



NATIONAL STEWARD TRAINING PROGRAMME 2018

The aim of Steward Education and Development Programme is to train “more hands on” and practical Stewards to assist with the running of day to day and higher profile regional and national competitions.

Recognition of the importance of the role and the critical integration of these Stewards into the sport must be foremost as well as all aspects of horse welfare and enforcement of the BD Rules.

Below is an outline of the expectations and requirements:

- To participate annually in an update course
- Participants must be a minimum of 18 years of age to commence this programme
- The Steward Education Pathway will be simple, educational and beneficial to participants
- Provide our Quest, Area Festival and Regional Organisers with a broad base of enthusiastic stewards who understand the rules, the importance of the rules and deliver a consistent, professional service
- BD Stewards must be a minimum of Premier Club Member before commencing their first official duty or shadowing day, this is to ensure that Stewards are recognised for their valuable contribution to the sport as a BD Official. Membership also gives
 - Insurance
 - Rules and Rule book Updates
 - Steward ID Arm Bands
 - Code of Conduct
 - Legal Cover

Courses will be held at appropriate locations and we will endeavour to provide a nationwide spread annually in accordance to demand.

The Stewarding Pathway will be as follows

Introduction to Stewarding (Probationary Level)

Aspects to be included and covered will include:

- Theory of Stewarding
- Rules and Awareness of how to find and apply them
- Discussion Groups/Concerns and Scenarios
- Tack Check demonstrations
- Tack and equipment
- Horse Welfare

Based on the outcome for each candidate, they will then be made Probationary Stewards. This day will count as CPD for existing Level 1 Stewards and be required as part of the annual update.

There is a written paper to be completed on the day (rule books allowed)

Probationary to Level 1 Upgrade

Once the candidates have successfully completed the Probationary Course to achieve Level 1 Status, the following criteria must be met

- Shadowed two full competition days over a variety of classes.
- Shadowed no less than 2 different Level 3 stewards
- Successfully completed the probationary course
- It is the candidates' responsibility to submit their Mentoring Forms to the Level 3 Steward who should complete them on the day and return to the candidate. The candidate should discuss the comments and feedback made with the mentor.
- The two forms should be submitted electronically to British Dressage Charlotte.Osborne@britishdressage.co.uk who will then advise in due course the outcome.

The information provided in this report will be assessed and the candidates notified ASAP of the outcome. In the event of more work to complete being necessary we will work closely with you to support you to achieve this.

All stewards must demonstrate their involvement with stewarding by recording it in their Logbook and returning this to BD when requested. Stewards must attend at least 2 'dressage' events annually which can be at any BD Affiliated or Official Competition or a Quest Club Competition to remain on the list. Organisers will be asked to advise BD of the stewards invited/accepted/declined.

Upgrading to Level 2

Candidates may not upgrade until they have

- Worked at Level 1 at a minimum 4 full day events over a minimum of 12 months
- Demonstrated continuous CPD over the time at Level 1
- Successfully completed a Level 2 Course which will cover all aspects at Level 1 as a refresher as well as
 - In depth knowledge of the rules and their application
 - Horse Welfare
 - Tack and equipment
 - Practical Tack Checking
 - Case Studies and Role Play
- Shadowed at a minimum of two Area Festivals (1st and/or 2nd round) or Quest Regional
- Worked for a minimum of 1 day at a Regional Championship or Quest Final (or other high profile event)
- Observed tack check procedures and assisted where appropriate
- Working at the Arena Side

This course may also be used as CPD for Level 2 Stewards

Where ever possible this course will be at live competitions or in an environment where horses can be used.

On completion of this course ALL candidates will have an Oral Evaluation with feedback to assist with their future development and CPD.

To attend this course you must have a current BD Premier Club Membership.

All stewards must demonstrate their involvement with stewarding by recording it in their Logbook and returning this to BD when requested. Stewards must attend at least 2 'dressage' events annually which can be at any BD Affiliated or Official Competition or a Quest Club Competition to remain on the list. Organisers will be asked to advise BD of the stewards invited/accepted/declined.

Upgrading to Level 3

To upgrade to level 3 the following criteria must be met

- Have BD Premier Club Membership
- Been active at Level 2 for a minimum of 2 years at no less 6 events in the past 24 month period
- Demonstrated continuous CPD at Level 1 and 2 over the time they have been a Steward
- Worked at and be able to demonstrate the knowledge and experience at Area Festival Final, Quest Regional, Regional Championship and Premier League level
- Have thorough knowledge and experience of
 - Tack
 - Equipment
 - Rules
 - Show Organisation
 - Arena Management
 - Working with and managing a team of stewards and volunteers
- Successfully completed a Level 2 Course in the past 12 months from date of application
- Demonstrate ability to work with and develop/support fellow Stewards
- Produce supporting evidence/portfolio of Stewarding Experience and Activities
- Applications should be submitted in writing by 30th September annually, candidates should provide evidence and testimonials of
 - Their ability to implement the rules
 - Horse Welfare
 - Tack and equipment
 - Practical Competencies
 - Team work
 - Professionalism
- Applicants will be reviewed and successful candidates notified by 31 December annually.
- Level 1 FEI Stewards will be awarded this status.

Level 4

All FEI level 2 Stewards will be awarded Level 4 Status.

Level 4 and a National Level 1 Technical Delegates syllabus is currently being developed.

WHAT CAN OUR STEWARDS DO?

2018 Stewarding Criteria

Probationary	Able to work alongside a Level 1 and Level 2 Steward at any event while gaining Level 1 Qualification
Level 1	Assist Level 2 Stewards at any event and also be the Supervising Steward at Quest Regionals
Level 2	Assist at any BD event or Championship and be the Supervising Steward at Area Festivals and Area Festival Finals (1 st and 2 nd Round).
Level 3	Assist at any BD event or Championship and be the Supervising Steward at Area Festivals and Area Festival Finals (1 st and 2 nd Round), Associated Championships, Regional Championships, Quest Finals
Level 4	Act as a BD Official Steward at all Championships including Premier Leagues. With the permission of the organiser you may also work alongside FEI stewards at International Events hosted in the UK.

NOTES

Recommendation to be nominated as an FEI Steward will be made by invitation from the National Federation subject to FEI Allocation, Stewards will have to have achieved Level 4 prior to nomination and demonstrated sufficient experience at this level for a minimum of 2 years.

Minimum Stewarding Requirements by Venues The criteria for an organiser to host one of our Championships is that they must provide a minimum of two stewards qualified in line with the stewarding criteria above at ALL events.

Venue Feedback A Level 2 and above Steward acting as the BD Official Supervising Steward at any BD Event will provide a report (form to be provided by BD) to on completion of each show. This report will be reviewed by the relevant BD parties and any actions requiring attention taken care of.

DELIVERY OF THE SYLLABUS

At a series of workshops across the UK at appropriate competitions and venues agreed in conjunction with BD and RDO's.