



British Showjumping  
Stewards Education System

PATHWAY

(Clean Version) Reviewed 01-2017

## 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 (Stipendiary Stewards) to act as a point of contact for all 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)

A Chairman of Judges is appointed at each show to act as the Senior Judge for the duration of the show. Duties of the COJ include assisting and advising the Show Organisers and Members throughout the show.

#### - Officiating Judge (OF)

In the absence of an appointed COJ (Chairman of Judges) the Officiating Judge (OF) will assume the roles and responsibilities of the COJ

#### - British Showjumping Headquarters (HQ)

Based in Meriden, West Midlands, British Showjumping HQ is the administrative hub for the NGB of Showjumping within Britain.

Contact details for HQ are below: -

- British Showjumping, Building 2020, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG
- 02476 698800
- [info@britishshowjumping.co.uk](mailto:info@britishshowjumping.co.uk)

#### - Stewards are divided into the following categories:

- Trainee Steward
- Level 1 Steward (Collecting Ring)
- Level 2 Steward (National)
- Level 3 Steward (Stipendiary)
  
- FEI Level 1 Steward
- FEI Level 2 Steward
- FEI Level 3 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 & the Officials Code of Conduct 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>

## **Level 1 (Collecting Ring) Steward**

### **Role Description**

**Role Title:** British Showjumping Level 1 Steward (Collecting Ring)

**Reporting to:** Chairman of Judges or The Officiating Judge

**Liaising with:** British Showjumping Members, Officials, Show Organisers & Secretaries and others

### **Role Purpose**

Reporting directly to the COJ or Officiating Judge, the L1 (Collecting Ring) Steward will act as British Showjumping Official at affiliated competitions, appointed by the Show Organiser (SO) at events that require the attendance of such stewards or at the request of the SO. When in attendance, the L1 (Collecting Ring) Steward will ensure that the welfare of the horse is paramount and is never subordinated to competitive or commercial influences. The L1 Stewards primary role will be to ensure that Warm up arena is run in accordance with the relevant Rules as prescribed by British Showjumping encouraging good practice and also ensuring that Equine welfare complies with the British Showjumping Code of conduct – Welfare of the Horse, whilst aiming to create a safe, fair and welcoming environment at Showjumping competitions and assist and enable the smooth running of the show.

### **Key Points**

- Comply with the Officials Code of Conduct & Conduct of Officials
- Report directly to the COJ or Officiating Judge.
- To have a full and current understanding of British Showjumping rules.
- To have good inter personal skills.

### **Key Tasks**

- To ensure equine welfare is paramount and is never subordinated to competitive or commercial influences.
- To ensure rules are upheld throughout in the warm up arena and ensure fair competition.
- To observe and regulate the conduct of members.
- To monitor safety and to encourage good practice in all respects.
- In instances of breaches of the rules to ensure it is fully investigated and reported to the COJ or the Officiating Judge so that appropriate disciplinary procedures are undertaken
- As a British Showjumping Official at the event, be prepared to assist in managing any unexpected or unforeseen situation.
- Liaise with judges and course designers to ensure the smooth running of the competition.
- Assist and enable the smooth running of the show.

## **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<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>
<b>Skills and abilities</b>	<p>Good 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>	
<b>Other</b>	<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 training and development as required.</p>	<p>Experience of working in a similar capacity in sport.</p> <p>Currently active as an Official or participant in Equestrian sport.</p>

## **Selection & Initial Training**

- Express an interest with British Showjumping & Register as a Non Jumping Official
  - Minimum of 18 years of age at appointment
  - Application for Membership as a Non Jumping Official (OF1)
  - British Showjumping Official - Application Form (OF2)
- Contact details for the Regional Development Officer passed over to the Trainee Steward to arrange getting some experience at affiliated events and National Steward General (NSG) informed.
- Attend events with British Showjumping Stewards of at least Level 2 status to gain experience understanding the role of a Steward, the responsibilities of a Steward, at affiliated events
- Completion of log book detailing events attended and roles complete (OF?)
- Before appointment, the Trainee Steward must have a written report recommending them for appointment as a Level 1 Steward, from a Steward of at least Level 2 with endorsement of application by National Steward General or Officials Coordinator. (OF?)
- Once the above has been completed, the Trainee Steward is then appointed as a L1 Steward
- Level 1 Stewards to be appointed to shows by the Show Organiser, all expenses and per diem are to be paid by the Show Organiser.

## **Remuneration**

- Arrangements to be made with the show organiser.

