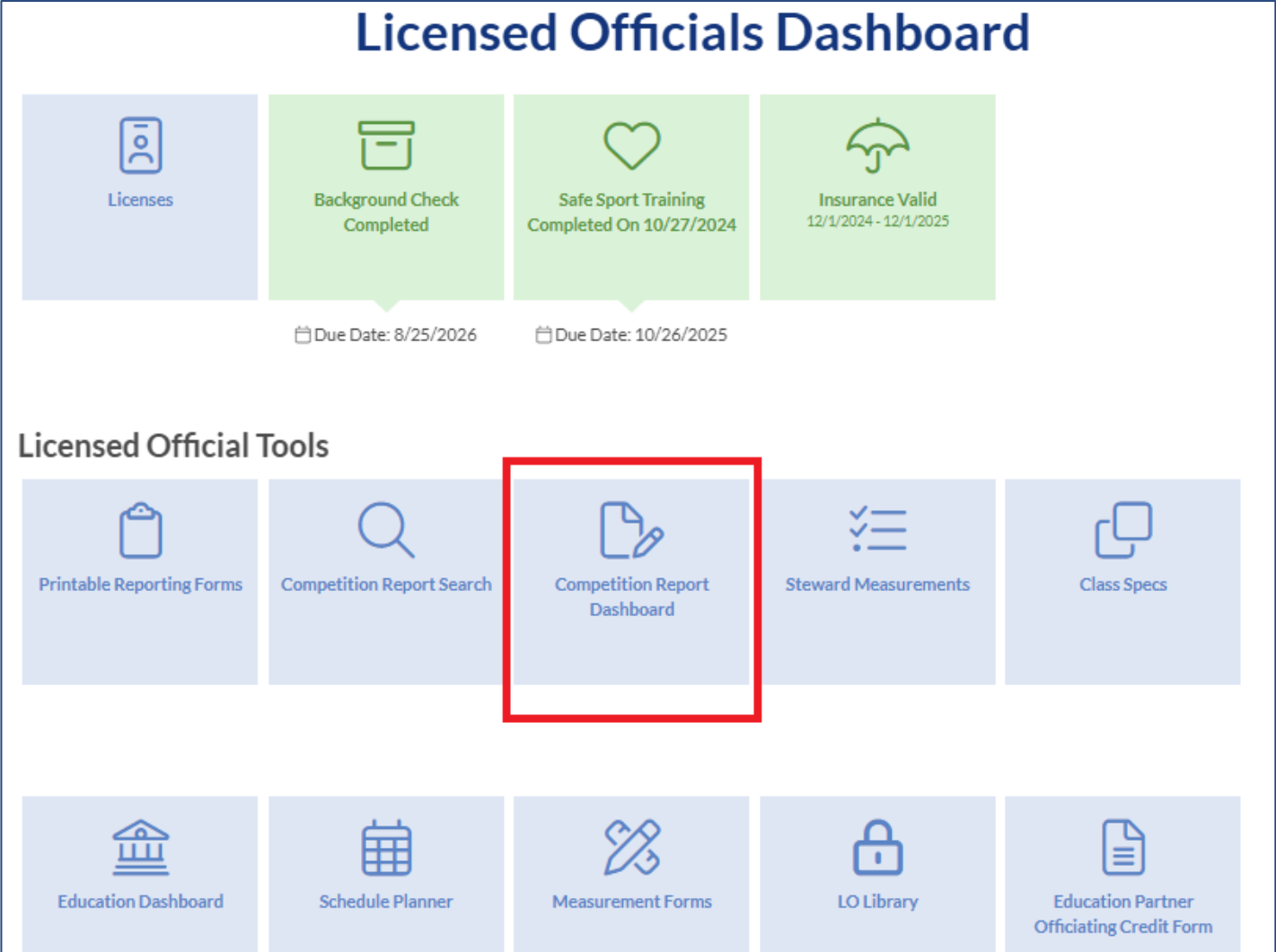




Where is the online Accident/Injury Reports tile located?

