

2026 C1 Steward's Worksheet



Name of Competition	Competition #
Dates	City/State
Name of Manager	USEF Membership # (Must be active member)
Manager's Phone	Email
Name of Secretary	USEF Membership # (Must be active member)
Secretary's Phone	Email

COMPLIANCE WITH RULES

USEF HIGHEST HUNTER RATING:

N/A **Regional** **National** **Premier** **Special**
☐ ☐ ☐ ☐ ☐

USEF HIGHEST JUMPER RATING:

N/A **1** **2** **3** **4** **5** **6** **Special**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

- | | | |
|--|------------|-----------|
| | YES | NO |
|--|------------|-----------|
1. Were you made aware of any instances of unethical treatment to a horse? (GR838).....☐.....☐
 If yes, please explain: _____
 2. Are you attaching documents for the Federation to review for a possible Disciplinary Action Complaint?.....☐.....☐
 (Bylaws 701 & 705) If yes, please explain: _____
 3. Were any USEF Warning Cards issued? (GR1037).....☐.....☐
 If yes, please explain: _____
 4. Were you made aware of any allegations of sexual, physical, or emotional misconduct?.....☐.....☐
 For allegations of sexual misconduct, please confirm that you made a report to the U.S. Center for SafeSport as well as the authorities if the victim was a minor when the alleged abuse occurred. For allegations of non-sexual misconduct, please provide details in an Addendum report.
 5. Were you made aware of any MAAPP violations? If yes, please provide details in an Addendum report.....☐.....☐
 6. Competition Managers must send a direct communication to all participants within 30 days prior to the start date of each competition as required by the USEF Safe Sport: Competition Quality Control System. Please select all that apply regarding this communication to all **riders, trainers, coaches, and owners**. *(Please be aware that communication posted in the Prize List, on a competition website, and/or social media alone do not comply with this requirement)*

<input type="radio"/> Emailed <input type="radio"/> Emailed through entry system <input type="radio"/> Prize List, Social Media, and/or Competition Website <input type="radio"/> Written Letter <input type="radio"/> Sent within 30 days (1-29 days prior to first day of competition)	<input type="radio"/> Sent outside of 30 days (30+ days prior to first day of competition) <input type="radio"/> Letter posted on competition grounds and individuals directed to review <input type="radio"/> Included with Entry Packets <input type="radio"/> No communication was sent
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7. Competition Managers must send a direct communication to all participants within 30 days prior to the start date of each competition as required by the USEF Safe Sport: Competition Quality Control System. Please select all that apply regarding this communication to all **onsite vendors, volunteers, competition staff, credentialed media personnel, officials, and anyone else engaged by or authorized by the competition to perform or provide services or products.** *(Please be aware that communication posted in the Prize List, on a competition website, and/or social media alone do not comply with this requirement)*

- | | |
|--|---|
| <input type="radio"/> Emailed | <input type="radio"/> Letter posted on competition grounds and individuals directed to review |
| <input type="radio"/> Prize List, Social Media, and/or Competition Website | <input type="radio"/> Included with Check-In Packet |
| <input type="radio"/> Written Letter | <input type="radio"/> Included with Contracts |
| <input type="radio"/> Sent within 30 days (1-29 days prior to first day of competition) | <input type="radio"/> No communication was sent |
| <input type="radio"/> Sent outside of 30 days (30+ days prior to first day of competition) | |

8. Were any divisions that were not approved by the Federation held on licensed dates?.....**YES** **NO**
 (See GR301 for exemptions.) If so, please indicate name(s) of class(es) or division(s):.....

DURATION OF COMPETITION

- | | |
|---|---|
| | YES NO |
| 1. Did the competition comply with all time schedule requirements per GR829-830?..... | <input type="radio"/> <input type="radio"/> |
| If no, please explain. If there were any cancelled days, please explain: _____ | |
| _____ | |
| 2. Did weather conditions adversely affect the competition? | <input type="radio"/> <input type="radio"/> |
| If yes, please explain: _____ | |
| _____ | |

