

# **EVENTING**

## **JOB DESCRIPTIONS**

### **Stewards**

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## Job title

FEI Levels 1-4 Eventing Steward

## Job analysis

### All levels

The FEI Eventing Steward is appointed to ensure a level playing field and Horse welfare at International Competitions and Events in accordance with the FEI Rules and Regulations. The FEI Steward helps stakeholders to prevent infractions and irregularities from taking place, and intervenes when infractions or irregularities occur.

## Profile

### Levels 1 and 2

- To have an English proficiency grade of A2-B1 respectively.
- To be current with the FEI maintenance status for Officials.
- To have knowledge relative to the level in the following areas:
  - FEI Rules and Regulations.
  - Horsemanship and Horse management-
  - Tack and other equipment, and their correct use.
  - Equine and equestrian terminology.
  - Veterinary aspects.
  - Event organisation.
  - Team management.
  - Conflict management.
  - Time management.
- To be able to assess situations and take prompt and appropriate decisions.
- To be able to take responsibility.
- To be team-oriented.
- To be physically able to carry out the FEI Eventing Steward's tasks.

### Levels 3 and 4

Supplemental to the above-mentioned characteristics:

- To have an English proficiency grade for Levels 3 and 4 of B2 and C1 respectively.

### Chief Steward

Supplemental to the above-mentioned characteristics:

- To be able to prioritise.
- To have a courteous manner.
- To have good communication skills.
- To be able to plan, lead and manage a team well.

## Work area

According to the FEI Eventing Rules.

## Reports to

**The Stewarding Team members** report to the Chief Steward.

**The Chief Steward** reports to the Technical Delegate.

## Team management

**The Chief Steward** is responsible for the organisation and deployment of the Stewarding Team.

## Key responsibilities

### All Levels

- To respect the FEI Officials' Code of Conduct.
- To ensure that Horses are treated according to the FEI Code of Conduct for the Welfare of the Horse at all times while present at the Event venue.
- To ensure that all areas of the venue including, but not limited to, stables, transit paths and arenas are safe and hazard-free.
- To act on any incidents or infractions to the Rules and report these to the Chief Steward.
- To assist during the Horse Inspections, ensuring a safe and correct flow of Horses.
- To oversee all practice arenas and report any incidents to the Chief Steward.
- To oversee the lunging areas.
- To oversee the controlled warm up and cool down areas.
- To ensure the compliance of tack and dress.
- To ensure boot, hind boot and bandage controls are run properly.
- To ensure the smooth flow of the competition in progress by remaining in contact with the Ringmaster and/or Ground Jury.
- To monitor all stables and stable areas, and ensure that security personnel is acting as prescribed, including during night duties.
- To attend all meetings scheduled by the Chief Steward.

### All levels of Chief Steward

- **Before the Event**
  - To liaise with the Organising Committee/Event Director to ensure sufficient Stewards are available.
- **Before the start of the Competition**
  - To create a Stewarding Plan for the whole competition.
  - To ensure the logistical support to the stewarding team with the Organising Committee.
  - To meet with the Stewarding Team to discuss their duties and ensure that they are all up-to-date with their knowledge of the current FEI Rules, Regulations and updates of the Stewards Manual.
  - To meet and discuss organisational and technical matters with other parties such as, but not limited to, Organising Committee/Event Director, President of the Ground Jury, Technical Delegates, Veterinarians, Farriers etc.
  - To verify that communication links have been determined and are known to all parties to be able to contact each other at any time.
  - To understand the required role of the Stewarding Team in any Crisis Management Plan.
- **During the Event**
  - To be present for the duration of the Event.
  - To assist and educate less experienced Stewards in their duties.
  - To organise daily briefing/debriefing meetings with the Stewarding Team.
  - To draw up plans for availability/use of exercise areas and publish it.
  - To work with the Veterinary Delegate and the President of the Ground Jury on the preparation of the Horse Inspection.
  - To work with the Ground Jury team on the preparation of the Dressage Arena (lettering, placing of the huts).
  - To be responsible for ensuring that the stables area met the FEI requirements.
  - To liaise as required with other parties such as, but not limited to: Organising Committee/Event Director, President of the Ground Jury, Veterinary Delegate/Commission, Athletes, Stables Manager, Show office.
  - To assist with EADCMP procedures if requested.
  - To address any incidents or legal issues, report these to the Technical Delegate and the President of the Ground Jury.
  - To collect all data necessary for the completion of the Chief Steward's report, including, but not limited to, detailed information regarding incidents and/or accidents that might have occurred.
- **After the Event**
  - To complete and upload/send the Chief Steward's report.