- It can be accessed via the Licensed Officials Dashboard under the Competition Report Dashboard.



The screenshot displays the 'Licensed Officials Dashboard' with a grid of tiles. The top row includes 'Licenses', 'Background Check Completed' (with a due date of 8/25/2026), 'Safe Sport Training Completed On 10/27/2024' (with a due date of 10/26/2025), and 'Insurance Valid 12/1/2024 - 12/1/2025'. Below this is the 'Licensed Official Tools' section, which contains five tiles: 'Printable Reporting Forms', 'Competition Report Search', 'Competition Report Dashboard' (highlighted with a red border), 'Steward Measurements', and 'Class Specs'. The bottom row features 'Education Dashboard', 'Schedule Planner', 'Measurement Forms', 'LO Library', and 'Education Partner Officiating Credit Form'.

Licensed Officials Dashboard

Licenses

Background Check Completed
Due Date: 8/25/2026

Safe Sport Training Completed On 10/27/2024
Due Date: 10/26/2025

Insurance Valid 12/1/2024 - 12/1/2025

Licensed Official Tools

Printable Reporting Forms

Competition Report Search

Competition Report Dashboard

Steward Measurements

Class Specs

Education Dashboard

Schedule Planner

Measurement Forms

LO Library

Education Partner Officiating Credit Form

Where is the online Accident/Injury Reports tile located?

Competition Report Dashboard

Filter/Sort Competitions Steward/TD Report Status Sort By

ARABIAN TEST 10/24/2024 - 10/25/2024 Eventing Not Started - Due on 11/8/2024	TEST COMP 123 11/1/2024 - 11/3/2024 Eventing Not Started - Due on 11/17/2024	SUPER FUN HORSE SHOW 3/1/2025 - 3/2/2025 Regular/Multi-Discipline Hunter Rating: Regional Jumper Level: 1 Not Started - Due on 3/16/2025
--	--	--

- Once in the Competition Report Dashboard, click into the applicable competition tile.

Where is the online Accident/Injury Reports tile located?

- The Accident/Injury Reports tile will be in the second row of tiles within the specific competition's Competition Report Dashboard.



Submitting a Human Accident/Injury Report

Accident Injury Reports for SUPER FUN HORSE SHOW (345884)