SAFETY AND WELFARE

1. Who was the designated safety coordinator? (GR847.1) _____
 Phone Number _____ Email Address _____
- | | |
|---|---|
| | YES NO |
| 2. Was the Accident Preparedness Plan distributed appropriately to all competition officials and competition staff?..... | <input type="radio"/> <input type="radio"/> |
| 3. Was the Isolation Plan posted on the show grounds for events with onsite stabling? (GR874) | <input type="radio"/> <input type="radio"/> |
| 4. Were any horses at the competition identified as showing symptoms of infectious disease, put into isolation, or transported to receive treatment for potential infectious disease? | <input type="radio"/> <input type="radio"/> |
| If yes, please explain and include the date/time that it was reported to the USEF Equine Health and Biosecurity Veterinarian, Dr. Katie Flynn (GR874) _____ | |
| _____ | |
| 5. Were any horses at the competition identified as being febrile with an unexplained temperature of 101.5 or higher? ... | <input type="radio"/> <input type="radio"/> |
| If yes, please explain and include the date/time it was reported to the USEF Equine Health and Biosecurity Veterinarian, Dr. Katie Flynn (GR873 and GR874). _____ | |
| _____ | |

- PRESENT ON CALL NONE**
6. Was an ambulance on the competition grounds? (GR848.2)○.....○.....○
7. Please confirm the type and total number of Qualified Medical Personnel present at this competition in accordance with GR848.1 and GR848.3 (and HJ105.1.h if applicable). Select all that apply.
☐ EMT ☐ Paramedic ☐ Nurse trained in pre-hospital trauma care ☐ Physician trained in pre-hospital trauma care
☐ Additional CPR Certified Personnel ☐ None of the above Total Number _____
8. Was a qualified veterinarian present or on call in accordance with GR1211.5 and HJ105.1.e?○.....○.....○
Please provide the name of the veterinarian _____
If no, please explain: _____
9. Was a farrier present or on call in compliance with the rules? (GR1211.6)○.....○.....○

ACCIDENT/INJURY

- YES NO**
1. Did any accidents/injuries/collapses/fatalities occur during this competition?○.....○
If yes, please indicate the number below and complete an accident/injury report form for each accident or injury.
Number of human accidents or injuries _____
Number of human fatalities _____
Number of equine accidents, injuries, or collapses _____
Number of equine fatalities _____

STANDARDS FOR MANAGEMENT AND FACILITIES

- YES NO N/A**
1. Was the footing in all competition rings, schooling rings, exercise areas, and lunging areas safe, consistent, and appropriate for the classes held? (GR834.5, HJ106.2.h)○.....○
If not, please provide details including which areas were affected. _____

2. Did competition management make appropriate efforts to maintain the best possible footing in all competition, schooling, exercise, and lunging areas? (GR1216.11, HJ106.2.h.1-2)○.....○
If not, please provide details including which areas were affected. _____

3. Did you thoroughly inspect the competition facility and stabling area each day in accordance with GR1033.2.e? ...○.....○
If no, please explain. _____

4. Was the competition facility maintained and in compliance with the minimum requirements for the applicable rating (restrooms, roads and pathways, fencing, facility equipment, trash containers, manure containment, wash areas, etc)?
(GR1216, HJ107)○.....○
If not, please provide details. _____

5. Were all requirements per HJ105-HJ107 met in accordance with the rating held (shelter, seating, etc)?○.....○
6. Did the competition provide suitable and maintained stabling (adequate drainage, safe electricity, adequate lighting, water sources, visible barn identification, etc)? (GR1215, HJ107.1.f)○.....○.....○

- | | |
|--|------------------|
| | YES NO N/A |
|--|------------------|
7. Were there any safety issues noted within stabling (protruding nails or other hazards in stalls, holes in walls, uneven ground, tent poles in stalls with horses, etc)?☐.....☐.....☐
If yes, please provide details. _____
-
8. Did the competition provide 6 consecutive hours overnight of minimal lighting and noise for stabled horses per GR1215.4?.....☐.....☐.....☐
If no, please provide details _____
-
9. Did you have any concerns related to safety and welfare of horses and competitors during the competition?.....☐.....☐
If yes, please provide any concerns that were raised. _____
-
10. Did any competitors raise concerns regarding the facility, stabling, or footing during the competition?☐.....☐
If yes, please provide details including actions taken by management, if any. _____
-
11. Were a sufficient number of sharps containers available and were they disposed of properly? (HJ107.1.e)☐.....☐
12. Was a retirement ceremony held for any horse? (GR812)☐.....☐
If yes, please list the horse's name, registration number and owner. _____
13. Were there any instances of prohibited materials or devices used in the schooling or competition rings?☐.....☐
If yes, please explain. _____
-
14. What was the maximum number of competition rings used simultaneously at any one time? _____
- | | |
|--|-----------|
| | YES NO |
|--|-----------|
15. Was the Competition Manager present and available at all times?☐.....☐
If no, please name the individual who acted in this capacity _____

