



USEF LICENSED OFFICIAL UNSPORTSMANLIKE CONDUCT REPORTING PROCESS

Overview:

Licensed officials may be observers or notified of instances where members have made unsportsmanlike comments at a Federation licensed competition. Licensed officials may utilize the following options to address these complaints at a competition. Licensed officials can encourage members to utilize the Disciplinary Action Complaint form or submit a verbal/written report to USEF.

OPTION 1 – ISSUE A WARNING CARD

Who can issue a Warning Card?

Any licensed official may issue a warning card.

When must a Warning Card be issued?

A Warning Card must be issued at a licensed competition, otherwise, it is invalid.

Form: [Yellow Warning Card Form](#) – must be submitted with the Steward/TD Report

A Warning Card is appropriate to use for minor offenses. For example, when an exhibitor fails to listen to verbal warnings, a Warning Card is a tool that can be used if the undesirable behavior continues. A Warning Card should never be issued for abuse or major rule infractions.

OPTION 2 – DISCIPLINARY ACTION COMPLAINT FORM

Who can submit a Disciplinary Action Complaint Form?

Any USEF Member or Parent of a Minor USEF Member may submit a Disciplinary Action Complaint Form.

When must a Disciplinary Action Complaint Form be sent in by?

The Form must be filed within 180 days of the incident.

Form: [Disciplinary Action Complaint Form](#)

More Information: Bylaw 705

OPTION 3 - VERBAL/WRITTEN REPORT TO FEDERATION

Who can submit a written report?

Any individual may report alleged misconduct to the Federation Regulations Department, verbally or in writing.

Ideally, what should a report include?

- The identity of the individual or individuals alleged to have violated Federation rules or regulations related to conduct.
- Details regarding the complained of misconduct, included, to the extent possible, the identity of any alleged victims or witnesses.
- The reporting or complaining party's contact information, including a preferred email address, unless the report or complaint is made anonymously.
- Written reports must be submitted to reports@usef.org.
- Verbal reports must be submitted to Emily Pratt, Director of Regulations.