NEW HUMAN ACCIDENT/INJURY REPORT

NEW EQUINE ACCIDENT/ILLNESS REPORT

* All required questions will be noted with a red asterisk *

Submitting a Human Accident/Injury Report

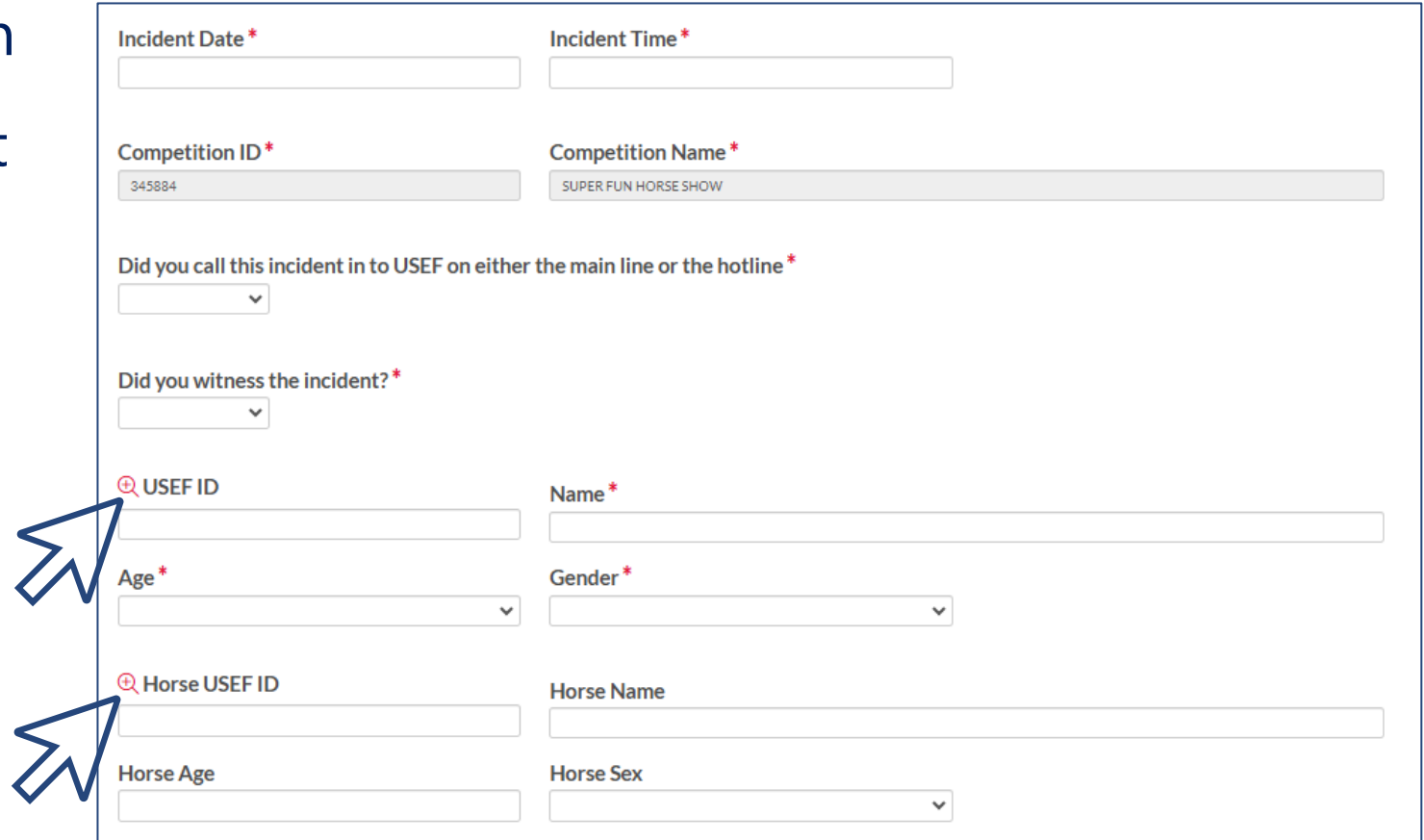
In case of fatality or serious injury, USEF should be called immediately on the main line at 859-810-8733 during business hours or on the hotline at 859-312-5186 during all other hours. A serious injury is defined as any injury or illness that is potentially life-threatening or may result in extended hospitalization.

Reports, Entry Blanks, and Liability Waivers for all apparent concussions or head injuries, fatalities, and serious injuries must be submitted within 24 hours of the incident.

- Accident/Injury Type:
 - Fatality, Serious Injury, Apparent Concussion or Loss of Consciousness, Other Injury
 - **When in doubt, treat the incident as serious! Call USEF and submit the accident/injury report within 24 hours.**

Submitting a Human Accident/Injury Report

- You can use the red search icon to look up an individual by first name, last name, or USEF ID.
- If the incident is horse related, you can look up the horse by USEF ID, name, owner ID, or owner name.



The form contains the following fields:

- Incident Date *
- Incident Time *
- Competition ID * (345884)
- Competition Name * (SUPER FUN HORSE SHOW)
- Did you call this incident in to USEF on either the main line or the hotline * (dropdown)
- Did you witness the incident? * (dropdown)
- USEF ID (with red search icon) (text input)
- Name * (text input)
- Age * (dropdown)
- Gender * (dropdown)
- Horse USEF ID (with red search icon) (text input)
- Horse Name (text input)
- Horse Age (text input)
- Horse Sex (dropdown)

Two blue arrows point to the red search icons next to the 'USEF ID' and 'Horse USEF ID' fields.

