



# **ALL STEWARDS MANUAL**



**FÉDÉRATION  
ÉQUESTRE  
INTERNATIONALE**

**Education System for FEI Stewards  
Edition 12 December 2012**

## **Overview**

The FEI Education System for Stewards consists of three levels.

FEI Courses for Stewards must follow the syllabi established by the FEI, who also establishes a list of Stewarding Course Directors. To be recognized by the FEI, a Course must be directed by at least one of the Course Directors on the FEI list. Courses for FEI Course Directors are organized by the FEI. The FEI also organizes Refresher Seminars for the FEI Stewards and FEI Stewards General. Each NF or group(s) of NFs or regions may organize Level 1 and Level 2 Courses for their own stewards that must be directed by at least one FEI Course Director.

### **Level 1**

National Stewards who successfully complete a Level 1 Course run according to the FEI syllabus are promoted to FEI Level 1 Stewards. "This status does not permit a Steward to officiate as Chief Steward at an event, with the exception of Eventing Level 1 Stewards who may act as Chief Steward at 1\* and 2\* Eventing International Events."

All Assistant Stewards at events, including those to whom important tasks such as warm-up arenas, boot and bandage controls, and stable duties are allocated, must hold at least FEI Level 1 status. National Stewards may cover other duties such as raking the footing, assist in the Prize Giving Ceremony preparation or act as ringmaster.

All participants are required to take stewarding courses in English. However, upon written request to the FEI, consideration may be given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.

### **Level 2**

Level 1 Stewards who successfully complete a Level 2 Course run according to the FEI syllabus are promoted to FEI Level 2 Stewards.

This status permits a Steward to officiate as Chief Steward at all international events with the exception of World Cup Finals, Senior Championships and Games.

All participants are required to take stewarding courses in English. However, upon written request to the FEI, consideration may be given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.

Only the participants who successfully attended a Level 2 course and exams held entirely in English can become eligible for promotion to Level 3.

### **Level 3**

Level 2 Stewards may be promoted by the FEI to Level 3 status following recommendation by their NF Stewards General or National Federation, via their National Federations. In order to be proposed, they must have been a Level 2 Steward for at least 3 years and must have officiated as Chief Steward in at least 6 CI or higher events.

This status permits a Steward to be appointed by the FEI and officiate as Chief Steward at all international events including World Cup Finals, Senior Championships (World, continental and regional) and Games (Olympic and regional).

Level 3 Stewards must have a proper working knowledge of the rules as they are written.

Level 1, 2 and 3 Stewards are FEI Officials and will be listed in the FEI Directory.

## **1. Preliminary Remarks**

### **1.1 Terminology**

#### ***FEI Director Stewarding***

The FEI Director Stewarding is appointed by the FEI Bureau from a member of FEI HQ. The duties of the FEI Director Stewarding are:

- To coordinate all matters relating to Stewarding for each discipline;
- To liaise between the FEI Honorary Stewards General for each discipline.

#### ***FEI Honorary Discipline Steward General***

The FEI Honorary Discipline Steward General is appointed by the FEI Bureau for each discipline and is responsible for stewarding throughout the FEI for that specific discipline.

The FEI Honorary Discipline Steward's General duties are:

- To liaise with the FEI Director Stewarding and produce a report on stewarding every six months;
- To liaise with the Regional Discipline Stewards General ;
- To liaise with the Discipline Committee and FEI Headquarters ;
- To establish each year together with FEI Headquarters a list of Courses for the education of Stewards ;
- To supervise stewarding activities within the Discipline.

#### ***FEI Regional Discipline Steward General***

His responsibility is to report on stewarding activities within his region to the FEI Honorary Steward General for the discipline and to make whatever recommendations may be necessary to improve stewarding in his region.

### ***NF Discipline Steward General***

The NF Discipline Steward General is proposed to the FEI by his NF and is responsible for stewarding at international events within his NF. Prior to appointment as Discipline Steward General he must hold at least Level 2 Steward status and must have good knowledge of English. In addition, he is required to report to the FEI Regional Steward General with suggestions for improvement relating to stewarding matters.

