

Annex 12 - Upgrading and Qualification of Officials Judges, Stewards and Course Designers

Purpose

This Annex is designed as a guide to enable Judges, Course Designers, and Stewards to progress through the various grades of achievement to a level where they feel comfortable. At no stage does the ESNZ Jumping Board guarantee advancement just by the completion of academic records. At various stages practical and written tests need to be achieved since the aim is competence in all aspects of judging, stewarding and/or course designing at jumping competitions. The succession pathway for Judges, Course Designers and Stewards is as follows:

National Level 1

National Level 2

National Level 3

FEI Level 1

FEI Level 2

FEI Level 3

FEI Level 4

Equestrian Sport New Zealand (ESNZ) will maintain a list of all qualified judges, stewards and course designers and will regularly update the list as the Jumping Board approves changes. All current listed Officials can be found on the website nzequestrian.org.nz

When an applicant feels they have enough experience to upgrade they should consult their Area committee and/or senior fellow officials for support and forward their CV to the ESNZ Jumping Administrator to refer to the Jumping Technical Committee for consideration. With the approval of the Technical Committee the application will be passed to the ESNZ Jumping Board for approval once all upgrading criteria has been met.

Things to consider when you are wanting to become an official and officials wishing to upgrade:

1. Be a current ESNZ member
2. Be at least 18 years of age
3. Be well presented
4. Have good organisational skills
5. Be personable and approachable to other officials, participants, and volunteers
6. Be able to delegate tasks

7. Cope under pressure
8. Be able to deal with conflict in a quiet and calm manner
9. Be a team player and enthusiastic to learn
10. Have a desire to further your knowledge in the sport
11. Have an understanding of the ESNZ Jumping Rules and General Regulations, and knowing where to find them

Dress Code

ESNZ Jumping officials should operate in tidy dress. This means officials should dress in a neat manner appropriate for the work they are doing, close toed shoes are essential for safety purposes.

The overall consideration is that officials always look tidy and professional and that they are dress appropriately for the occasion.

National Level 1 Judges

All new judges must:

1. Be current members of ESNZ.
2. Have a basic knowledge of the ESNZ General Regulations.
3. Have a basic knowledge of the ESNZ Jumping Sport rules.
4. Have read and have an understanding of the following articles in the ESNZ General Regulations:
 - 4.1. Stewards ESNZ GRs Article 134.
 - 4.2. Judges ESNZ GRs Article 135.
 - 4.3. All Officials ESNZ GRs Article 136.
 - 4.4. ESNZ GRs Chapter Two Article 105, Sanctioned Events.
 - 4.5. ESNZ GRs Article 150 – Health and Safety at Events.
 - 4.6. ESNZ GRs Article 151 – Protective Headgear.
 - 4.7. Learn and understand basic Article numbers of common events run under Table A and Table C (Art 238 & 239 of the ESNZ Jumping Rules).
5. Have been a writer for a Ground Jury on at least three occasions at ESNZ sanctioned events.
6. Send in a CV outlining, personal details, ESNZ Area membership number, equestrian background, and experience of the above activities. A template document can be found on the Jumping page of the ESNZ website.
7. Obtain a written recommendation from your ESNZ Area Group. Send your CV plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

Promotion of National Level 1 to National Level 2 Judge.

