

C2 STEWARD GUIDELINE



Steward Report and Accident/Injury Reports

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.

IMPORTANT: Please note that all reports **MUST** be submitted using the online form and all questions must be filled out prior to submitting the report.

- The C2 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 an online report that can be found on your USEF account under Licensed Officials Dashboard > Competition Report Dashboard > and selecting the applicable competition.
 - Please keep in mind that if you are not properly listed as the official the competition will not show up on your Competition Report Dashboard. It is the responsibility of the competition organizers to update the Officials List.
- The C2 Steward Worksheet and Accident/Injury Report (Human and Equine) Worksheets are available on the [USEF website](#).
- Online Accident/Injury reports can be accessed via the Competition Report Dashboard under the applicable competition.
 - See [Online Accident/Injury Submission Guidelines](#) for additional information and submission requirements

C2 STEWARD REPORTS

IMPORTANT: All reports must be submitted online **within 14 days of the close of competition**.

Any addenda or supporting documents can be uploaded with the online report. Additional options for submitting addenda are:

- **Emailed:** reports@usef.org
- **Mail:** Competitions Report Coordinator
United States Equestrian Federation
4001 Wing Commander Way
Lexington, KY 40511

ACCIDENT/INJURY REPORT FORMS

Human Accident/Injury:

- Reports, entry blanks, and liability waivers for competitors with possible head injury or apparent concussion must be submitted **within 24 hours of the injury**.
 - Submit reports online via the Accident/Injury Tile within the Competition Report Dashboard.
 - It is strongly encouraged that such incidents be called in to the Federation at (859) 810-8733 (Monday-Friday 8:30 am to 5:00 pm EST) or after business hours to (859) 312-5186.
- Reports, entry blanks, and liability waivers for individuals with non-serious injuries should be submitted online **within 14 days of the close of competition**.

Equine Accident/Injury:

- Unless serious (see below), submit these reports and entry blanks online **within 14 days of the close of the competition**.

SERIOUS INJURIES, FATALITIES, OR COLLAPSES

IMPORTANT: 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

- USEF: (859) 810-8733
 - Monday – Friday, 8:30 am – 5:00 pm EST
- USEF hotline number: (859) 312-5186
 - After business hours, holidays, or Saturday and Sunday
- The accident report, entry blank, liability waiver (human reports) and any eyewitness accounts, should be submitted online within 24 hours of the incident.

Per rule GR849.6, 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 the USEF rules](#). In the absence of a Federation testing veterinarian, a veterinarian appointed by the Federation or the official competition Veterinarian is authorized to collect and submit fluid samples in accordance with these rules. Please see the Blood Collection Guidelines in the LO Library.

OTHER DOCUMENTS

If applicable, the following other documents must be submitted with the Steward's Report. These documents can be submitted via email, mail, or by attachment to the online Stewards Report.

- Accident Preparedness Plan with proper signatures (**Required**)
- Isolation Protocol with proper signatures
- Disciplinary Action Complaint Form
- Supporting Documents
- A copy of a Yellow Warning Card for each official warning issued
- Eyewitness Reports of Acts of Alleged Abuse
- Miscellaneous Explanations

MEDICATION REPORT FORMS

The official [Equine Drugs and Medications Report Form](#) is available on the Federation website.

HELPFUL HINTS FOR SUBMITTING REPORTS

- If required, answer all questions on all forms.
- Carefully review your reports, clarify comments, and include any required addenda before submission.
- You have **5 days from the date of report submission** to submit an online addendum for the 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, concise, and include the use of rule references and full names of individuals involved. 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.
- Upload measurement forms through the Licensed Officials Dashboard or uploaded with the Steward/TD report. Please keep a copy for your records.

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.
- Fill out each section completely and double check for any missed sections or questions.
- If you are having trouble adding attachments to the online report, submit any additional documents to safety@usef.org.

Listing Officials:

- Clearly define officials' roles when they are listed.
- 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 notated as "CI Steward acting as Schooling Supervisor".
- Corrections or changes to Licensed Officials section from a past report must be emailed to_reports@usef.org