



British Showjumping Stewards Education System

PATHWAY

Preliminary Remarks

1.1 Terminology and Abbreviations

- **National Steward General (NSG)**
The National Steward General is appointed by British Showjumping from the pool of Level 3 Stewards to act as a point of contact for all British Showjumping Stewards within British Showjumping. The role involves assisting in identifying potential new Stewards as well as the supporting, training and development of existing Stewards.
- **Chairman of Judges (COJ)**
The show Organiser/Organising committee shall nominate one Level 2 or above Judge to act as Chairman of Judges (COJ) for the duration of the show. Duties of the COJ include assisting and advising the Show Organisers and Members throughout the show. The COJ may also assume the roles and responsibilities of the Lead Official (LO) for one arena.
- **Lead Official (LO)**
A Lead Official will be appointed to each arena at each show to act as the Senior Judge for the duration of the show. Duties of the LO include assisting and advising the Show Organisers and Members throughout the show. In the absence of an appointed COJ (Chairman of Judges) the Lead Official (LO) will assume the roles and responsibilities of the COJ
- **British Showjumping**
Based in Meriden, West Midlands, British Showjumping is the National Governing Body of Showjumping within Britain. Contact details for British Showjumping are below:
 - British Showjumping, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG
 - 02476 698800
 - sportteam@britishshowjumping.co.uk
- **Stewards are divided into the following categories:**
 - British Showjumping Level 2 Steward
 - British Showjumping Level 3 Steward
 - FEI Level 1 Steward
 - FEI Level 2 Steward
 - FEI Level 3 Steward
 - FEI Level 4 Steward
 - FEI Steward General

1.2 Agreement to abide by British Showjumping Rules & Regulations

All British Showjumping Officials, when renewing their membership with British Showjumping, agree to abide by British Showjumping Rules & Regulations, including the Regulations for Registration and Control of Officials & Officials Code of Conduct & Conduct of Officials for the duration of the membership period.

The Regulations for Registration and Control of Officials, including the Officials Code of Conduct can be found by following the link below:

- <http://www.britishshowjumping.co.uk/page/Officials-Regulations>

1.3 FEI Application & Upgrade policy

All FEI Officials Applications, including FEI Officials upgrades will need GBR NF recommendation as per the FEI pathway. GBR NF Recommendations will only be given to those candidates who are current National Officials, fully compliant with their retention criteria and whose work is known to the National Governing body so we are able to comment on and endorse appropriately.

1.4 FEI Officials

All FEI Officials, will be required to be current National Officials, fully compliant with their retention criteria and whose work is known to the National Governing Body, so we are able to comment on and endorse appropriately. Any Official who is removed by the GBR NF or who's National Official's status lapses or any Official who cannot satisfy the above requirement will have the support of the GBR NF to act as an FEI Official representing GBR removed.

British Showjumping Level 2 Steward

Role Description

Role Title:	British Showjumping Level 2 Steward
Reporting to:	British Showjumping Sport Team
Responsible to:	British Showjumping National Director of Sport
Liaising with:	British Showjumping Members, Officials, Show Organisers & Secretaries and others

Role Purpose:

British Showjumping is the governing body for the sport in Great Britain. We aim to encourage greater and more active participation across our sport, supporting consistent high performance at all levels.

The Steward will represent British Showjumping at affiliated competitions as directed by, and agreed with the British Showjumping Sport Team. Stewards will ensure that the welfare of the horse is paramount and is not subordinated to competitive or commercial influences. They will ensure that the competition is run in accordance with the relevant Rules prescribed by British Showjumping and encourage good practice, also ensuring that equine welfare in the stables and anywhere on the show ground complies with the British Showjumping Code of Conduct for the Welfare of the Horse.

The Level 2 Steward will act as the Disciplinary Steward at the show and in conjunction with the COJ, LO or other Officials as necessary. Any matters that cannot be resolved should be reported back to the British Showjumping Development Officer, National Director of Sport or the CEO.

The Steward will be expected to provide a primary point of contact for British Showjumping Members, dealing with enquiries as required, whilst aiming to create a safe, fair and welcoming environment at Showjumping competitions and ensuring the integrity of competition.

Following attendance at Competition, the Steward will be required to provide a report to the British Showjumping Sport Team and will be encouraged to contribute to the running and development of the sport when appropriate.

The Steward, shall not have any direct personal, professional or financial relationship, in or with the organisation of the show. Any other interest that could influence or be perceived to influence objectivity when deployed as a Steward must be notified to British Showjumping in advance.