Requirements

1. Act as a National Level 1 Judge for a minimum of two years.
2. Be proficient at setting up and using electronic timers.
3. Have been a regular member of a Ground Jury at ESNZ sanctioned events within and outside your area. Have experience of Table A, Table C competitions and competitions such as, but not limited to: Art 269 – Accumulator, Art 270 – Top Score & Gamblers Stakes, Art 262 – Power and Skill & Six Bar.
4. Understand the Blue Card (serious injury and concussion) process.
5. Have a basic understanding of ESNZ General Regulations, Chapter Nine; Legal System Article 137.
6. Have a good understanding of ESNZ General Regulations, Chapter ten: Risk Management, Health and Safety.
7. Act as an assistant course designer to a minimum National Level 2 Course Designer on at least two occasions at ESNZ sanctioned events. (*See Explanations – Item 7*).
8. Act as an assistant to the chief steward on at least two occasions at ESNZ sanctioned events and work towards becoming a listed National Level 1 Steward. (*See Explanations – Item 8*).
9. Be recommended by 2x minimum National Level 2 judges.
10. Attend an official Technical Official seminar in the last 3 years. (*See Explanations – Item 10*).
11. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
12. Obtain a written recommendation from your Area.
13. Pass an open book upgrade test for National Level 2 judges at a yearly ESNZ Jumping Technical Officials seminar. Upgrade tests may be held at other time during the year when necessary.
14. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

Explanations

Item 7: Assisting a course designer is not just a matter of picking up poles but a genuine attempt to understand related obstacles, direction changes, stride distances and the various types of obstacles used at all levels of competition.

Item 8: Assisting the Chief Steward involves spending a day with a Chief Steward gaining knowledge regarding but not limited to: medical and veterinary cover; practice arenas; safety cups; Welfare of the Horse; permitted and non-permitted saddlery; boot and bandage control.

Item 10: Where possible, it is intended that ESNZ Jumping will run yearly seminars in each Island for all Levels of Judges.

Promotion of National Level 2 to National Level 3 Judge

All Judges wishing to be promoted to National Level 3 should have the following attributes:

1. Be well presented.
2. Have good organisational skills.
3. Have good communication skills
4. Be personable and approachable to other officials, participants, and volunteers.
5. Be able to cope under pressure.
6. Be able to deal with conflict in a quiet and calm manner.
7. Have a thorough understanding of ESNZ GRs and ESNZ Jumping sport rules and where to find them.
8. Be able to delegate tasks in the judges' box.

Requirements:

1. Have been an assistant course designer to a minimum National Level 3 Course Designer on at least two occasions at ESNZ Jumping sanctioned events. (See *Explanations Item 1*).
2. Worked as a steward on at least two occasions at ESNZ sanctioned events. Be a listed National Level 1 Steward and preferably be, or be working towards becoming a listed National Level 2 Steward. (See *Explanations Item 2*).
3. Have been a regular member of a Ground Jury at ESNZ Jumping sanctioned events including FEI events and be capable of fulfilling the role of President of the Ground Jury.
4. Pass an open book upgrade test for National Level 2 Judges at a yearly ESNZ Jumping Technical Officials Seminar. Upgrade tests may be held at other times during the year when necessary.
5. Understand the Ground Jury flow chart- ESNZ GRs Article 144: Judicial Process – VRs and Anti-Doping.
6. Have a thorough knowledge of the legal system in the ESNZ General Regulations, Chapter 9.
7. Read and understand the ESNZ GRs Annex G: Veterinary Standards.
8. Be a mentor for junior officials, enabling them to progress towards promotion.
9. Attend at least 2x official Technical Official Seminars in the last three years.
10. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.

11. Be recommended by 2x minimum National Level 3 judges.
12. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

Explanations

Item 1: Assisting a course designer is not just a matter of picking up poles but a genuine attempt to understand but not limited to: related obstacles; direction changes; stride distances and the various types of obstacles.

Item 2: Preferably to have been added to the ESNZ Jumping National Stewards list or working towards Level 2 Steward. Refer to the Stewarding section in this annex.

