



Guidelines for Submitting Eventing Technical Delegate, 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. They must all be filled out completely, legibly, and submitted in a timely manner. Your comments are valuable to USEF as they help us track trends that will improve the quality and safety of competitions for competitors and all other competition participants.

- The Technical Delegate Report should include information pertaining to all incidents from the time the Technical Delegate becomes responsible for the competition until such time as their duties are completed.
- The Technical Delegate Report is available either as a pdf, fillable, or web-based form.
- The Fall Form and Accident/Injury Report (Human and Equine) are available either as a pdf or fillable forms.
- The Technical Delegate Report, Fall, and Accident/Injury Report (Human and Equine) Forms are available on USEF's website at <https://www.usef.org/IFrames/FormsPubs/Default.aspx?pageDescription=LO.T>
 - The web-based TD Report will be available in early 2016. Once posted, it can be found on the officials' USEF MyWay account.

Technical Delegate Reports - Copies of the Technical Delegate Report must be distributed to the following within 14 days of the close of competition:

1. USEF – The TD Report must be returned to the Competitions Report Analyst as follows:
 - Web-based TD Reports will go directly to the Competitions Report Analyst.
 - Mail – Competitions Report Analyst, USEF, 4047 Iron Works Parkway, Lexington, KY 40511
 - Fax - (859) 231-6662, c/o Competitions Reports Analyst
 - Email – reports@usef.org
2. USEA - The TD Report must be returned to USEA within 14 days of the close of competition.
 - Mail – Sharon Gallagher, USEA, 525 Old Waterford Road, NW, Leesburg, VA 20176
 - Fax - (703) 779-0550
 - Email – Sharon@useventing.com
3. Organizer - The Organizer's name can be found on USEA's website www.useventing.com in the calendar at <http://useventing.com/competitions>.
4. Area Chairman - The names of the Area Chairmen can be found on USEA's website at <http://useventing.com/about/areas>.
5. TD - The Technical Delegate must always keep a complete copy for a period of three years.

Important: USEA, the Organizer, and the Area Chairman will receive a copy of the TD Report automatically if the web-based TD Report is used.

Fall Forms

- ***Fall Forms must be submitted within 48 Hours of the close of the competition.***
- They 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 that fall, then an Accident/Injury Report is also required for the incident. If there is no injury, then filing a Fall Form alone is sufficient.
- Fall Forms can be emailed or faxed to the Competition Safety and Assessment Coordinator at safety@usef.org or fax (859)231-6662.

Accident/Injury Report Forms

- **Human –**
 - **Reports for possible head injuries must be submitted by 6:00 p.m. on the day following the last day of the competition.**
 - They can be emailed or faxed to the Competition Safety and Assessment Coordinator at safety@usef.org or fax (859) 231-6662.
 - *It is strongly encouraged that such reports be called in to the Federation at 859.225.6980 and faxed or emailed as soon as the paperwork is completed.*
 - Reports for non-serious injuries may be submitted with the TD Report or faxed with the Fall Forms and other Accident/Injury Reports.
- **Equine –** Unless serious (see below), may be submitted with the TD Report.

Serious Injuries, Fatalities, or Collapses - 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 – Joanie Morris - Managing Director, Eventing Activities, (484)459-2045
 - In addition, as per USEF Rules, please **also** contact USEF directly
 - Monday-Friday (8:30am-5pm, Eastern Time), 859.225.6980
 - After business hours (Eastern Time), holidays, or Saturday and Sunday, USEF Hotline number (859) 312-5186
 - The accident report, along with a copy of the signed entry form and any eyewitness accounts should be emailed or faxed as soon as possible to safety@usef.org, fax 859.231.6662.
- USEA – Rob Burk. (571)340-1553
- The Human or Equine Accident/Injury Report, along with a copy of the signed entry form and any eyewitness accounts should also be emailed as soon as possible to rob@useventing.com.

Other Documents – In addition, if applicable, the following other documents must be submitted with the Technical Delegate's Report

- The Accident Preparedness Plan (Required)
- An Official Charge Form for each charge filed
- An Official Protest form for each protest filed
- A copy of a Yellow Warning Card for each official warning issued
- Eyewitness Reports of Acts of Alleged Abuse
- Members Confidential Evaluation of Licensed Officials
- Members Confidential Competition Evaluation Forms
- Cross Country Course Maps (for all courses reviewed by USEF Cross Country course advisor)
 - If a Cross Country Course Advisor has visited the competition and submitted a report to USEF, you will receive a copy of this report from USEF. This report must be completed and included with the TD report. All essential changes must have been made.
- Show Jumping Course Maps (for all courses reviewed by USEF Show Jumping course advisor)
 - If the Show Jumping Course Advisor reviews and recommends changes to different levels of courses, a copy of the applicable course map, as posted at the competition, must be included with the TD report. All essential changes must have been made.
- Miscellaneous Explanations

Medication Report Forms – Medication Report Forms can now be submitted by the competitor or his agent directly to the D&M Office. The form can be found on USEF's website www.usef.org. Go to Competitions, Drugs and Medications. The web-based form is listed in the column on the right side.

Otherwise, Medication Report Forms go directly to the Drugs & Medication Office: USEF Drugs & Medications, 956 King Avenue, Columbus, OH 43212-2655

HELPFUL HINTS FOR SUBMITTING REPORTS

- All questions should be answered on all forms, as appropriate.
- Review your reports carefully before submission; make sure all questions are answered, comments clarified, and addenda included. If information is omitted, you will be contacted by staff.
- Darken the appropriate circle fully and fill in the applicable blanks.
- The number of accidents or injuries reported in the TD Report must match the number of Accident/Injury Report Forms submitted.
- When providing additional narrative, please be clear and concise, including use of rule references and full names of individuals involved. If necessary, this information can be included on a separate document, submitted with the TD report as an addendum.
- Fall and/or Accident Forms
 - If a horse refuses any question on cross country, whether it has height not, resulting in a fall, that 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.
- Listing Officials:
 - Make sure you list the officials' correct name, USEF number and clearly define their role at the competition using the key code provided.
 - Some officials carry multiple licenses; if so, list them all so that the USEF records can accurately track officiating history.
 - If a Technical Delegate is serving as the Jumping Judge, please make sure this is clearly marked.
 - Show Jumping Course Designers: Many of these individuals are not licensed through USEF, but it is still important that, if applicable, we have their USEF ID # because they may be working on their Eventing Jumping Course Designer's license which has various requirements which must be documented.
- Cross Country Courses:
 - Make sure you include the date of last visit by the Cross Country Course Designer. Failure to do so could subject the competition and/or course designer to fines.
 - Frangible technology/construction of obstacles questions - An answer to the negative should only be given in instances where use of such technology was appropriate and not used.