Key Tasks:

- To ensure that horses are treated according to the British Showjumping Code of Conduct for the Welfare of the Horse.
- To ensure that any safeguarding concerns are reported appropriately.
- To ensure rules are upheld throughout the competition venue and ensure fair competition.
- Liaise with all British Showjumping Officials and Practice Arena Stewards and Show Organiser to ensure the safe and effective running of the competition.

- Liaise closely with the organiser during the competition and ensure that their contribution is recognized.
- To carry out tack and equipment checks.
- To observe and regulate the conduct of members and other personnel.
- To oversee the facilities and arenas of the venue including but not limited to parking facilities, stabling, horse walks, surface of arenas, quality of jumps, judging facilities, catering, toilets.
- To oversee all practice arenas and ensure that all practice obstacles are correctly constructed and the ground maintained regularly.
- Ensure that the show complies with health and safety regulations and that adequate medical cover is in place.
- To monitor safety and to encourage good practice in all respects.
- Deal with disciplinary matters and objections in conjunction with the Lead Official when appropriate.
- Ensure breaches of the rules are fully investigated and appropriate disciplinary procedures are undertaken.
- To provide a primary point of contact and a pro-active communication channel for British Showjumping members at competitions to answer queries, provide information and encourage participation.
- To ensure any equine fatality or serious injury is reported immediately (to DO and CEO).
- To ensure that any human serious injury or concussion is reported immediately (to DO and CEO)
- Ensure accident report forms are submitted promptly to the Sport Team.
- Be prepared to assist in managing any unexpected or unforeseen situations.
- To submit written reports and expense claims following attendance at shows.

Person Specification:

Criteria	Essential	Desirable
Experience	<p>Sound Equine Knowledge</p> <p>Experience of handling challenging situations.</p> <p>Ability to manage relationships with tact and diplomacy.</p>	<p>Experience of upholding rules and carrying out disciplinary proceedings.</p> <p>Experience in mediation and negotiating successful outcomes.</p>
Skills and abilities	<p>Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.</p> <p>Ability to work flexibly, on own initiative and as part of a team</p> <p>Ability to undertake duties in a professional manner.</p>	

	<p>Ability to follow written procedures accurately.</p> <p>Exceptional attention to detail.</p>	
Other	<p>Knowledge of British Showjumping rules.</p> <p>Enthusiastic with a keen interest for the sport.</p> <p>Be committed to British Showjumping's aims and ambitions.</p> <p>Willingness to undertake duties outside of normal working hours including evenings and weekends.</p> <p>Willingness to undertake training and development as required.</p> <p>Full driving licence and use of vehicle.</p> <p>Basic IT skills including the use of email.</p>	<p>Experience of working in a similar capacity in sport. Currently active as an Official or participant in Equestrian sport.</p> <p>Demonstrates high moral and ethical values, without any conflict of interest.</p>

Selection & Initial Training:

- British Showjumping select, appoint, deploy and remunerate the number of Level 2 Stewards that it sees fit to cover the requirements and needs of the association. These levels are subject to change from year to year.
- During periods of recruitment, potential candidates will express an interest with British Showjumping. Applicants wishing to be listed as a British Showjumping Level 2 Steward must:
 - Be minimum of 18 years of age at appointment
 - Submit British Showjumping Steward Application Form
 - Register as British Showjumping Non-Jumping Official with a current membership
 - Complete the Self-Declaration and Disclosure Form
 - Complete and pass an online safeguarding course provided by British Showjumping
- Successful Applicants are required to follow and complete the BS Steward training as detailed below, within 1 year.
 - **Attend an Affiliated Show in the Company of a British Showjumping Development Officer.**
 The Applicant will be expected to attend a British Showjumping Affiliated competition in the company of a Regional Development Officer (DO). This should be arranged directly with the DO in question and may be conducted in the Applicant's own Region, or elsewhere. The objective of this first day "in the field" will be to observe all aspects of a typical British Showjumping Competition, to meet with other Officials and key personnel and to familiarise the Applicant with the role of the Development Officer.

- **Attend (an agreed number of) Affiliated Shows to observe the Role of a British Showjumping Level 3 Steward.**
The Role of the British Showjumping Level 3 remains an extremely important one, and through this exercise, the Applicant will benefit from knowledge, skills and experience shared in terms of the interpretation of Rules, the conduct of Members, discipline and the general operation of Shows. Arrangements for this phase of the schedule should be made via British Showjumping Sport Team; through which the Level 3 Stewards are managed.
- **Attend the Stewards CPD Day.**
Applicants must attend the Stewards CPD Day as part of their BS Steward training.
- Written assessment. Applicants will be required to complete a written assessment after they have completed the British Showjumping Steward Training.
- After successful completion of the written assessment, Applicants will be appointed as British Showjumping Level 2 Stewards.

