



FEI Steward Apprentice Evaluation Form

Must be completed by the FEI Chief Steward of a competition and returned to the USEF Licensed Officials Department.

Apprentice's Name: _____ USEF Member # _____

Name of Competition: _____

Dates of Competition: _____ Location of Competition: _____

Name of FEI Chief Steward: _____

Name of Competition Manager: _____

Location (City, State): _____

List FEI disciplines/classes offered & FEI discipline rating: _____

Number of days of Apprenticeship: _____

Using the scale of marks 0-10, rate the candidate on the following:

I. KNOWLEDGE OF FEI RULES AND ROLE OF FEI STEWARD

- _____ 1. Understands role and responsibilities of FEI Steward
- _____ 3. Knows FEI General Regulations, Veterinary Regulations and the discipline rules. (When questions/problems arose, candidate's knowledge of where to find the answers was comprehensive.)

II. GENERAL APPROACH AND WORKING KNOWLEDGE OF COMPETITION PROCEDURES

- _____ 1. Broad working knowledge of competition management duties and responsibilities.
- _____ 2. Arrived on time, dressed appropriately, equipped with the necessary Rule Book(s) and material(s).
- _____ 3. Understands competitors' needs (footing, warm-up, support system, etc.).
- _____ 4. Comprehensive working knowledge of physical requirements of facility (barns, safety, etc.)

III. SPECIAL SITUATIONS

- _____ 1. Understands various levels of disciplinary action and when to correctly apply each level.
- _____ 2. Demonstrates ability to problem-solve, communicates tactfully and knowledgeably with competitors, management and officials and is familiar with conflict resolution techniques.
- _____ 3. In a sensitive situation, candidate exercises appropriate judgment and behaves appropriately.
- _____ 4. Shows ability to "keep cool" under pressure.
- _____ 5. Can distinguish between genuine rule infractions and emotional complaints.



IV. CANDIDATE EVALUATION

- _____ 1. Shows a cooperative attitude and willingness to learn.
- _____ 2. Well-conceived responses to questions/problems posed in various areas.
- _____ 3. Suggests action to proactively solve/correct problems.
- _____ 4. Observant of potential safety problems and suggested solutions.
- _____ 5. Fully researched issues prior to suggesting solutions.
- 6. General attitude was:
 - _____ a. Over-enthusiastic
 - _____ b. Dictatorial and overbearing
 - _____ c. Disinterested
 - _____ d. Diplomatic and confident
 - _____ e. Insecure

V. RECOMMENDATIONS TO LICENSED OFFICIALS COMMITTEE

- 1. Do you recommend that this apprentice be given USEF approval for promotion to FEI Status when the training program has been completed?
 - Yes, I believe that this apprentice has a clear understanding of the FEI Steward’s role, has comprehensive knowledge of FEI rules and procedures and has the personality and interpersonal skills required to fulfill the duties.
 - No. (List reasons why)
 -
 -
 -
- 2. Please give your overall opinion of the candidate’s strengths and weaknesses, along with any suggestions for improvement.
 -
 -
 -
 -

Signature: _____ Date: _____

United States Equestrian Federation
 4001 Wing Commander Way Lexington, KY 40511
 Phone: (859) 810-8733 Fax: (859) 721-1151
loinquiry@usef.org