

JOB DESCRIPTIONS

Overall Chief Steward

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Overall Chief Steward

Job title

FEI Overall Chief Steward

Job analysis

The FEI Overall Chief Steward is appointed to ensure a level playing field and safeguard Horse welfare in accordance with FEI Rules and Regulations, and in doing so coordinates the Steward Teams of the various Disciplines. Furthermore, the FEI Overall Chief Steward evaluates and manages the impact of sport and operational decisions on the Stewarding at Multi-Discipline Championships or Games.

Profile

- To be listed as Level 4 in at least one of the Disciplines of the Multi-Discipline Championships or Games
- To have exceptional leadership skills
- To have exceptional interpersonal skills
- To have exceptional communication skills
- To have extensive understanding of event organisation and operations
- To have extensive experience handling high-pressure situations
- To have excellent knowledge in the following areas:
 - Team management
 - Conflict management
 - Time management
 - Media skills
 - Legal matters

Work area

According to the FEI Rules and Regulations and the Host Agreement.

Reports to

The FEI Overall Chief Steward reports to the FEI.

Team management

The Overall Chief Steward is responsible for the organisation and coordination of the deployment of all Stewards in conjunction with the Discipline Chief Stewards.

Overall Chief Steward

Key responsibilities

- To respect the FEI Officials Code of Conduct
- To ensure that horses are treated according to FEI Code of Conduct for the Welfare of the Horse at all times while present at the venue.
- To ensure a level playing field across all Disciplines

Before the Show

- To liaise with:
 - The FEI
 - The Organising Committee/Event Director
 - The Discipline Chief Stewards, Technical Delegates

regarding:

- advice on the number of Stewards and work areas
- advice on the appointment of Stewards
- review and advice on training facility provision, stable area, steward office and horse examination & inspection areas.
- review and advice on flows of horses
- planning and preparation of the preliminary steward rosters and training plan
- setting up a communication and reporting system

During the Show

- To be present prior to the arrival of the first and up to the departure of the last horse
- To assist and advise Discipline Chief Stewards in their duties
- To coordinate and sign off training timetables and stewarding rosters
- To liaise as required with other parties such as, but not limited to: FEI, Organising Committee/Event Director/Discipline Managers, Technical Delegates, Veterinary Commission, Veterinary Service Manager and Stable Manager
- To manage the impact of sport and operational decisions on Stewarding operations
- To support the Discipline Chief Stewards in addressing any incidents or legal issues
- To coordinate Stewarding of the stable areas, including night stewarding, as well as ensuring access control and biosecurity in accordance with FEI Veterinary Regulations

After the Show

- To complete and submit the Overall Chief Steward's report