The next step

- Our intention is that our valued judges, once reaching a level they are comfortable with, can either stay at that level or move on to a higher level providing they have completed all the relevant criteria.
- FEI Level 1 is the next step.
- ESNZ Jumping run limited FEI competitions in a single season making FEI Judges positions difficult to attain due to all FEI Technical Officials having to fulfil certain criteria in a set time frame.
- All FEI Level 1 officials should be approved by the ESNZ Jumping Technical Committee who will then forward an application on to the ESNZ Jumping Board.
- Details of the FEI Education system plus more information relating to FEI courses being held worldwide can be found on the FEI website – <https://inside.fei.org/fei/your-role/officials/jumping>
- FEI online education is also available to all at the FEI Campus - <https://campus.fei.org/login/index.php>

National Level 1 Course Designers

Requirements to become a National Level 1 Course Designer

1. Be a current member of ESNZ.
2. To have been a competitor or a regular assistant to a minimum National Level 2 Course Designer.
3. To have attended at least one yearly seminar for National Level Course Designers.
4. To be recommended by your Area Committee or a minimum National Level 2 Course Designer to the Technical Committee as a suitable candidate.
5. Send in a CV outlining personal details, ESNZ Area and membership number, equestrian background, and experience of the above activities. An example document can be found on the Jumping page of the ESNZ website.
6. Obtain a written recommendation from your ESNZ Area Group. Send your CV plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.
7. If a rider has ridden at Horse Grand Prix level, they may be nominated as a National Level 1 Course Designer, with the support of their local area committee.

National Level 1 Course Designers should gain as much experience as possible as designers in their own right and as assistants to National Level 1, 2, & 3 Course Designers and/or FEI listed Course Designers at events sanctioned by ESNZ Jumping.

Once approved National Level 1 Course Designers may design at non-series competitions.

Promotion of National Level 1 to National Level 2 Course Designer

Requirements:

1. Have acted as a National Level 1 Course Designer for at least 2 years.
2. Have acted regularly at ESNZ Jumping sanctioned events within and outside your area.
3. Attended at least one seminar for National level Course Designers in the last two years.
4. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
5. To be recommended by your area and 2 x National Course Designers or higher that you have worked with and completed all of the above.
6. Pass a written open book test at an annual seminar for National Level Course Designers.
7. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration

Once approved National Level 2 Course Designers may design courses up to Grand Prix Series competitions.

Promotion of National Level 2 to National Level 3 Course Designer

1. Promotion will be based on the candidate's extensive experience and demonstrated proficiency as a Course Designer at high level competitions at Grand Prix events sanctioned by ESNZ Jumping.
2. Preferably have been a competitor.
3. Must in the last two years have attended at least one seminar for National Level Course Designers.
4. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
5. Have been a regular Course Designer at ESNZ Jumping sanctioned events.
6. Assist at two separate shows with any Senior Course Designer (FEI Level 3) for a show in its entirety, and be signed off by the Course Designer. The assisting must include the organising of the ring and classes.
7. Complete the online FEI Level 1 Jumping Course Designer course.
8. To be recommended by your Area and 2x National Level 3 Course Designers or higher that you have worked with and completed all of the above.
9. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

The next step:

- On reaching a level that a course designer is happy and comfortable with, he/she can either remain at that level or attempt to move on to a higher level provided that all relevant criteria have been met.
- FEI Level 1 Course Designer would be the next step after gaining two to three years of knowledge and experience at National Level 3 Course Designer. All FEI Level 1 Officials must be approved by the ESNZ Jumping Technical Committee.
- ESNZ Jumping run a limited number of FEI competitions in a single season thus making FEI Course Designer positions difficult to attain. To remain listed, all FEI Technical Officials have to fulfil certain criteria within a set time frame.
- The FEI education system plus more information relating to FEI Courses being held worldwide can be found on the FEI website - <https://inside.fei.org/fei/your-role/officials/jumping>

National Level 1 Steward

All stewards must:

1. Have a basic understanding of the ESNZ Jumping Sport rules.
2. Have a basic knowledge of the ESNZ General Regulations.
3. Have a desire to further knowledge through the Stewards Education pathway.
4. Send in a CV outlining personal details, ESNZ Area, membership number, equestrian background, and experience. A template document can be found on the Jumping page of the ESNZ website.
5. Send your CV and supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the Jumping Steward General for consideration.

