



STEWARD AND TECHNICAL DELEGATE DUTIES

GUIDELINES FOR STEWARDS, TECHNICAL DELEGATES, AND COMPETITION MANAGEMENT

INTRODUCTION

The USEF Rule Book outlines the duties required of Stewards and Technical Delegates (TDs). However, this guide offers a practical reference for the Federation's expectations for Stewards and TDs at Federation-licensed competitions.

First and foremost, a Steward or TD must have the safety and welfare of horses and humans at the forefront of their attention. As a representative of the Federation, a Steward or Technical Delegate has the duty to address, resolve, and thoroughly report what occurs at a Federation-licensed competition. The Federation expects Stewards and TDs to uphold the highest standards in order to provide exceptional, fair, and safe competitions.

DUTIES

The following lists provide a reference for Steward and TD duties that are appropriate and those that are not. Please note this is not an exhaustive list but offers important examples.

A Steward or TD shall:

- Fully report to the Federation what occurred at the competition in the Steward or TD Report in accordance with the [Evidence Gathering Guidelines](#) and [Document Submission Guidelines](#)
 - ◊ Thoroughly document all incidents in the report, whether resolved at the competition or not
 - ◊ Include names, USEF ID numbers (horse and/or human), etc., for any incidents that are reported
 - ◊ If needed, addendums allow a Steward or TD to provide more information separate from the report
- Act as the liaison between competitors, officials, and management
- Complete all required reports and forms in accordance with the respective deadlines in Chapter 8 and Chapter 10 of the USEF Rule book
- Inspect all physical areas of the competition and circulate through stabling daily
 - ◊ This includes ensuring all stabling is safe and meets the applicable competition standards
- Include photos within the Steward or TD Report, if warranted
- For C1 or C2 Stewards, follow the [Before the Competition and During the Competition](#) checklists

A Steward or TD shall not:

- Complete any administrative tasks or other responsibilities that belong to Competition Management or Competition Staff, such as:
 - ◊ Taking lunch orders
 - ◊ Retrieving judge's cards
- Stay stationary in one area of the competition

SUMMARY

If a Steward or TD feels they are being asked to complete inappropriate duties and tasks that interfere with fulfilling their officiating duties for the Federation, then they must notify the Federation's Licensed Officials Department.

Steward and TD Reports that are submitted to the Federation provide an accurate picture of what occurred and relay vital information. Without the assistance from Stewards, Technical Delegates, Competition Staff, and Competition Management, we would not be able to ensure competitions are safe for USEF members and their horses. We appreciate all parties taking the time and effort to ensure safe and fair competitions.