**C1 STEWARD REPORTING**

**Hunter/Jumper Horse Fall Forms and Accident/Injury Reports**

**Guidelines**

The Steward Report and other forms submitted with the Report are the official record of the competition where you have officiated. Your comments are valuable to USEF as they help us track trends that will improve the quality and safety of competitions for competitors.

Please note that all reports MUST be submitted using the web form and that all questions must be filled out in order for it to be submitted.

- The C1 Steward Report should include information pertaining to all incidents from the time the Steward becomes responsible for the competition until such time as their duties are completed.
- The Steward Report is available as a web-based form that can be found on your USEF Account under Licensed Officials Dashboard>Competition Reports or at [https://officials.usef.org/](https://officials.usef.org/)
- The C1 Steward Worksheet, Hunter/Jumper Horse Fall Report Form, and Accident/Injury Report (Human and Equine) Forms are available on USEF’s website at [https://usef.org/compete/resources-forms/competition-management/competition-officials](https://usef.org/compete/resources-forms/competition-management/competition-officials).
- The Hunter/Jumper Horse Fall Form and Accident/Injury Report (Human and Equine) are available as either PDF or fillable form.

**C1 STEWARD REPORTS**

All Reports must be submitted within 14 days of the close of competition using the online Web Form.

**Important:** Any addenda or supporting documents can be uploaded with the web-based form. Additional options for submitting addenda are:

- **Mail:** Competitions Report Analyst
  United States Equestrian Federation
  4001 Wing Commander Way
  Lexington, KY 40511

- **Faxed:** (859) 231-6662, c/o Competitions Report Analyst

- **Emailed:** reports@usef.org

**HUNTER/JUMPER HORSE FALL REPORT FORM**

**H/J Horse Fall Forms must be submitted within 14 days of the close of the competition.**

- They are to be submitted for all horse falls that occur in the Hunter/Jumper competition ring, both fence and non-fence related.
  - If there is an injury during that fall, then an Accident/Injury Report is also required for the incident.
  - If there is no injury, then filing a Fall Form alone is sufficient.

- Fall Forms can be emailed or faxed to the Competition Safety Coordinator at safety@usef.org or fax (859) 231-6662

**ACCIDENT/INJURY REPORT FORMS**

**Human:**
- Reports for possible head injuries must be submitted within 24 hours of the injury.
  - They can be emailed or faxed to the Competition Safety Coordinator at safety@usef.org or fax (859) 231-6662
  - It is strongly encouraged that such reports be called in to the Federation at (859) 258-2472 (Monday-Friday 8:30 am to 5:00 pm Eastern Time) or after business hours to (859) 312-5186 and faxed or emailed as soon as the paperwork is completed.
  - Reports for non-serious injuries may be submitted with the Steward Report or faxed within 14 days of the close of competition.

**Equine:**
- Unless serious (see below), may be submitted with the Steward Report within 14 days of the close of the competition.

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C1 STEWARD REPORTING
Hunter/Jumper Horse Fall Forms and Accident/Injury Reports

SERIOUS INJURIES, FATALITIES, OR COLLAPSES

In the case of a serious injury or fatality to a horse or human, or horse collapse, the Steward must contact the USEF within one hour of the incident.

USEF Contact Information
Monday-Friday 8:30am-5pm EST: (859) 258-2472
After business hours (EST), holidays, or Saturday and Sunday, USEF hotline number: (859) 312-5186
- The accident report, along with a copy of the signed entry form and any eyewitness accounts should be emailed or faxed as soon as possible to safety@usef.org, fax (859) 231-6662

Per rule GR850.6, blood must be drawn for any horse collapses or fatalities.
The Steward/TD shall ensure that any horse or pony that collapses at a licensed or endorsed competition is subject to drug and medication testing in accordance with Chapter 4 of these rules. In the absence of a Federation testing veterinarian, a veterinarian appointed under paragraph 5 or the official competition veterinarian is authorized to collect and submit fluid samples in accordance with these rules.

OTHER DOCUMENTS

In addition, if applicable, the following other documents must be submitted with the Steward’s Report. They can be submitted via email, fax, mail, or attaching to the web form Stewards Report.

- The Accident Preparedness Plan with proper signatures (required)
- The Isolation Protocol with proper signatures (required)
- An official Charge form for each charge filed
- An Official Protest Form for each protest filed
- A copy of a Yellow Warning Card for each official warning issued
- Eyewitness Reports of Acts of Alleged Abuse
- Members Confidential Evaluation of Licensed Officials
- Members Confidential Competition Evaluation Forms
- Course maps
- Hunter/Jumper Standards Requirements Worksheet
- Miscellaneous Explanations

MEDICATION REPORT FORMS

Medication Report Forms can now be submitted by the competition or his agent directly to the Drugs & Medications Office. This form can be found on USEF’s website usef.org. Go to Compete>Drugs and Medications.

Otherwise, Medication Report Forms go directly to the Drugs & Medication Office: USEF Drugs & Medications
956 King Avenue
Columbus, OH 43212-2655
HELPFUL HINTS FOR SUBMITTING REPORTS

- All questions should be answered on all forms, as appropriate.
- Review your reports carefully before submission, clarify comments, and include any required addenda.
- You have 5 days from the date of submission to make changes to the web form report.
- Any changes or addenda to be included with the report after those 5 days must be emailed to reports@usef.org.
- When providing additional narrative, please be clear and concise, including use of rule references, and full names of individuals involved. If necessary, this information can be included on a separate document, submitted with the Steward Report as an addendum.
- All forms should be filled out by an Official Competition Steward and submitted with their signature.
- The Blue Copy of the Measurement forms must be mailed into the USEF office within 14 days of the close of the competition.

Fall and/or Accident Forms:

- If a rider falls from a horse and is injured, even if the horse is not injured or did not compound the injury by stepping on the rider, the horse is still involved in the accident and its information should be included.
- Make sure to fill out each section fully.
- Make sure to fill out the appropriate form for the current competition year.

Listing Officials:

- Make sure when you list the officials that you clearly define their role at the competition.
- Some officials carry multiple licenses; if so, include them all so that USEF records can accurately track officiating history.
- If a Steward is serving as a Certified Schooling Supervisor, please make sure that is noted as “C1 Steward acting as Schooling Supervisor”.
- Corrections or changes to Licensed Officials section from a past report must be emailed to reports@usef.org.