Note: National Level 1 is the chance for you to understand the role of a Steward at ESNZ sanctioned events. You will, with supervision work as a shadow Steward under a minimum National Level 3 Steward.

Once you have gained experienced you can decide if this is a role you want to pursue.

Promotion of National Level 1 to National Level 2 Steward

Requirements:

1. Shadow Steward a minimum of three ESNZ sanctioned events with either the Jumping Steward General or minimum National Level 3. Steward and have the sessions verified and signed off.
2. Understand the Blue Card (serious injury and concussion) process.
3. Have a basic understanding of ESNZ General Regulations.
4. Have a basic understanding of ESNZ Jumping Rules.
5. Have attended at least one ESNZ seminar for ESNZ officials in the last three years.
6. Have the recommendation of either the Jumping Steward General, or minimum National Level 3 Steward for promotion to Level 2.
7. Understand the role of the Chief Steward, Assistant, President of the Ground Jury, and Technical Delegate.
8. Have a desire to further knowledge through the Stewards Education pathway.
9. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
10. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

Role of a National Level 2 Steward:

- As a Level 2 Steward you are able to act as assistant Steward at all ESNZ sanctioned events with the exception FEI competitions.
- Have a good understanding of following ESNZ Jumping rules;
 - Arena schooling Art 201
 - Abuse of Horse Art 243
 - Boot and Bandage Control Art 259
 - Protective Headgear Art 256
 - Saddlery Art 257
 - Welfare of the Horse Annex 1
 - Horse Inspections Annex 7

- Have a basic understanding of ESNZ General Regulations and Veterinary regulations.
 - Stallions at Events Art 133
 - Protests Art 143
 - Health & safety at Events
 - Health and Safety at Events Art 150
 - Anti-Doping Policy Art 152 & Annex G
 - Be familiar with FEI Stewards Manual and Annexes.
 - Stewards Protocol for handling blood on horse. FEI Annex XVI
 - Understand the role and job descriptions of all Officials.
 - Be able to deal with conflict in a quiet confident manner.
 - Be a team player and have good communication skills.
 - Be approachable to other officials, participants, and volunteers.

Note: National Level 2 Stewards are able to act as the Chief Steward at low level events that do not include ESNZ Jumping Series classes.

May work unaided at all ESNZ sanctioned events (exception, FEI competitions)

Promotion of National Level 2 to National Level 3 Steward

Requirements:

1. Must have been a National Level 2 Steward at a minimum of 6 ESNZ sanctioned events, two at Premier level.
2. Must have assisted in all areas of stewarding and shown on your CV.
3. Have a good understanding of ESNZ General and Veterinary Regulations.
4. Have a good understanding of FEI Stewards Manual and all annexes.
5. Have a thorough knowledge of the legal system in the ESNZ General Regulations, Chapter 9.
6. Understand the ESNZ GRs Article 144: Judicial process – VRs and Anti-Doping.
7. Keep a current logbook that records all experience and knowledge gained and is signed off by the relevant officials. A template document can be found on the Jumping page of the ESNZ website.
8. Have a positive performance-based assessment on horse welfare, teamwork, conduct and communication, from either the Steward General or minimum National Level 3 Steward for promotion. (The aim is to allow progress by competence rather than just the number of events).
9. Pass an open book upgrade test for National Level 3 Stewards at an ESNZ Jumping technical officials' seminar and obtain sufficient marks to pass. Upgrade tests may be held at other times during the season if necessary.
10. Obtain a written recommendation from your ESNZ Area Group. Send your logbook plus all supporting documents to the ESNZ Jumping Administrator. The ESNZ Jumping Administrator will refer your application to the ESNZ Jumping Technical Committee and ESNZ Jumping Board for consideration.