Submitting a Human Accident/Injury Report

Category of Participation *

<input type="radio"/> Rider	<input type="radio"/> Handler
<input type="radio"/> Groom	<input type="radio"/> Official
<input type="radio"/> Ring/Jump Crew	<input type="radio"/> Spectator
<input type="radio"/> Visitor	<input type="radio"/> Volunteer
<input type="radio"/> Vaulters	<input checked="" type="radio"/> Other

Other (Please Specify)

Location where incident occurred *

<input type="radio"/> Warm-up	<input type="radio"/> Cross-Country Course
<input type="radio"/> Show Jumping	<input type="radio"/> Dressage
<input type="radio"/> Stabling	<input type="radio"/> Parking
<input checked="" type="radio"/> Other	

Other (Please Specify)

Was the incident related to a fence? *

Was this a Rotational Fall? *

- If “Other” is selected for any question, a drop-down box will appear to provide a written answer.

Submitting a Human Accident/Injury Report

- If the incident occurred during warm up for a class, write the class number and name.
- If the incident did not occur during a class or in a ring, select N/A for the ring location and footing questions.

Class Number	Class Name
<input type="text"/>	<input type="text"/>
Ring Location (if applicable) *	
<input type="text"/>	
Type of Footing (if applicable) *	
<input type="radio"/> Sand	<input type="radio"/> Dirt
<input type="radio"/> Grass	<input type="radio"/> Artificial
<input type="radio"/> Natural	<input type="radio"/> Other
<input type="radio"/> N/A	
Footing Condition (if applicable) *	
<input type="radio"/> Deep	<input type="radio"/> Heavy
<input type="radio"/> Slippery	<input type="radio"/> Good
<input type="radio"/> Firm	<input type="radio"/> Hard
<input type="radio"/> Rough/Rugged	<input type="radio"/> Other
<input type="radio"/> N/A	
Weather (select all that apply) *	
<input type="checkbox"/> Sunny	<input type="checkbox"/> Cloudy
<input type="checkbox"/> Raining	<input type="checkbox"/> Windy
<input type="checkbox"/> Foggy	<input type="checkbox"/> Snowing
<input type="checkbox"/> Extreme Temp	<input type="checkbox"/> Artificial Light
<input type="checkbox"/> Other	

Submitting a Human Accident/Injury Report

Protective Equipment Worn

☐ Approved Helmet

☐ Body Protecting Vest

☐ Unapproved Helmet

☐ Inflatable Vest

- The protective equipment question will not flag as required, as some injuries do not involve riders or individuals wearing helmets/vests.
- Please be sure to answer this question if the individual was wearing any of the listed equipment.

Submitting a Human Accident/Injury Report

Treatment Level *

<input type="radio"/> Onsite	<input type="radio"/> Ambulance
<input type="radio"/> Transported by Private Vehicle	<input type="radio"/> Refused Treatment
<input type="radio"/> Refused Transport	<input type="radio"/> None

Suspected Type of Injury/Incident (select all that apply) *

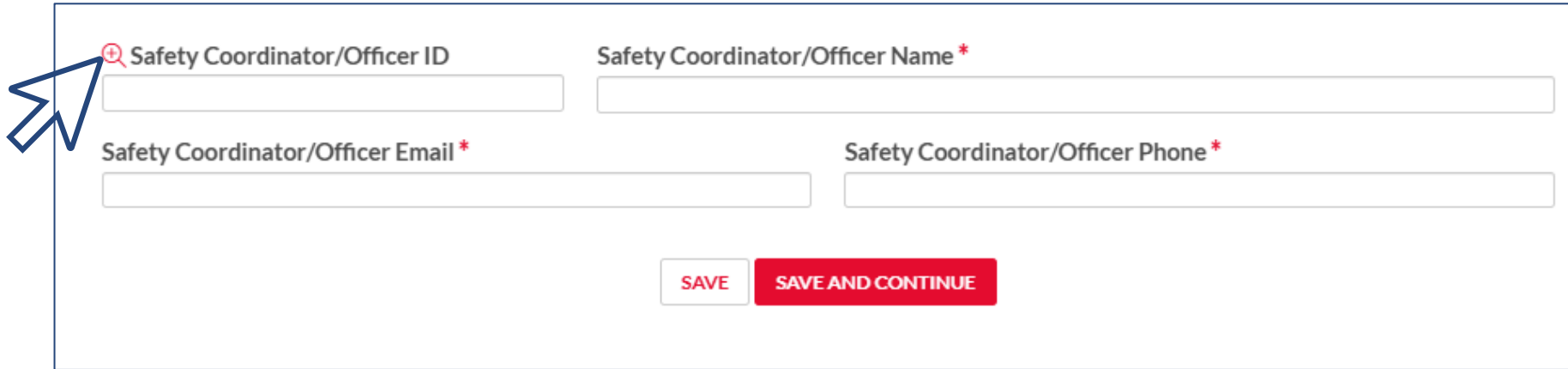
<input type="checkbox"/> None	<input type="checkbox"/> Suspected Head Injury
<input type="checkbox"/> Fractures and Bone Stress	<input type="checkbox"/> Joint (Non-Bone) and Ligament
<input type="checkbox"/> Muscle and Tendon	<input type="checkbox"/> Contusions
<input type="checkbox"/> Lacerations/Abrasions/Skin Lesions	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	