The duties of the NF Discipline Steward General are:

- To act as the contact person between his NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to stewarding within the discipline;
- To advise his NF on all matters relating to his responsibility;
- To be familiar with the organization of an international event;
- To have a good knowledge of the discipline rules, veterinary matters, FEI Veterinary Regulations and the FEI legal system;
- To inform the OCs of international events in his country of their responsibilities relating to stewarding and stable security.

Within smaller NFs, an NF Discipline Steward General may act as Steward General for more than one discipline providing that he is qualified in the disciplines for which he has been appointed.

The FEI Discipline Steward General must arrange for FEI Levels 1 and 2 Steward Courses to be organized within his NF.

### ***FEI Chief Steward***

Only FEI Levels 2 and 3 Stewards may officiate as an FEI Chief Steward at an international event.

In principle the number of FEI Stewards in any country should be in proportion to the number of international events held in that country.

In principle, a Chief Steward must be able to speak English as one of the FEI's official languages and must be a person experienced in equestrian sports, particularly in the relevant Discipline. He must also have a good knowledge of all FEI Rules and Regulations for the Discipline, the General Regulations and the Veterinary Regulations.

### ***FEI Assistant Steward***

According to the size and type of event, a sufficient number (min. 4) of Assistant Stewards must be appointed by the OC. All Assistant Stewards should hold Level 1 status, however all those to whom important tasks such as warm-up arenas, boot and bandage control, and stable duties are allocated must hold at least Level 1 status.

### ***FEI Stewarding Course Director***

FEI Course Directors for Stewarding have to hold at least Level 2 status in the concerned discipline. They are appointed by the FEI HQ and a corresponding list is published on the FEI Website.

## **Education Strategy**

FEI Courses for Stewards must follow the syllabi established by the FEI. The FEI establishes a list of FEI Stewarding Course Directors. To be recognised by the FEI a Course must be directed by one of the Stewarding Course Directors on the FEI list.

Courses for FEI Course Directors are organized by the FEI. Each NF or group(s) of NFs or region organizes FEI Level 1 and Level 2 Courses that must be directed by at least one of the FEI Stewarding Course Directors.

## **Promotion and Nomination Process**

Prior to FEI Level 1 Course participation, the participants' respective National Federations must provide the FEI with each participant's CV and personal details along with the course and promotion application form for course participation approval. After successful course completion and the Course Director's recommendation, the FEI proceeds with promotion of the participants to the status of "FEI Level 1 Steward".

Prior to FEI Level 2 Course participation, the participants' respective National Federations must provide the FEI (if not already done) with each participant's CV and personal details along with the course and promotion application form for course participation approval. After successful course completion and the Course Director's recommendation, the FEI proceeds with promotion of the participants to the status of "FEI Level 2 Steward".

A Level 3 qualification may be awarded by the FEI when an FEI Level 2 Steward fulfils the requirements for FEI Level 3 as specified in this document.

## **Information Resources on Quality of Stewarding at International Events**

Stewards at international events may be evaluated with the help of the following means :

