned
- Confirm name and contact information for the Safety Coordinator
- Confirm the veterinarian, medical personnel and farrier are present (if required) and that required contact information is posted.
- If there will be measurements, confirm the time is posted and check the location.
- Know the judges and their levels of expertise, particularly in specialty classes.

II. DUTIES AT COMPETITION

- Check each day's schedule.
- Dressage classes - confirm the arena is properly configured
- Jumping classes - confirm the required equipment is present
- Check footing in all arenas
- Inspect the lunging area, stabling areas, wash racks, restrooms, food stands
 - Are they in accordance with General and Breed Rules?
- Check that Sharps containers are available in the appropriate quantity.
- Familiarize yourself with the location of veterinarian, farrier and medical professionals. Introduce yourself to those present during the competition.
- Review reporting procedures and return to play guidelines with the medical personnel.
 - Medical Personnel may change daily, make sure each is properly informed of the requirements.
- Confirm courses and orders of go are posted
- Review patterns for legality
- Meet gate people, determine level of expertise. Review two minute rule, if needed
- Meet ringmaster- pro or amateur. Go over time outs

III. SPECIFIC THING TO NOTE

- Record the maximum of rings used at any one time
- Pick up all completed Medication Forms, competitors should be referred to the online Medication Report Form when possible.
- Sign necessary paperwork daily
- Complete any required local association reports
- Record all officials on your Steward Report Worksheet for entry into your report at a later time
- Keep track of daily start and finish times to log time violations
- Note any classes not conforming to specifications
- Record the details of any instances of reported abuse, charges or protests filed and any Yellow Cards issued
- Make note of any abnormalities that occur during competition, so these items can be documented in your Steward's report as an additional comment or addendum.