Role of a National Level 3 Steward:

- As a National Level 3 Steward you are able to act as Chief Steward for all ESNZ sanctioned events excluding FEI competitions.
- Have good understanding of ESNZ Jumping rules and Annex 13 - Stewarding.
- Have a good understanding of ESNZ General and Veterinary Regulations.
- Have a good understanding of FEI Stewards Manual and annexes.
- Have a good knowledge and be confident in all areas of Stewarding.
- Understand the Blue card serious injury and concussion process, know how and when to issue.

- Have a good knowledge of horsemanship and horse management.
- To have a good knowledge of saddlery, other equipment, and its correct use.
- To have good knowledge of equine and equestrian terminology.
- To be independently objective.
- Have good communication and people skills.
- Be able to assess situations and make prompt appropriate decisions.
- Able to maintain order and know what to look for in the practise arena.
- Able to write a Chief Stewards report, this can be downloaded from ESNZ website.
- Able to manage a team and delegate various roles.
- Able to deal with conflict in a calm confident manner and collect relevant evidence.

Note: Be aware that some of the FEI rules may differ from ESNZ Jumping rules so always check both.

The next step

It is our intention that once our valued Stewards reach a level, they are comfortable with, they can choose to either stay at that level or move onto a higher level, providing they have completed all relevant criteria.

- FEI Level 1 is the next step after gaining National Level 3.
- You must be a minimum of 21 years old.
- Done a minimum of 6 shows with at least two as Chief Steward at Premier events.
- Have a positive based performance recommendation on overall competency by either the Jumping Steward General or Senior Steward.
- ESNZ Jumping run limited FEI competitions. To remain listed, all FEI Technical Officials have to fulfil a certain criteria in a set time frame.
- All FEI Level 1 officials should be approved by the ESNZ Jumping Technical committee who will then forward an application onto the ESNZ Jumping Board.
- The FEI education system plus more information relating to FEI courses being held worldwide can be found on the FEI website - <https://inside.fei.org/fei/your-role/officials/jumping>
- FEI online education is also available to all at FEI Campus- <https://campus.fei.org/login/index.php>

There are four levels of FEI Stewards, FEI Level 1, 2, 3, and 4. Please refer to the FEI Website for more details.

Example of Documentation

Example documentation of logbook for current listed officials.

Logbooks can be found on the Jumping page of the ESNZ website.

Example documentation for new ESNZ Jumping Technical Officials. Can be found on the Jumping page of the ESNZ website.

Requirements for new ESNZ Jumping Officials
Application to become a National ESNZ Jumping Technical Official



Name _____
Address _____
Email address _____
Phone number _____
ESNZ Area _____
Membership number _____

Tick box: Judge Course Designer Steward

Equestrian background if any e.g. Show organising committee member, rider, breeder, trainer, coach, etc.

Experience e.g. writer for ground jury, shadow judging, all experience relating to course designing, all experience relating to stewarding

Annex 13 - Job Specifications

President of the Ground Jury

1. Overall Role

To have a thorough understanding of both the ESNZ Jumping rules and of the ESNZ General Regulations. Help the Organising Committee and to be able to assist in maintaining appropriate standards. The person in the role must have the relevant experience to be able to assist both the Course Designer and the Organising Committee. Ideally the person in this role would be in contact with the Organising Committee well before the event. This may involve a visit to the event site and **should** where possible check the schedule and its conditions prior to it be advertised. Should a Technical Delegate not be appointed the President of the Ground Jury will cover this role.

2. Temperament

One of the most important qualities that any person in this role should demonstrate is the ability to communicate well and deal with sensitive situations in an appropriate manner. Mentoring of junior officials to enable them to progress to promotion is essential.