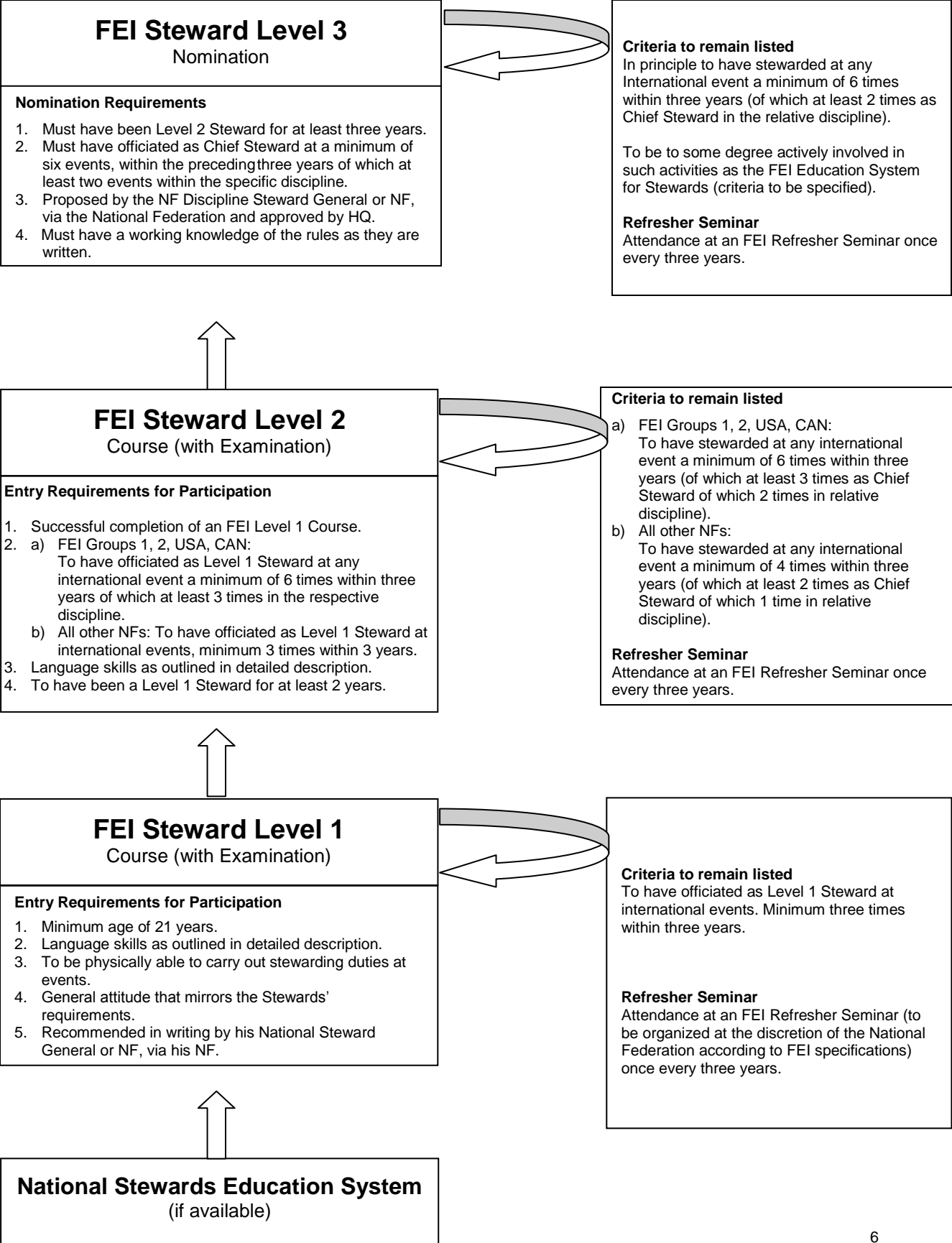
- Chief Steward Report ;
- Foreign Judge / Ground Jury President / Technical Delegate Report ;
- Informal resources such as experience at events, feedback from stakeholders or the Discipline Committee.

These resources will be compiled and analysed within the FEI HQ.

## **National Education**

It is intended that the National Federations use the FEI Level 1 Course syllabus to educate their own national Stewards and by that achieve a certain level of self-sufficiency.