Location of Injury on Body *

Description/Nature of Incident *

- As a reminder, all questions with a red asterisk are required to be answered.

Submitting a Human Accident/Injury Report



The form contains the following fields and buttons:

- Safety Coordinator/Officer ID**: A text input field with a red search icon to its left.
- Safety Coordinator/Officer Name ***: A text input field.
- Safety Coordinator/Officer Email ***: A text input field.
- Safety Coordinator/Officer Phone ***: A text input field.
- SAVE**: A white button with red text.
- SAVE AND CONTINUE**: A red button with white text.

- You can use the red search icon to look up the Safety Coordinator by first name, last name, or USEF ID.
- Press "Save" to keep the report in progress if needed.
- Press "Save and Continue" to proceed to the attachments page.

Adding Attachments to a Human Accident/Injury Report

Human Accident/Injury Report Attachments

Success. Attachment(s) successfully uploaded. x

File Upload(s) Attachment Type

No file chosen Entry Blank and Liability Waiver

Uploaded File	File Type
Entry Blank	Entry Blank
Waiver	Entry Blank
Medic Report Form	Medic Report Form

Attachment Type

Entry Blank and Liability Waiver

Eyewitness Reports

Medic Report Form

- Required attachments:
 - Entry Blank
 - Liability Waiver
 - USEF Medic Report Form
- If you are unable to add attachments to the online report, you may email all required documents to safety@usef.org.

Reviewing Online Accident/Injury Reports

Accident Injury Reports for SUPER FUN HORSE SHOW (345884)

Success. Report has been successfully submitted.

NEW HUMAN ACCIDENT/INJURY REPORT

NEW EQUINE ACCIDENT/ILLNESS REPORT

Accident/Injury Reports

Name	Report Type	Official Name/ID	Incident Date	Status		
LEXIE SAMUELS - 5079112	Human	JULIA BROZEK - 5510116	3/1/2025	Submitted - 3/6/2025 2:09 PM	REVIEW	DELETE REPORT

- Accident/Injury reports can only be reviewed or deleted by the Steward/TD who submitted them.
 - All Stewards/TDs listed on a competition can see a report within the list but cannot view details or delete those they did not submit themselves.



Submitting an Equine Accident/Illness Report

Accident Injury Reports for SUPER FUN HORSE SHOW (345884)

NEW HUMAN ACCIDENT/INJURY REPORT

NEW EQUINE ACCIDENT/ILLNESS REPORT

* All required questions will be noted with a red asterisk *

Submitting an Equine Accident/Illness Report

In case of fatality, collapse, or serious injury, USEF should be called immediately on the main line at 859-810-8733 during business hours or on the hotline at 859-312-5186 during all other hours. A serious injury is defined as any injury or illness that is potentially life-threatening or may result in extended hospitalization.

Reports and Entry Blanks for all fatalities, collapses, and serious injuries must be submitted within 24 hours of the incident.