## **Retention Policy**

- Level 1 Steward must officiate at a minimum of 6 British Showjumping show days a year
- Must attend an officials training event once every two years

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

## Level 2 Steward (National)

### Role Description

<b>Role Title:</b>	British Showjumping Level 2 Steward (National)
<b>Reporting to:</b>	British Showjumping Officials Coordinator
<b>Responsible to:</b>	British Showjumping Chief Executive
<b>Liaising with:</b>	British Showjumping Members, Officials, Show Organisers & Secretaries and others

### Role Purpose:

The Steward will represent British Showjumping at affiliated competitions as directed by, or agreed with, the Officials Co-ordinator. When in attendance, the Steward will ensure that the welfare of the horse is paramount and is never subordinated to competitive or commercial influences. The steward 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 – Welfare of the Horse, whilst aiming to create a safe, fair and welcoming environment at Showjumping competitions.

The L2 Steward will act as the Disciplinary Steward at the show and in conjunction with the COJ or OJ as the arbiter in any matters of dispute within the rule of the association. Any matters that cannot be resolved should be reported back to the Officials Coordinator.

Whilst acting in this capacity, 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.

Following attendance at Competition, the Steward will be required to provide a report to the Officials Co-ordinator and will be encouraged to contribute to the running and development of the sport when appropriate.

### Key Tasks:

- To ensure equine welfare is paramount and is never subordinated to competitive or commercial influences.
- To ensure rules are upheld throughout the competition venue and ensure fair competition.
- To observe and regulate the conduct of members.
- Deal with objections and discipline matters.
- To monitor safety and to encourage good practice in all respects.
- In instances of breaches of the rules to ensure it is fully investigated and appropriate disciplinary procedures are undertaken
- To provide a primary point of contact from British Showjumping for members at competitions to answer queries, provide information and encourage participation.
- To be a pro-active communication channel for British Showjumping to its members
- As the British Showjumping Representative at the event, be prepared to assist in managing in any unexpected or unforeseen situation.
- Liaise with judges and course designers to ensure the smooth running of the competition.
- Liaise closely with the organizer during the competition and ensure that their contribution is recognized.
- To submit written reports following attendance at affiliated shows.
- To attend affiliated competitions (circa 2 per month)

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<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>
<b>Skills and abilities</b>	<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>	
<b>Other</b>	<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 may change from year to year and are subject to change.
- During periods of recruitment, potential candidates will express an interest with British Showjumping
  - Minimum of 18 years of age at appointment
  - Submit British Showjumping Level 2 (National) Steward Application Form (OF?)
  - Submit Equestrian CV detailing equestrian experience and knowledge. (OF?)
- Successful applicants will be invited for interview. Interview panel will consist of at least 2 of the following:-
  - Chief Steward (National)
  - Officials Coordinator
  - National Director of Sport
  - CEO
- Successful Candidates will register as a Non Jumping Official
  - Application for Membership as a Non Jumping Official (OF1)
- Candidates will be appointed on a probationary period and are required to follow and complete the BS Stewards development plan as detailed below.
  - **Induction & Orientation Meeting.**

An informal day intended to introduce the Trainees 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.
  - **Attend an Affiliated Show in the Company of a British Showjumping Development Officer.**

The Trainee will be expected to attend a British Showjumping Affiliated competition in the Company of a Regional Development Officer. This should be arranged directly with the D.O. in question and may be conducted in the Trainee'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 Trainee with the role of the Development Officer.
  - **Attend an Affiliated Show to observe the Role of a Level 3 (Stipendiary Steward).**

The Role of the British Showjumping Level 3 (Stipendiary Steward) remains an extremely important one, and through this exercise, the Trainee 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 Office; through which the Stipendiary Stewards are managed.



- **Attend (an agreed number of) Affiliated Shows with a Level 2 (National Steward).**  
In the company of a Level 2 (National Steward), the individual will be expected to attend a number (c.3) of Shows to gain further experience and to become used to working in the Role on a more independent basis. These days should be arranged with the Officials Coordinator and may be conducted in the Trainee's own Region, or elsewhere. A Show Report must be completed and submitted to the Officials Coordinator by the current Level 2 and the individual Trainee will be expected to maintain an Observation Log, recording the details of their time at the Show.
- **Progress Review Meeting.**  
When Trainees have completed the programme detailed above, a Review Meeting will be scheduled at which there will be the opportunity to discuss progress and any issues that might have arisen. At this meeting, a Personal Development Plan will also be agreed with each individual, to ensure that they are provided with an appropriate level of support in the Role of Steward.
- After successful completion of the agreed development plan, Candidates appointed as Level 2 (National) Steward.
- **Further Development and Deployment to Affiliated Shows.**  
According to the needs of British Showjumping and the Development Plan agreed with the individual, Stewards will be deployed to shows by the Officials Coordinator.