## 2. Diagram of the FEI Education System for Stewards



### 3. Description of the FEI Education System for Stewards

#### Level 1

##### Entry Requirements

Candidates who wish to be admitted to a Level 1 Course organized by National Federations, group(s) of National Federations or Regions are required to meet the following criteria:

- Minimum age of 21 years.
- All participants are required to take stewarding courses in English. However, upon written request consideration may be given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.
- To be physically able to carry out stewarding duties at events.
- To have a general attitude that mirrors the requirements as specified in the Stewards' job description (to be developed).
- To be recommended in writing by their NF Steward General or National Federation, through their National Federation.
- Course application and promotion request form must be sent to the FEI by the candidate's National Federation and be accompanied by a written equestrian CV that provides details of the acquired level of equestrian experience which should be as Athlete, Trainer, Coach, Official or any other acceptable equestrian background.

##### Course Organization

Number of days	3
Number of Course Directors	2 (of which one must be chosen from the FEI list and the other can be local, at least for sitting in the oral exams)
Minimum number of participants	10
Maximum number of participants for exams	15
Debriefing	10 min. each participant
Awards Ceremonies	Yes
Course Material	It is the responsibility of the participant to obtain a printed version of and be familiar with the following documentation prior to attending the Course.

- FEI General Regulations
- FEI Veterinary Regulations
- FEI Code of Conduct
- FEI Discipline Rule Book
- FEI Discipline's Stewarding Manual
- Course Syllabus

If the course language is not English, the host National Federation is responsible to have the material translated in the language to which the exception was requested.

The FEI supplies the Course Director with resource material to assist with the presentation of the syllabus, including:

- PowerPoint Presentations on CD
- Examination papers and marking sheet
- FEI Course Certificates
- Course Directors' Handbook
- FEI General Regulations
- FEI Veterinary Regulations
- FEI Code of Conduct
- FEI Discipline's Rule Book
- FEI Discipline's Stewarding Manual
- Course Syllabus
- Course Directors Notes

#### Course Language

All participants are required to take courses in English. However, upon written request consideration maybe given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.

### Course Examinations

#### Written Examination

Entry Examination : 30 min.  
Final Examination : 45 min.

#### Oral Examination

10 min. with three questions per participant

#### Marking Criteria

##### **Written Entry Examination:**

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.



**Written Final Examination:**

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.

**Oral Examination:**

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.

Final Evaluation

Any participant who does not achieve a pass mark in each of the three examinations will not be promoted.

**Online Education**

Optional replacement of sessions and examination by using an online education platform. Availability, use and equivalency to be announced in 2012.

**Qualification**

Qualification as

FEI Level 1 Steward

Certificate

Certificate as FEI Level 1 Steward

Officiates as

Assistant Steward in international events.  
“This status does not permit a Steward to officiate as Chief Steward at an event, with the exception of Eventing Level 1 Stewards who may act as Chief Steward at 1\* and 2\* Eventing International Events.”

Criteria to remain listed

To have officiated as Assistant Steward minimum three times within three years at international events.

Refresher Seminar

Attendance at a RS to be organized at the discretion of the National Federation according to FEI specifications, once every three years.

## Level 2

### Entry Requirements

- Successful completion of an FEI Level 1 Course.
- a) FEI Groups 1, 2, USA, CAN :  
To have officiated as Level 1 Steward at any international event a minimum of 6 times within three years of which at least 3 times in the respective discipline.
- b) All other NFs: To have officiated as Level 1 Steward at international events. Minimum 3 times within 3 years.

All participants are required to take courses in English. However, upon written request consideration may be given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.

- To have been an FEI Level 1 Steward for at least 2 years.

### Course Organization

Number of days	3
Number of Course Directors	2 (of which one must be chosen from the FEI list and the other can be local, at least for sitting in the oral exams)
Minimum number of participants	10
Maximum number of participants for exams	15
Debriefing	10 min. each participant
Awards Ceremonies	Yes
Course Material	<p>It is the responsibility of the participant to obtain a printed version of and be familiar with the following documentation prior to attending the Course.</p> <ul style="list-style-type: none"><li>- FEI General Regulations</li><li>- FEI Veterinary Regulations</li><li>- FEI Code of Conduct</li><li>- FEI Discipline's Rule Book</li><li>- FEI Discipline's Stewarding Manual</li><li>- Course Syllabus</li></ul> <p>If the course language is not English, the host National Federation is responsible to have the material translated in the language</p>

to which the exception was requested.