GR 842.3 If a Federation appointed testing veterinarian is not available, at the Federation's cost, the Steward/TD shall ensure that the appointed Competition Veterinarian collects urine and blood samples at the earliest opportunity and submits the samples for analysis to the Federation's laboratory.

- Accident/Injury Type:
 - Fatality, Collapse, Serious Injury, Illness, Other Injury
 - **When in doubt, treat the incident as serious! Call USEF and submit the accident/illness report within 24 hours**

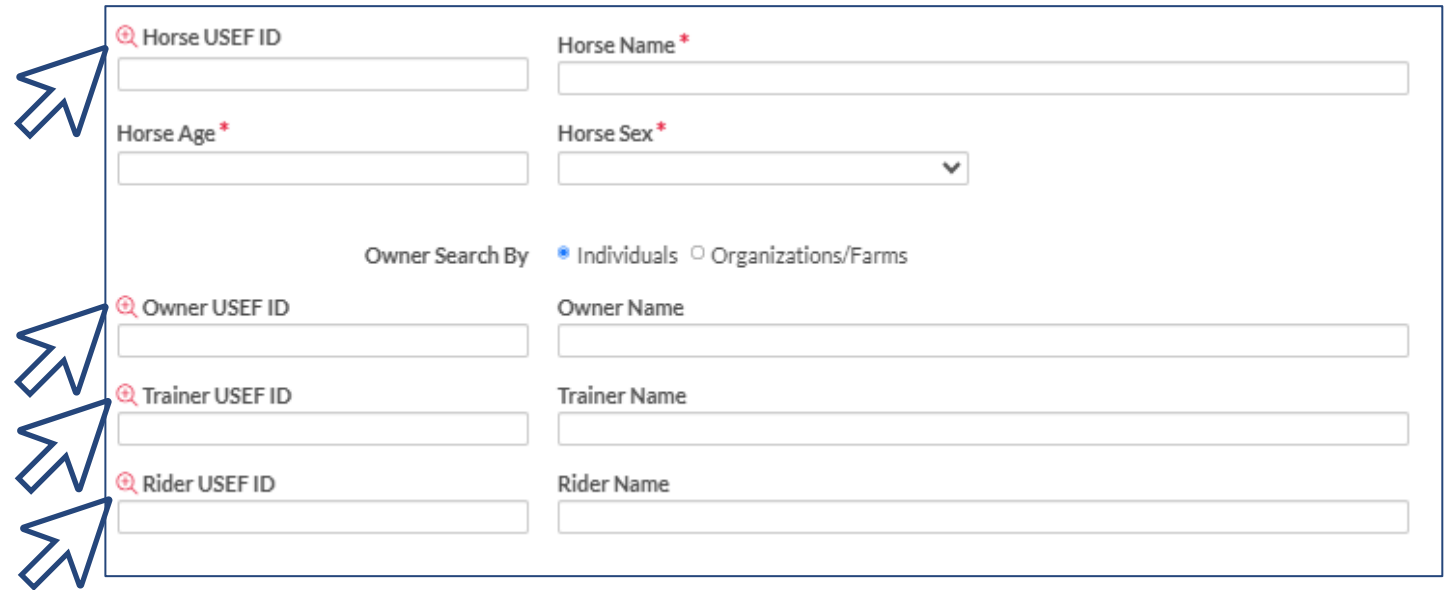
Submitting an Equine Accident/Illness Report

- If an incident is called in, make sure to enter the date and time, as well as who it was reported to.
- All fatalities, collapses, and serious injuries are required to be called in to the Federation as soon as possible.

Incident Date *	Incident Time *
<input type="text"/>	<input type="text"/>
Competition ID *	Competition Name *
<input type="text" value="345884"/>	<input type="text" value="SUPER FUN HORSE SHOW"/>
Did you call this incident in to USEF on either the main line or the hotline *	
<input type="text" value="Yes"/>	
Date Reported	Time Reported
<input type="text"/>	<input type="text"/>
Reported To	
<input type="text"/>	
Did you witness the incident? *	
<input type="text"/>	

Submitting an Equine Accident/Illness Report

- You can use the red search icon to look up a horse by name, USEF ID, owner name, or owner USEF ID.
- Once the horse ID is entered, the owner information will automatically fill.