3. Functions

The following key aspects for the role of President of the Ground Jury are:

- If possible, review the schedule **prior** to it being advertised.
- Have officials' information should you need to contact them.
- Hold a briefing each morning with judges if you feel it is essential and there are any competitions or conditions judges need to pay specific attention to.
- If necessary, have a debriefing at end of each day, especially if problems have occurred.
- Check Stewards - timetables, and confirm availability.
- Medical – events must not start until appropriate medical cover is in place.
- Timetable – check provisional timetable, number of competitors per day per ring.
- Health and Safety – consult with Chief Steward regarding availability of medical personnel, access to areas, liaise and advise regarding health and safety to public, competitors and horses.
- Veterinary – availability and contact number for veterinarian, ensure screens are available in case of euthanasia.
- Exercising – check all practice arenas, practice obstacles with Chief Steward

- Media– Ensure all photographers have been approved by the organising committee and have high visibility attire at all times when in the competition arena.
 - Check communications - public address system, communications for Ground Jury, course designer, call steward.
 - Jumping Arena - arena fence, arena surface, jump material, ring crew, timing systems, stop watches, spare jump material, emergency services.
 - Check that results going to National Office are correct.
 - Schedule and Programme - check for ambiguities in particular series conditions and article numbers, ensure any changes are announced and relayed to all competitors over the PA system.
 - Welfare of horses is paramount at all times and safety of competitors and public at all times.
 - Where applicable check horse ID papers.
 - At shows where a Technical Delegate has been appointed the two will agree on which of the above areas each will cover.
4. President of the Ground Jury should – complete a report and forward to the ESNZ Jumping Board within 10 days of the event for the following event; Premier events, Island and National Championships, Horse of the Year, Young Horse Jumping Championships, and Series Final.

Report can be found on the ESNZ website under Jumping/Officials/resources.

President of the Ground Jury must be appointed for all Premier events including:

NZ National Championships
 North and South Island Championships
 National Young Horse Show
 Series Final Show
 Horse of the Year

The President of the Ground Jury will be appointed by the ESNZ Jumping Board for the six Premier events listed above in consultation with the organising committee. All other shows should always appoint a President of the Ground Jury.

Technical Delegate

1. This position is required for all Premier events including:
 - NZ National Championships
 - North and South Island Championships

National Young Horse show
Series Final show
Horse of the Year

The Technical Delegate will be appointed by the ESNZ Jumping Board for the six Premier events listed above in consultation with the organising committee.

2. The Technical Delegate's role;

- Help the Organisers run a successful event.
- To approve any technical and administrative arrangements.
- To see that the event is run according to the ESNZ Jumping rules and ESNZ General Regulations.
- To ensure competitors comply with the rules.
- To approve the courses and arenas and see that they are suitable for the standard of competition taking place.
- Check footing in all competition and practice arenas.
- To assist the briefing and conduct of all technical officials.
- To advise the Ground Jury and competitors where necessary and consult with the President of the Ground Jury.

3. The Technical Delegate is responsible for;

- Ground conditions in arenas and practice areas.
- Safety and suitability of equipment used, including safety cups.
- All aspects regarding welfare of the horse, riders & public.
- Construction of courses in relation to Series Conditions.
- All aspects of discontent between riders and Judges/Course Designers. Be in regular communication with Appeal Committee and Ground Jury if needed.
- Be available for competitors to consult.
- Should advise on all technical matters relating to courses, arena, gear, and material used.

Appeal Committee

1. President of the Appeal Committee can be chosen from:

- Retired FEI Judges or Course Designers
- Persons on ESNZ Jumping list of TDs
- Jumping-Judges

- Persons on ESNZ Jumping list of Course Designers
- Members of the ESNZ Jumping Board.
- Persons with judicial or legal experience.

2. Persons not eligible to be President of the Appeal Committee:

- Members of the Ground Jury officiating at the event
- Technical Delegate officiating at the event
- Veterinarian officiating at the event
- Course Designer officiating at the event
- Team officials or instructors/coaches of competitors in the Event
- Competitors or owners of horses in the Event
- Any person with a conflict of interest

Duties are as per GR Article 137

Chief Steward and Stewards

General

The Stewards Motto.

Help, Prevent, Intervene.

Stewards are Officials who are approved by ESNZ Jumping Board.

