



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 (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)**
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 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
 - shows@britishshowjumping.co.uk
- **Stewards are divided into the following categories:**
 - Trainee Level 1 Steward (Collecting Ring)
 - Level 1 Steward (Collecting Ring)
 - Trainee Level 2 Steward (National)
 - 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>

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 Officials 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.

Level 1 (Collecting Ring) Steward

Role Description

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

Reporting to: Lead Official

Responsible to: Show Organiser

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

Role Purpose

Reporting directly to the LO, 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 LO
- 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 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 LO 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

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>
Skills and abilities	<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>	
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 training and development as required.</p>	<p>Experience of working in a similar capacity in sport. 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)
- Attend a British Showjumping Induction Day at National Training Centre
- On completion of Induction day and acceptance of application by British showjumping, registered as Trainee Level 1 Steward.
- 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 min 6 British Showjumping events 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 Candidate must have a written report recommending them for appointment as a Level 1 Steward, from 2 x level 2 or above Judges. (OF?)
- Attend and successfully pass the Level 1 Steward Training and Assessment day
- Complete and successfully pass, online course in, the safeguarding of children and vulnerable persons.
- Once the above has been completed, the Candidate 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
- 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 as of the 1st of Jan each year.

Level 2 Steward (National)

Role Description

Role Title: British Showjumping Level 2 Steward (National)

Reporting to: British Showjumping Officials Coordinator

Responsible to: British Showjumping Chief Executive

Liaising with: 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 LO 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, National director of sport or the CEO.

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.

The appointed Stewards, shall not have any direct personal, professional or financial relationship, in or with the organisation of the show, nor with any member competing at the show, including, but not limited to, relationships of family members or ownership of any horse or pony, that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for, or on behalf of, British Showjumping.

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

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 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 as Level 2 trainee (National) Stewards on a probationary period and are required to follow and complete the BS Stewards development plan as detailed below, within 1 year.
 - **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.
 - **Safeguarding**
Complete and successfully pass, online course in, the safeguarding of children and vulnerable persons.
- 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).

Appointments

Appointments as British Showjumping Level 2 (National) 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 annual CPD Day.
- 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.

Level 3 Steward (Stipendiary)

Role Description

Role Title:	British Showjumping Level 3 Steward (Stipendiary)
Reporting to:	British Showjumping Officials Coordinator
Responsible to:	British Showjumping Chief Executive
Liaising with:	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.

The appointed Stewards, shall not have any direct personal, professional or financial relationship, in or with the organisation of the show, nor with any member competing at the show, including, but not limited to, relationships of family members or ownership of any horse or pony, that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for, or on behalf of, British Showjumping.

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
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. Be committed to British Showjumping's aims and ambitions.</p> <p>Willingness to undertake duties outside of normal working hours including evenings and weekends. 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.
- **Safeguarding**
Complete and successfully pass, online course in, the safeguarding of children and vulnerable persons.
- 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.
-

Remuneration

- All Expenses and Remuneration will be paid by British Showjumping
- Competitive Salary: By Arrangement. 6 or 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).

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**

Officials Continuous Assessment Procedure

Instigation criteria

British Showjumping has the power to review at any time the ability and competence of any official by way of unannounced inspection, at any event that the Official is working in the capacity as a British Showjumping Official, in relation to the registration and status of any Official.

Officials Continuous Assessment Process

- Official identified via reports submitted to Head Office or by random selection
- Assessor appointed and deployed
- Assessors reports to be submitted to the Officials Coordinator with one of the following recommendations
 1. No Further action required
 2. Identify training needs
 - Officials who have training needs identified by the Assessor will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified.
 3. In cases of serious concern, suspension and/or re-classification pending re assessment.
- Where the recommendation, suspension and/or re-classification pending re assessment recommendation is returned, the case will be put to the Officials Review Panel (Role specific). Review Panel to be made up of at least 3 from specific Working Group & Officials Co-ordinator
- Review panel to review the findings of the assessor and put forward one of the following recommendations.
 1. Identify training needs and re-visit
 - Officials who have training needs identified by the Review Panel will need to show a commitment to the training and proactively seek opportunity to develop in the identified areas, within the timescale identified. Review panel to set time scale for re-visit
 2. Full re-assessment
 - Where it is considered that the Official has fallen short of the criteria for the grade they currently hold, a full re assessment commensurate with their current level will be implemented
 - Those officials not meeting the criteria within the reassessment will be re classified
 3. Immediate Re- classification and Full re-assessment
 - In cases of serious concern, where Officials do not meet the criteria for their current level. The review panel can recommend the Official is re-classified pending full re assessment.
 - The findings and assessment results will be submitted to the Officials Review Panel for recommendation. The Review Panel will return one of the following recommendations.
 - i. *Re-Training (with specific areas identified) & full re-assessment*
 - ii. *Re- classification (with recommendations as to new classification) & full re-assessment*
 - iii. *Removal from the Officials Panel*
- The recommendations of the review panel will be submitted to the National Sport Committee of final approval