Remuneration

- All Expenses and Remuneration will be paid by British Showjumping
- Mileage @ 0.40ppm and Expenses directly related to the execution of the role will be paid in accordance with British Showjumping's current Expenses Policy. (Available on request).

Appointments

According to the needs of British Showjumping, British Showjumping Stewards will be deployed to shows by the British Showjumping Sport Team. Appointments as British Showjumping Level 2 Steward Officials are on an annual basis, with the appointment period running from 1st January to 31st December each year. Appointments automatically expire on the 31st December each year, with reappointments at the discretion of British Showjumping.

Retention Policy

- Level 2 Stewards must officiate (as a Level 2 Steward) at a minimum of 6 show days a year
- Must attend the Stewards CPD Day once every two years.
- Must hold a current certificate in the safeguarding of children and vulnerable persons.
- Completion of Self-Declaration and Disclosure Form

Any Steward who does not meet the above criteria may be re-classified or removed as a Level 2 Steward as of the 1st of Jan each year.

British Showjumping Level 3 Steward

Role Description

Role Title:	British Showjumping Level 3 Steward
Reporting to:	British Showjumping Sport Team
Responsible to:	British Showjumping National Director of Sport
Liaising with:	British Showjumping Members, Officials, Show Organisers & Secretaries and others

Role Purpose:

British Showjumping is the governing body for the sport in Great Britain. We aim to encourage greater and more active participation across our sport, supporting consistent high performance at all levels.

The Steward will represent British Showjumping at affiliated competitions as directed by, or agreed with, the British Showjumping Sport Team. Stewards will ensure that the welfare of the horse is paramount and is not subordinated to competitive or commercial influences. They will ensure that the competition is run in accordance with the relevant Rules prescribed by British Showjumping and encourage good practice, also ensuring that equine welfare in the stables and anywhere on the show ground complies with the British Showjumping Code of Conduct for the Welfare of the Horse.

The Level 3 Steward will act as the Disciplinary Steward at the show and in conjunction with the COJ, LO or other Officials as necessary. Any matters that cannot be resolved should be reported back to the British Showjumping Development Officer, National Director of Sport or the CEO.

The Steward will be expected to provide a primary point of contact for British Showjumping Members, dealing with enquiries as required, whilst aiming to create a safe, fair and welcoming environment at Showjumping competitions and ensuring the integrity of competition.

Following attendance at Competition, the Steward will be required to provide a report to the British Showjumping Sport Team and will be encouraged to contribute to the running and development of the sport when appropriate.

The Steward, shall not have any direct personal, professional or financial relationship, in or with the organisation of the show. Any other interest that could influence or be perceived to influence objectivity when deployed as a Steward must be notified to British Showjumping in advance.

Key Tasks:

- To ensure that horses are treated according to the British Showjumping Code of Conduct for the Welfare of the Horse.
- To ensure that any safeguarding concerns are reported appropriately.
- To ensure rules are upheld throughout the competition venue and ensure fair competition.
- Liaise with all British Showjumping Officials and Practice Arena Stewards and Show Organiser to ensure the safe and effective running of the competition.
- Liaise closely with the organiser during the competition and ensure that their contribution is recognized.
- To carry out tack and equipment checks.
- To observe and regulate the conduct of members and other personnel.

- To oversee the facilities and arenas of the venue including but not limited to parking facilities, stabling, horse walks, surface of arenas, quality of jumps, judging facilities, catering, toilets.
- To oversee all practice arenas and ensure that all practice obstacles are correctly constructed and the ground maintained regularly.
- Ensure that the show complies with health and safety regulations and that adequate medical cover is in place.
- To monitor safety and to encourage good practice in all respects.
- Deal with disciplinary matters and objections in conjunction with the Lead Official when appropriate.
- Ensure breaches of the rules are fully investigated and appropriate disciplinary procedures are undertaken.
- To provide a primary point of contact and a pro-active communication channel for British Showjumping members at competitions to answer queries, provide information and encourage participation.
- Be prepared to assist in managing any unexpected or unforeseen situations.
- If applicable, The British Showjumping Level 3 Steward is responsible for the organisation and management of the British Showjumping Level 2 Stewards at the show.
- To ensure any equine fatality or serious injury is reported immediately (to DO and CEO).
- To ensure that any human serious injury or concussion is reported immediately (to DO and CEO)
- Ensure accident report forms are submitted promptly to the Sport Team.
- To submit written reports and expense claims following attendance at shows.