Stewarding is the supervision at events to ensure the welfare of the horse is respected and that a level playing field is provided for all participants in line with ESNZ rules and regulations.

A Steward's role is not that of a Policeman.

A Steward should educate and enable all athletes and horses to perform to the best of their ability. They should intervene in a timely manner to prevent any abuse of the horse by riders, grooms, owners, or any other person.

Functions

Including but not limited to:

1. Practise Arena: (Art 201.)

This is a very busy area with a lot going on, so control is often needed.

At the same time, bear in mind "rider tension" before a class.

Be patient, polite, firm and call the Chief Steward if needed.

- Should be adequately Stewarded when in use.
- Check equipment: 1 vertical and 1 Oxer is the minimum, well maintained breakaway cups, poles and stands should be of good standard, spare poles available for breakages, ground lines and 1.30m or higher classes.
- Monitor behaviour of riders, no rider hogging a fence, safety, manners and only riders in current class to be using arena.
- Check for signs of abuse on horse, fitting of tack, boots, blood or spur marks.

- Ground conditions: have rake if sand, can allow to move fences if needed.
- Tape fence heights, 1.30m is essential for higher classes, flag jumps.
- Know protocol around rider and horse falls.
- Remove cups at end of day. Inform OC where they have been put.

Riders must not attempt a fence if someone is adjusting it.

It is very dangerous to step in front of a horse approaching a fence.

Care must be taken by all, if adjusting a fence.

2. Stabling.

It is the job of the Stable Manager to assign suitable stables for the number booked, they must have the stable list with person responsible contacts and map. Have a suitable testing box available.

Ensure there are adequate Stallion boxes with signage.

- Ensure you have the Stable Managers contact details and they yours.
- Have a copy of stable list, with full details.
- Carry out patrols and check all horses have food, water, and bedding and address any issues.
- Ensure Stallion boxes are suitable and clearly marked.
- Truck and Float parking should be checked for illegal pens.
- Check adequate number of wash bays and ensure all are working.

3. Contacts.

Introduce yourself at the office on arrival and ensure you have all necessary contact details and they have yours.

Have an updated timetable of classes and any changes noted.

Try to have a start list with the running order, especially for classes needing hind boot checks.

- Health & Safety policy –have their contact and they yours.
- Know where the horse screen is located.
- Know the protocol for serious injury of horse, removal, treatment, and transport.
- Medical –names, contacts, arrival/departure times, where stationed, explain layout of rings, explain Blue Card system an ESNZ Official only can issue.
- President of Ground Jury –exchange contacts.
- Vet and Farrier –on site/on call, full contact details.
- Technical Delegate –make contact with over any issues
- Have adequate Blue Card and incident forms on hand.
- Show's must not start until medical cover is on site.

4. Hind Boots and Boot and Bandage control. (Art 244 & 257 2.6)

- Check all young horse classes for correct hind boots and fit.
- Check all other classes for correct hind boots and fit.
- Set up Boot and Bandage Control with all equipment needed in consultation with the President of the Ground Jury and/or Technical Delegate.
- A Veterinarian should be notified that Boot and Bandage control is taking place, it is recommended but is not required to be present. This should be done in consultation with the President of the Ground Jury and/or Technical Delegate.

5. Horse Inspections and Trot ups. (Annex 7)

- Liaise with President of the Ground Jury as to time and place.
- Set up trot up area as per annex 7.
- Assist with the running and flow of horses with special attention to Stallions.
- Delegate a Steward to accompany and stay with any horse sent to holding box.
- Checking each passport or ID is valid and on correct page when handed to vet.

6. Abuse of horse. (Art 243 and Art 132 GR)

- This applies anywhere on the grounds.
- Always watch for excessive use of whip, spurs, hands, bit, over schooling.
- Looks for signs of blood in mouth, flanks.
- Can check under body bandage for spur marks before and after jumping if concerned.
- Check for ill-fitting saddlery, tightness of nosebands and all boots on horse.
- Check for illegal spurs.
- Know the protocol for blood on horses and how to deal with it.