The screenshot shows a web form for submitting an equine accident or illness report. It features several input fields and a search function. On the left side of the form, there are four red magnifying glass icons, each with an arrow pointing to it from the left. These icons are positioned next to the 'Horse USEF ID', 'Owner USEF ID', 'Trainer USEF ID', and 'Rider USEF ID' fields. The form itself is organized into two main columns. The left column contains fields for 'Horse USEF ID', 'Horse Age *', 'Owner USEF ID', 'Trainer USEF ID', and 'Rider USEF ID'. The right column contains fields for 'Horse Name *', 'Horse Sex *' (a dropdown menu), 'Owner Name', 'Trainer Name', and 'Rider Name'. Below the 'Horse Age' and 'Horse Sex' fields, there is a section labeled 'Owner Search By' with two radio buttons: 'Individuals' (which is selected) and 'Organizations/Farms'.

- If the rider, trainer, or owner are the same, you can copy and paste the USEF ID of the individual and the name will populate.

Submitting an Equine Accident/Illness Report

Location where incident occurred *

☐ Warm-up Ring ☐ Cross-Country Course

☐ Show Ring ☐ Stabling

☐ Parking ☐ Other

Was the incident related to a fence? *

Was this a Rotational Fall? *

Class Number

Class Name

- If "Other" is selected for any question, a drop-down box will appear to provide a written answer.
- If the incident occurred during warm up for a class, write the class number and name.

Submitting an Equine Accident/Illness Report

- If the incident did not occur during a class or in a ring, select N/A for the ring location and footing questions.

Ring Location (if applicable) *

Type of Footing (if applicable) *

☐ Sand

☐ Grass

☐ Natural

☐ N/A

☐ Dirt

☐ Artificial

☐ Other

Footing Condition (if applicable) *

☐ Deep

☐ Slippery

☐ Firm

☐ Rough/Rugged

☐ N/A

☐ Heavy

☐ Good

☐ Hard

☐ Other

Weather (select all that apply) *

☐ Sunny

☐ Raining

☐ Foggy

☐ Extreme Temp

☐ Other

☐ Cloudy

☐ Windy

☐ Snowing

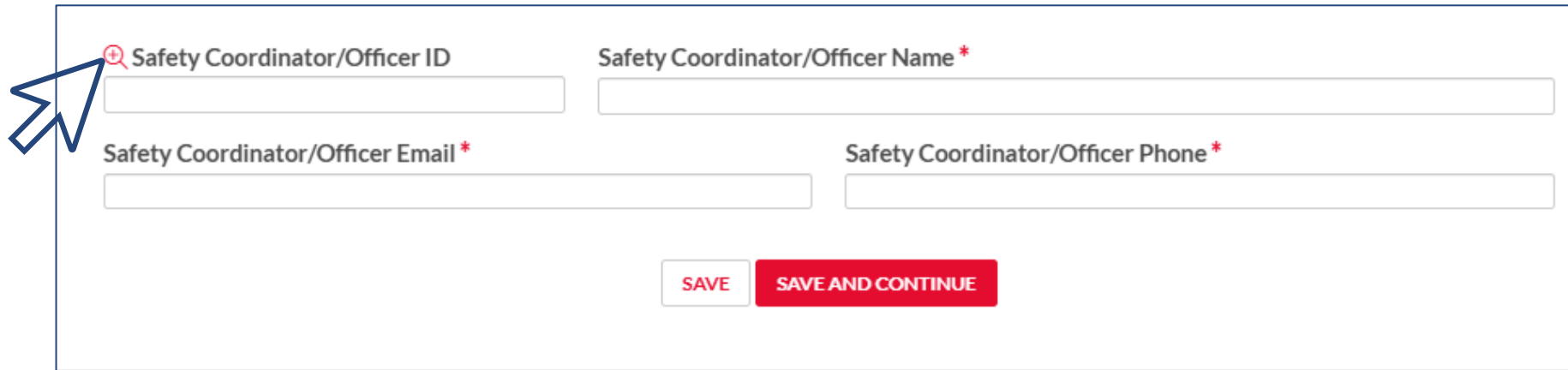
☐ Artificial Light

Submitting an Equine Accident/Illness Report

- As a reminder, all questions with a red asterisk are required to be answered.