Person Specification:

Criteria	Essential	Desirable
Experience	<p>Sound Equine Knowledge</p> <p>Experience of handling challenging situations.</p> <p>Ability to manage relationships with tact and diplomacy.</p>	<p>Experience of upholding rules and carrying out disciplinary proceedings.</p> <p>Experience in mediation and negotiating successful outcomes.</p>
Skills and abilities	<p>Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.</p> <p>Ability to work flexibly, on own initiative and as part of a team</p> <p>Ability to undertake duties in a professional manner.</p> <p>Ability to follow written procedures accurately.</p>	

	Exceptional attention to detail.	
Other	<p>Knowledge of British Showjumping rules.</p> <p>Enthusiastic with a keen interest for the sport.</p> <p>Be committed to British Showjumping's aims and ambitions.</p> <p>Willingness to undertake duties outside of normal working hours including evenings and weekends.</p> <p>Knowledge of confidentiality and data protection rules and ability to perform duties in adherence to these rules.</p> <p>Willingness to undertake training and development as required.</p> <p>Full driving licence and use of vehicle.</p> <p>Basic IT skills including the use of email.</p>	<p>Experience of working in a similar capacity in sport. Currently active as an Official or participant in Equestrian sport.</p> <p>Demonstrates high moral and ethical values, without any conflict of interest.</p>

Selection & Initial Training

- British Showjumping select, appoint, deploy and remunerate the number of Level 3 Stewards that it sees fit to cover the requirements and needs of the association.
- During periods of recruitment, potential candidates will express an interest with British Showjumping and
 - Be minimum of 18 years of age at appointment
 - Submit British Showjumping Steward Application Form
 - Submit Equestrian CV detailing equestrian experience and knowledge.
 - Registered as British Showjumping Non-Jumping Official with a current membership
 - Complete the Self-Declaration and Disclosure Form
 - Complete and pass an online safeguarding course provided by British Showjumping
- Applicants will be invited for an interview. Interview panel will consist of at least 2 of the following:
 - CEO
 - National Director of Sport
 - British Showjumping Level 3 Steward

After the interview an Induction & Orientation Meeting will take place. An informal meeting intended to introduce the Applicant to the role of the Steward and the structure and function of British Showjumping. Key publications and information will be provided and there will be a brief

review of Rules, Policies and other relevant information, as well as the opportunity to discuss any aspect of the Role in question.

- Successful Applicants are required to follow and complete the BS Steward training as detailed below, within 1 year.
 - **Attend an Affiliated Show in the Company of a British Showjumping Development Officer.**
The Applicant will be expected to attend a British Showjumping Affiliated competition in the Company of a Regional Development Officer (DO). This should be arranged directly with the DO in question and may be conducted in the Applicant's own Region, or elsewhere. The objective of this first day "in the field" will be to observe all aspects of a typical British Showjumping Competition, to meet with other Officials and key personnel and to familiarise the Applicant with the role of the Development Officer.
 - **Attend (an agreed number of) Affiliated Shows with a British Showjumping Level 3 Steward.**
The Role of the British Showjumping Level 3 Steward remains an extremely important one, and through this exercise, the Applicant will benefit from knowledge, skills and experience shared in terms of the interpretation of Rules, the conduct of Members, discipline and the general operation of Shows. Arrangements for this phase of the schedule should be made via British Showjumping Sport Team; through which the Level 3 Stewards are managed.
 - **Attend the Stewards CPD Day.**
Applicants need to attend the Stewards CPD Day as part of their BS Steward training.
- Written assessment. Applicants must complete a written assessment after they have completed the British Showjumping Steward Training.
- After completion of the British Showjumping Steward Training and successful completion of the written assessment, Applicants will be appointed as British Showjumping Level 3 Stewards.

Remuneration

- All Expenses and Remuneration will be paid by British Showjumping
- Competitive Salary: By Arrangement.
- Mileage @ 0.40ppm and Expenses directly related to the execution of the role will be paid in accordance with British Showjumping's current Expenses Policy. (Available on request).

Retention Policy

- Level 3 Stewards must officiate (as a Level 3 Steward) at a minimum of 10 show days a year
- Must attend the Stewards annual CPD Day.
- Must hold a current certificate in the safeguarding of children and vulnerable persons.
- Completion of Self-Declaration and Disclosure Form