The further development needs of the Trainee will be addressed primarily on an individual basis, however it is intended that Stewards will meet at least once during each calendar year for discussion, further training and briefing.

- Please note a declaration of interest relating to the operation of British Showjumping and the individual's involvement therein, will be required.

#### **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).

#### **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 annual CPD Day.

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.

## Level 3 Steward (Stipendiary)

### Role Description

<b>Role Title:</b>	British Showjumping Level 3 Steward (Stipendiary)
<b>Reporting to:</b>	British Showjumping Officials Coordinator
<b>Responsible to:</b>	British Showjumping Chief Executive
<b>Liaising with:</b>	British Showjumping Members, Officials, Show Organisers & Secretaries and others

### Role Purpose:

The Steward will represent British Showjumping at affiliated competitions as directed by, or agreed with, the Officials Co-ordinator. When in attendance, the Steward will ensure that the welfare of the horse is paramount and is never subordinated to competitive or commercial influences. The steward 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 – Welfare of the Horse, whilst aiming to create a safe, fair and welcoming environment at Showjumping competitions.

The L3 Steward will act as the Disciplinary Steward at the show and as the ultimate arbiter in any matters of dispute within the rule of the association.

Whilst acting in this capacity, 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.

Following attendance at Competition, the Steward will be required to provide a report to the Officials Co-ordinator and will be encouraged to contribute to the running and development of the sport when appropriate.

### Key Tasks:

- To ensure equine welfare is paramount and is never subordinated to competitive or commercial influences.
- To ensure rules are upheld throughout the competition venue and ensure fair competition.
- To observe and regulate the conduct of members.
- Deal with objections and discipline matters.
- To monitor safety and to encourage good practice in all respects.
- In instances of breaches of the rules to ensure it is fully investigated and appropriate disciplinary procedures are undertaken
- To provide a primary point of contact from British Showjumping for members at competitions to answer queries, provide information and encourage participation.
- To be a pro-active communication channel for British Showjumping to its members
- As the British Showjumping Representative at the event, be prepared to assist in managing in any unexpected or unforeseen situation.
- Liaise with judges and course designers to ensure the smooth running of the competition.
- Liaise closely with the organizer during the competition and ensure that their contribution is recognized.
- To submit written reports following attendance at affiliated shows.
- To attend affiliated competitions - 12 per month (Number of day to be agreed)

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<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>
<b>Skills and abilities</b>	<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>	
<b>Other</b>	<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
  - Minimum of 18 years of age at appointment
  - Submit British Showjumping Level 3 (National) Steward Application Form (OF?)
  - Submit Equestrian CV detailing equestrian experience and knowledge. (OF?)
- Successful applicants will be invited for interview. Interview panel will consist of at least 2 of the following:-
  - Officials Coordinator
  - National Stewards General
  - National Director of Sport
  - CEO
- Candidates will be appointed on a 6 month probationary period and are required to follow and complete the BS Stewards development plan as detailed below.
  - **Induction & Orientation Meeting.**

An informal day intended to introduce the Trainees 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.
  - **Attend an Affiliated Show in the Company of a British Showjumping Development Officer.**

The Trainee will be expected to attend a British Showjumping Affiliated competition in the Company of a Regional Development Officer. This should be arranged directly with the D.O. in question and may be conducted in the Trainee'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 Trainee with the role of the Development Officer.
  - **Attend (an agreed number of) Affiliated Shows with a Level 3 (Stipendiary Steward).**

The Role of the British Showjumping Level 3 (Stipendiary Steward) remains an extremely important one, and through this exercise, the Trainee 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 Office; through which the Stipendiary Stewards are managed.
  - **Progress Review Meeting.**

When Trainees have completed the programme detailed above, a Review Meeting will be scheduled at which there will be the opportunity to discuss progress and any issues that might have arisen. At this meeting, a Personal Development Plan will also be agreed with each individual, to ensure that they are provided with an appropriate level of support in the Role of Steward.

- After 6 months and successful completion of the agreed development plan, Candidates appointed as Level 3 (Stipendiary) Steward.
- **Further Development and Deployment to Affiliated Shows.**  
According to the needs of British Showjumping and the Development Plan agreed with the individual, Stewards will be deployed to shows by the Officials Coordinator.
- Please note a declaration of interest relating to the operation of British Showjumping and the individual's involvement therein, will be required.
- **National Steward General (NSG)**  
The National Steward General is appointed by British Showjumping from the pool of Level 3 (Stipendiary Stewards) to act as a point of contact for all Stewards within British Showjumping. The role involves assisting in identifying potential new Stewards as well as the supporting, training and development of existing Stewards.
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#### **Remuneration**

- All Expenses and Remuneration will be paid by British Showjumping
- Competitive Salary: 12 days per month.
- 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).