



# EVENTING TECHNICAL DELEGATE, FALL FORMS, AND ACCIDENT/INJURY REPORTS GUIDELINES

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.

**Please note that all reports MUST be submitted using the web form and that all questions must be filled out in order for it to be submitted.**

- 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 as a web-based form that can be found on your *USEF* account under *Licensed Officials Dashboard > Competition Reports* or at <https://officials.usef.org>
- The Technical Delegate Worksheet, Fall, and Accident/Injury Report (Human and Equine) Forms are available on USEF's website at <https://usef.org/compete/resources-forms/competition-management/competition-officials>
- The Fall Form and Accident/Injury Report (Human and Equine) are available either as a PDF or fillable form.

## TECHNICAL DELEGATE REPORTS

All reports must be submitted within 14 days of the close of competition using the online Web Form.

**Important:** Any addenda or supporting documents can be uploaded with the web-based form. Additional options for submitting addenda are:

- **Mail:** Competitions Report Analyst  
United States Equestrian Federation  
4001 Wing Commander Way  
Lexington, KY 40511
- **Faxed:** (859) 231-6662, c/o Competitions Report Analyst
- **Emailed:** [reports@usef.org](mailto:reports@usef.org)

## 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 Coordinator at [safety@usef.org](mailto:safety@usef.org) or fax (859) 231-6662

## ACCIDENT/INJURY REPORT FORMS

**Human:**

- **Reports for possible head injuries must be submitted within 24 hours of the injury.**  
They can be emailed or faxed to the Competition Safety and Assessment Coordinator at [safety@usef.org](mailto:safety@usef.org) or fax (859) 231-6662
- **It is strongly encouraged that such reports be called in to the Federation at (859) 258-2472 (Monday-Friday 8:30 am to 5:00 pm) or after business hours (Eastern Time) to (859) 312-5186 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 within 14 days of the close of the competition.

**Equine:** Unless serious (see below), may be submitted with the TD Report within 14 days of the close of the competition.



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## 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

- Monday-Friday 8:30am-5pm EST: (859) 258-2472
- After business hours (EST), 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](mailto:safety@usef.org), fax (859) 231-6662

### USEA

- Rob Burk: (571) 340-1553
- The accident report along with a copy of the signed entry form and any eyewitness accounts should also be emailed as soon as possible to: [rob@usaeventing](mailto:rob@usaeventing)

**Per rule GR850.6, 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 these rules. In the absence of a Federation testing veterinarian, a veterinarian appointed under paragraph 5 or the official competition veterinarian is authorized to collect and submit fluid samples in accordance with these rules.

## OTHER DOCUMENTS

In addition, if applicable, the following other documents must be submitted with the Technical Delegate's Report. They can be submitted via email, fax, mail, or attaching to the web form TD Report.

- The Accident Preparedness Plan (**Required**)
- The Isolation Protocol (**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 Licenced Officials
- Members Confidential Competition Evaluation Forms
- Cross Country Course Maps (for all courses reviewed by USEF Cross Country course advisor)
  - If a Cross Country 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 [usef.org](http://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



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## HELPFUL HINTS FOR SUBMITTING REPORTS

- All questions should be answered on all forms, as appropriate.
- Review your reports carefully before submission, clarify comments, and include any required addenda.
- 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 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 obstacle on cross country, whether it has height or 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.
  - If there is a fall at the Beginner Novice or Novice level which does not result in Elimination, it must be included in the fall counts.
- **Listing Officials:**
  - Make sure when you list the officials' that you clearly define their role at the competition.
  - Some officials carry multiple licenses; if so, include them all so that USEF records can accurately track officiating history.
  - If a Technical Delegate is serving as the Jumping Judge, please make sure this is notated.
  - Show Jumping Course Designer: 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 Course:**
  - Make sure you included an accurate 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.