Treatment Level *	
<input type="radio"/> Onsite	<input type="radio"/> Transported by Organizer/Horse Ambulance
<input type="radio"/> Transported by Private Vehicle	<input type="radio"/> Refused Treatment
<input type="radio"/> Refused Transport	<input type="radio"/> None
Suspected Injury/Illness (select all that apply) *	
<input type="checkbox"/> None	<input type="checkbox"/> Fractures and Bone Stress
<input type="checkbox"/> Joint (Non-Bone) and Ligament	<input type="checkbox"/> Muscle and Tendon
<input type="checkbox"/> Contusions	<input type="checkbox"/> Neurological
<input type="checkbox"/> Colic	<input type="checkbox"/> Disease
<input type="checkbox"/> Cardio/Pulmonary	<input type="checkbox"/> Lacerations/Abrasions/Skin Lesions
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other
Location of Injury on Horse *	
<input type="text"/>	
Description/Nature of Incident *	
<input type="text"/>	
Was this accident in any way related to abuse or neglect? *	
<input type="text"/>	

Submitting an Equine Accident/Illness Report



The screenshot shows a web form for submitting an equine accident or illness report. It features four input fields: 'Safety Coordinator/Officer ID' (with a red search icon), 'Safety Coordinator/Officer Name *', 'Safety Coordinator/Officer Email *', and 'Safety Coordinator/Officer Phone *'. Below the fields are two buttons: 'SAVE' and 'SAVE AND CONTINUE'.

- You can use the red search icon to look up the Safety Coordinator by first name, last name, or USEF ID.
- Press "Save" to keep the report in progress if needed.
- Press "Save and Continue" to proceed to the attachments page.

Adding Attachments to an Equine Accident/Illness Report

Equine Accident/Illness Report Attachments

Success. Attachment(s) successfully uploaded. ✕

File Upload(s) Attachment Type

No file chosen Entry Blank

Uploaded File	File Type
Entry Blank	Entry Blank
Equine Vet Report Form	Vet Report Form

- Required attachments:
 - Entry Blank
 - USEF Vet Report Form
- If you are unable to add attachments to the online report, you may email all required documents to safety@usef.org.

Attachment Type

No file chosen

Entry Blank
Eyewitness Reports
Vet Report Form

Reviewing Online Accident/Injury Reports

Accident Injury Reports for SUPER FUN HORSE SHOW (345884)

Success. Report has been successfully submitted.

NEW HUMAN ACCIDENT/INJURY REPORT

NEW EQUINE ACCIDENT/ILLNESS REPORT

Accident/Injury Reports

Name	Report Type	Official Name/ID	Incident Date	Status		
LEXIE SAMUELS - 5079112	Human	JULIA BROZEK - 5510116	3/1/2025	Submitted - 3/6/2025 2:09 PM	REVIEW	DELETE REPORT
TIGER TOOO - 5592816	Equine	JULIA BROZEK - 5510116	3/1/2025	Submitted - 3/6/2025 4:16 PM	REVIEW	DELETE REPORT

- Accident/Injury reports can only be reviewed or deleted by the Steward/TD who submitted them.
- All Stewards/TDs listed on a competition can see reports within the list but cannot view or delete those they did not submit themselves.



Forms and Resources

Please contact safety@usef.org with any questions!

- [Online Submission Guidelines](#)
- [USEF Medic Report Form](#)
- [USEF Vet Report Form](#)
- [Steward and TD Reporting FAQs](#)
- [Human Accident/Injury Worksheet](#) (Steward/TD use only)
- [Equine Accident/Illness Worksheet](#) (Steward/TD use only)