HUNTER JUMPER STANDARDS COMPLIANCE

- | | |
|--|-----------|
| | YES NO |
|--|-----------|
1. Did this competition meet and offer all required standards for its rating?☐.....☐
If no, please explain. Please reference the H/J Competition Requirements worksheets.

HUNTER/JUMPER

- | | |
|--|-----------|
| | YES NO |
|--|-----------|
1. Were there any instances of non-compliance with USEF Rules or class specifications for Hunter, Jumper, or Hunter/Jumping Seat Equitation classes?☐.....☐
If yes, please explain. _____
2. Were Safety Cup Requirements in compliance with the rules? (HU Appendix A, JP124.2, EQ109.13-15)☐.....☐
If no, please explain. _____
3. Were any Outreach classes held at this competition?☐.....☐

YES NO

4. Were there any Hunter classes held that offered \$10,000 or more in prize money?○.....○
If yes, please confirm the maximum number of competition rings running simultaneously at that time. _____
5. Were there any Jumper classes offering \$10,000 - \$24,999 in prize money?○.....○
If yes, please confirm the maximum number of competition rings running simultaneously at that time. _____
6. Were there any Jumper classes offering \$25,000 or more in prize money?○.....○
If yes, please confirm the maximum number of competition rings running simultaneously at that time. _____

MEASUREMENTS

YES NO

1. Were there any measurements conducted for horses/ponies?○.....○
If yes, how many were conducted at this event? _____

HORSE/PONY MEASURED	HEIGHT	HORSE/PONY MEASURED	HEIGHT

OFFICIALS

USEF LICENSE TYPES & CODES

FF-----Foreign FEI Official	HCD-----Hunter Course Designer	CO-----Connemara
HU-----Hunter Judge	JCD-----Jumper Course Designer	EP-----English Pleasure
HB-----Hunter Breeding Designation	ST-----Steward	WL-----Welsh
H/JE----Hunter/Jumper Seat Equitation Judge	SS -----Special Steward	O-----Other _____
JP-----Jumper Judge	CSS-----Certified Schooling Supervisor	
SJ-----Special Judge	ST/CSS---Steward Acting as a Certified	
GJ-----Guest Judge	Schooling Supervisor	

List each official, their USEF number and the appropriate license code from above.

NAME	USEF #	LICENSE USED	NAME	USEF #	LICENSE USED

NAME	USEF #	LICENSE USED	NAME	USEF #	LICENSE USED

YES NO

1. Did any U.S. or foreign FEI officials officiate in national classes or schooling areas using only their FEI license?☐.....☐
If yes, please provide their name, FEI ID number, and role at the competition. _____

2. What was the maximum number of Stewards on duty simultaneously at any one time? _____

3. What was the minimum number of Stewards on duty simultaneously at any one time? _____

4. Please list the names and USEF ID numbers for all apprentices that were present at the competition. _____

5. Were any opportunity or academy classes offered?☐.....☐
If yes, please list the individuals that officiated the opportunity or academy classes. _____

6. Do you have any additional comments regarding Licensed Officials at the competition?☐.....☐
If yes, please explain. _____

COMMENTS

YES NO

1. Were there any issues at this competition you wish to include in your report?☐.....☐
If yes, please provide details below. _____

2. Were you contacted by the Compliance Department, requesting feedback regarding any remediations implemented following a previous Compliance Inspection, or member feedback from previous competitions?☐.....☐
If yes, please provide information regarding your observations on the status of these items, including any photos. _____

YES NO

3. Were any USEF staff onsite and available during the competition?○.....○

If yes, please provide any feedback you wish to share_____

4. Do you have any positive comments regarding this competition?○.....○

Please provide any positive feedback below._____
