

EVENTING TECHNICAL DELEGATE GUIDELINES



TD Report, Cross Country Fall Forms, and Accident/Injury Reports

The Technical Delegate Report and other forms submitted with the Report are **the official record** of the competition where you have officiated. Your comments are valuable to USEF as they help us track trends that will improve the quality and safety of competitions for competitors.

IMPORTANT: Please note that all reports **MUST** be submitted using the online form and all questions must be filled out prior to submitting the report.

- The Technical Delegate Report should include information pertaining to all incidents from the time the Technical Delegate becomes responsible for the competition until their duties are completed.
- The Technical Delegate Report is available as an online report that can be found on your USEF account under Licensed Officials Dashboard > Competition Report Dashboard > and selecting the applicable competition.
 - Please keep in mind that if you are not properly listed as the official the competition will not show up on your Competition Report Dashboard. It is the responsibility of the competition organizers to update the Officials List.
- The Technical Delegate Worksheet, Cross Country Fall Form, and Accident/Injury Report (Human and Equine) Worksheets are available on the [USEF website](#) under Forms and Publications.
- Online Accident/Injury reports can be accessed via the Competition Report Dashboard under the applicable competition.
 - See [Online Accident/Injury Submission Guidelines](#) for additional information and submission requirements

TECHNICAL DELEGATE REPORTS

IMPORTANT: All reports must be submitted online **within 14 days of the close of competition**.

Any addenda or supporting documents can be uploaded with the online report. Additional options for submitting addenda are:

- **Emailed:** reports@usef.org
- **Mail:** Competitions Report Coordinator
United States Equestrian Federation
4001 Wing Commander Way
Lexington, KY 40511

CROSS COUNTRY FALL FORMS

IMPORTANT: Fall Forms are not yet available online and must be submitted **within 48 hours of the close of the competition**.

- Forms are to be submitted for any fall that occurs on the cross-country course, both fence and non-fence related.
 - If there is an **injury during a fall**, an Accident/Injury Report is also required for the incident.
 - If there is **no injury**, filing a Fall Form alone is sufficient.
- Fall Forms can be emailed to the Competition Safety Coordinator at safety@usef.org.

ACCIDENT/INJURY REPORT FORMS

Human Accident/Injury:

- Reports, entry blanks, and liability waivers for competitors with possible head injury or apparent concussion must be submitted **within 24 hours of the injury.**
 - Submit reports online via the Accident/Injury Tile within the Competition Report Dashboard.
 - It is strongly encouraged that such incidents be called in to the Federation at (859) 810-8733 (Monday-Friday 8:30 am to 5:00 pm EST) or after business hours to (859) 312-5186.
- Reports, entry blanks, and liability waivers for individuals with non-serious injuries should be submitted online **within 14 days of the close of competition.**

Equine Accident/Injury:

- Unless serious (see below), submit these reports and entry blanks online **within 14 days of the close of the competition.**

SERIOUS INJURIES, FATALITIES, OR COLLAPSES

IMPORTANT: In the case of a serious injury or fatality to a horse or human, or horse collapse, the Technical Delegate **must contact the USEF and USEA within one hour of the incident.**

USEF

- USEF: (859) 810-8733
 - Monday – Friday, 8:30 am – 5:00 pm EST
- USEF hotline number: (859) 312-5186
 - After business hours, holidays, or Saturday and Sunday
- The accident report, entry blank, liability waiver (human reports) and any eyewitness accounts, should be submitted online within 24 hours of the incident.

USEA

- Rob Burk: (571) 340-1553
- The accident report, entry blank, liability waiver (human reports) and any eyewitness accounts, should be submitted as soon as possible to rburk@useventing.org.

Per rule GR849.6, blood must be drawn for any horse collapses or fatalities.

- The Steward/TD shall ensure that any horse or pony that collapses at a licensed or endorsed competition is subject to drug and medication testing in accordance with [Chapter 4 of the USEF rules](#). In the absence of a Federation testing veterinarian, a veterinarian appointed by the Federation or the official competition Veterinarian is authorized to collect and submit fluid samples in accordance with these rules. Please see the Blood Collection Guidelines in the LO Library.

OTHER DOCUMENTS

If applicable, the following additional documents must be submitted with the Technical Delegate's Report. These documents can be submitted via email, mail, or by attachment to the online TD Report.

- Accident Preparedness Plan **(Required)**
- Isolation Protocol
- Disciplinary Action Complaint form
- Supporting documents
- A copy of a Yellow Warning Card for each official warning issued
- Eyewitness reports of acts of alleged abuse
- Miscellaneous explanations

MEDICATION REPORT FORMS

The official [Equine Drugs and Medications Report Form](#) is available on the Federation website.

HELPFUL HINTS FOR SUBMITTING REPORTS

- If required, answer all questions on all forms.
- Carefully review your reports, clarify comments, and include any required addenda before submission.
- The number of accidents or injuries in the TD Report must match the number of Accident/Injury Report Forms submitted.
- When providing additional narrative, please be clear, concise, and include the use of rule references and full names of the individuals involved. This information can be included on a separate document and submitted with the TD Report as an addendum.

Fall and/or Accident Forms:

- If a horse refuses any obstacle on cross country (whether it has height or not) and this results in a fall, the fall is fence related.
- If a rider falls from a horse and is injured, even if the horse is not injured or did not compound the injury by stepping on the rider, the horse is involved in the accident and its information should be included.
- If you are having trouble adding attachments to the online report, submit any additional documents to safety@usef.org.

Listing Officials:

- Clearly define officials' roles when they are listed.
- Some officials carry multiple licenses. If so, include all licenses so USEF records can accurately track officiating history.
- Note if a Technical Delegate is serving as the Jumping Judge.
- Many Show Jumping Course Designer are not licensed through USEF. It is still important that the Federation receives their USEF ID #, if applicable. These individuals may be working on their Eventing Jumping Course Designer's license, which has various requirements that must be documented.
- Corrections or changes to Licensed Officials section from a past report must be emailed to joinquiry@usef.org.

Cross Country Course:

- Include an accurate date of the last visit by the Cross Country Course Designer. Failure to do so could subject the competition and/or course designer to fines.
- For questions related to frangible technology/construction of obstacles, any answers to the negative should only be given in instances where use of such technology was appropriate and not used.