Each participant is expected to bring these, or their updated versions, to the Course.

The FEI supplies the Course Director with resource material to assist with the presentation of the syllabus. These include:

- PowerPoint Presentations on CD
- Examination papers and marking sheet
- Course Certificates
- Course Directors' Handbook
- FEI General Regulations
- FEI Veterinary Regulations
- FEI Code of Conduct
- FEI Discipline's Rule Book
- FEI Discipline's Stewarding Manual
- Course Syllabus
- Course Directors' Notes

#### Course Language

All participants are required to take courses in English. However, upon written request consideration maybe given to allow courses to be held in another language, providing the Course Director is chosen from the FEI list. A decision on courses in another language is based on level and number of international events held in the country requesting an exception.

### Course Examinations

#### Written Examination

Entry Examination : 60 min.  
Final Examination : 60 min.

#### Oral Examination

10 min. with a standard of three questions per participant

#### Marking Criteria

Written Entry Examination:

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.

Written Final Examination:

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.

Oral Examination:

- To pass the exam a participant must obtain a minimum of 80% of the total achievable points.

Final Evaluation

Any participant who does not achieve a pass mark in each of the three examinations will not be promoted.

## **Online Education**

Optional replacement of sessions and examination by using an online education platform. Availability, use and equivalency to be announced in 2012.

## **Qualification**

Qualification as

FEI Level 2 Steward

Certificate

Certificate as FEI Level 2 Steward

Officiates as

- . Chief Steward at all international events with the exception of Senior Championships, Games and World Cup Finals.
- . Member of Stewarding teams at CIs of the relevant discipline.

Criteria to remain listed

- 1) a) FEI Groups 1, 2, USA, CAN :  
To have stewarded at any international event a minimum of 6 times within three years (of which at least 3 times as Chief Steward of which 2 times in relative discipline).
  - b) All other NFs :  
To have stewarded at any international event a minimum of 4 times within three years (of which at least 2 times as Chief Steward of which 1 time in relative discipline).
- 2) Attendance at an FEI refresher seminar once every three years.

## Level 3

### Nomination Requirements

- Must have been an FEI Level 2 Steward for at least three years.
- Must have officiated as Chief Steward at a minimum of six events, within the preceding three years of which at least two events within the specific discipline.
- Must be proposed by the NF Discipline Steward General of National Federation, via the National Federation and approved by HQ.
- Must have a working knowledge of the rules as they are written

### Qualification

Qualification as	FEI Level 3 Steward
Certificate	Certificate as FEI Level 3 Steward
Officiates as	<ul style="list-style-type: none"><li>. Chief Steward at all international events including World Cup Finals, Senior Championships (World, continental and regional) and Games (Olympic and regional games).</li><li>. Member of the Stewarding team at CIs of the relevant discipline.</li></ul>
Criteria to remain listed	<ol style="list-style-type: none"><li>1) In principle to have stewarded at any International event a minimum of 6 times within three years (of which at least 2 times as Chief Steward in the relative discipline).</li><li>2) To be to some degree actively involved in such activities as the FEI Education System for Stewards (criteria to be specified).</li><li>3) Attendance at an FEI Refresher Seminar once every three years.</li></ol>

## **4. Failure of Exams**

If a participant is not promoted, he cannot repeat the Course and his NF may not request promotion, for a period of one year.

## **5. Removal from and return to list**

An FEI Steward of any level may be removed from the FEI Directory for the following reasons:

- has not stewarded in the specified minimum number of events within the specified period,
- has not complied with the FEI Rules and Regulations.

Following removal from the FEI Directory, a Steward may be reinstated on the list by FEI HQ on a case-by-case basis.

## **6. Stewarding Course Directors**

Stewarding Course Directors are educated and certified by the FEI. All FEI Stewarding Course Directors are listed on the FEI website.