



## C2 STEWARD CHECKLIST - BEFORE AND AT THE COMPETITION

The safety and welfare of horses and competitors takes priority at competition, and as such, safety and welfare issues should be addressed immediately when brought to the attention of the Competition Steward(s). Please review the [Evidence Gathering Guidelines](#), [Guidelines for Steward and Technical Delegate Duties](#), [USEF Document Submission Guidelines](#), [Accident and Fatality Reporting Chart](#), and [Guidelines for Submitting C2 Steward Report, Hunter/Jumper Fall Forms, Accident/Injury Reports & Course Maps](#).

### GENERAL INFORMATION

Competition Name: \_\_\_\_\_

Competition ID# \_\_\_\_\_ Dates: \_\_\_\_\_

Competition Hunter Rating: \_\_\_\_\_ Competition Jumper Rating: \_\_\_\_\_

Manager/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Competition Facility: \_\_\_\_\_ Nearest Airport: \_\_\_\_\_

Hotel: \_\_\_\_\_ Transportation: \_\_\_\_\_

### BEFORE THE COMPETITION

Review the following items:

- ☐ Prize List Comments
- ☐ Your contract with the competition
- ☐ Competition's Prize List
- ☐ Previous Year's Steward's Report

### ITEMS TO BRING

Pack the following items for the competition. You may not need all of the following items, depending on the type of competition. All required forms are available on the USEF website.

- ☐ USEF Rule Book, downloaded and updated
- ☐ Other Manuals, Rule Books, and USHJA Zone Specifications
- ☐ Measuring Tape, whistle, stopwatch
- ☐ Measuring Sticks (or confirm that you can use the competition's stick)
- ☐ Tape for Jump Standards
- ☐ Name badge
- ☐ Evidence Gathering Materials (camera/phone with camera capability, bag, labels)
- ☐ Accident/Injury Report Forms
  - Equine Accident/Injury Report Form
  - Human Accident/Injury Report Form

### UPON ARRIVAL AT THE COMPETITION

- ☐ Introduce yourself to office personnel and competition manager
  - The competition manager must have completed their USEF manager training prior to the start of competition
  - Obtain pertinent cell phone numbers
- ☐ Follow up on requested changes noted on the USEF Comments on the Prize List and previous Compliance Visits, if applicable

- ☐ Review and confirm the Accident Preparedness Plan (APP) and Isolation Protocol and collect copies for your Report. Ensure the APP and Isolation Protocol is posted with the required signatures and schedule a time to discuss them with the relevant personnel
  - Confirm name and contact information for the Safety Coordinator
  - Confirm directions to the nearest equine and human hospitals are posted
  - Review reporting procedures and return to play guidelines with the medical personnel
    - Medical Personnel may change daily, make sure each is properly informed of the requirements
- ☐ Confirm the following are posted:
  - Poster directing competitors to the online Competition and LO Evaluation Form is posted in the show office
  - MAAP Policy poster displayed in conspicuous locations (show office, restroom facilities, stabling areas, etc.)
- ☐ Meet with other stewards, if applicable, to discuss individual responsibilities and decide who will complete the Report
- ☐ Confirm who will assist in accident and injury reporting
- ☐ Pick up handheld radio and confirm channel listings
- ☐ Get golf cart and key, if one is assigned
- ☐ Confirm the veterinarian, medical personnel, and farrier are present (if required) and contact information is posted. Familiarize yourself with the location of the veterinarian, farrier, and medical professionals. Introduce yourself to those present during the competition.
- ☐ If there will be measurements, confirm the time is posted and check the location well in advance.

## **DUTIES AT COMPETITION**

The following is not an exhaustive list of mandatory Steward duties. Please refer to the USEF Rule Book for complete duties and expectations.

- ☐ Dressage classes - ensure the arena is properly configured for the classes offered
- ☐ Review patterns to ensure they are in accordance with class specifications
- ☐ Confirm the required equipment is present for schooling areas, paying special attention to FEI-approved safety cups
- ☐ Check footing appropriateness and maintenance in all arenas, and inspect the lunging area, stabling areas, wash racks, restrooms, food stands, etc.
  - Are they in accordance with General and Breed Rules?
- ☐ Check that sharps containers are available, sufficient in quantity, in working condition, and emptied when necessary
- ☐ Meet gate people, determine level of expertise. Review two-minute rule, if needed

## **SPECIFIC THINGS TO NOTE**

- ☐ Report instances of non-compliance with any rules, whether resolved at the competition or not, within the Report
- ☐ Record the maximum number of rings used at any one time
- ☐ Refer competitors to the online Medication Report Form. If it is impossible to complete online, pick up all completed Medication Forms, sign the Medication Forms as needed, and confirm the designated office representative
- ☐ Record all officials on your Steward Report Worksheet for entry into your report at a later time
  - Take note of FEI officials that officiated for national classes
- ☐ Keep track of daily start and finish times to log time violations
- ☐ Note any classes not conforming to specifications
- ☐ Record the details of any instances of reported abuse, complaints filed, and any Yellow Warning Cards issued
- ☐ Make note of any abnormalities that occur during competition, so these items can be documented in your Steward's Report as an additional comment or confidential addendum