NB Veterinary Officials represent ESNZ or FEI, not the organising committee; they are the expert opinion on horse fitness and welfare.

7. Blue Cards. (Art 150 GR)

These are given out for concussion and serious injury. If the fall occurs in the competition arena the Judges should be dealing with this but may well, ask you to escort the rider to the medic. If a fall occurs in the practice arena the rider cannot compete until they have been checked by medics.

- Know the protocol around issuing Blue Cards and ensure forms are correct.
- Have the back up from the medic when issuing these.

- Understand the protocol around rider falls.
- Know how to log these onto the database.

8. Be Pro-Active.

Including but not limited to;

- Any behaviour or training method that could be considered abusive to the horse anywhere at event.
- Persons in charge of horses causing dangerous situations due to lack of consideration to others.
- Riding or walking with horse in hand in the main arena without authorisation.
- Riding in the practise arena when not competing in the running class.
- Horse's bleeding in the mouth or marks indicating excessive use of whip or spurs. In minor cases of blood in mouth, such as horse appears to have bitten its tongue or lip, rinsing, or wiping the mouth is allowed providing there is no further evidence of blood.

Jumping Steward General

- The Steward General is appointed by ESNZ Board for the Jumping discipline.
- Responsible for the Stewarding at National and International events within their discipline.
- The contact person between their discipline and ESNZ concerning matters on Stewarding.
- Responsible for the training of Stewards under their authority and should organise courses within their discipline following the education pathway of Stewards at various levels.
- The Steward General may nominate a Steward to be included on the officials list once approved by ESNZ.
- The Steward General should have a very good knowledge and understanding of all ESNZ and FEI rules and regulations.

Chief Steward

- Only minimum National Level 3 Stewards on the ESNZ list can act as Chief Steward at all National events.
- Should be integrated into the organising committee of the event.
- Their name should be printed in the schedule.
- Responsible for organising Stewarding at the event and are under the authority of the President of the Ground Jury.
- If a Technical Delegate is appointed, they should work closely together prior to and during the event.

- The Chief Steward must report to the President of the Ground Jury any act by anyone they consider to be in contravention of the rules and regulations relating to Stewarding that could require a Warning Card. The Chief Steward does not issue Warning Cards.
- Have a good understanding of ESNZ rules and regulations relating to Stewarding.
- Have a good understand of FEI Stewards manual.
- Be able to delegate roles to other Stewards if needed.
- Have good communication skills and be a team player.
- The Chief Steward must complete a Stewards Report within 14 days of the event and send a copy to Organising Committee, ESNZ Jumping Administrator and the Jumping Steward General.

Assistant Stewards

- Only National Level 2 Stewards (or above) on the ESNZ list can act as Assistant Steward at all National events.
- Can act as Chief Steward at local and regional events with no Series or FEI competitions, provided they have attended a yearly Steward seminar.
- Under the authority of the Chief Steward and must report any irregularities to the Chief Steward as they happen.
- Be well informed of their duties along with relevant rules and regulations.
- Be a team player and have good communication skills.

Note

- FEI Level 2 accredited Stewards are considered **Senior Stewards** when working at ESNZ events.
- Senior Stewards are expected to mentor Stewards and encourage them to progress through the educational pathway.

Area Delegates - Job Specification

Area Delegates are responsible for;

1. All delegates must be members of ESNZ. Delegates are the communication voice between the national discipline and area members.
2. Reporting to their area committee on matters happening nationally, including rule-changes, registration requirements and any other matters pertaining to show jumping.
3. Putting forward remits from area to the ESNZ Jumping conference
4. Representing their area's vote at the Annual AGM on remits and any other matters requiring a vote.
5. Supplying a calendar of all affiliated events within their area, to ESNZ Jumping.
6. Representing ESNZ Jumping, promoting national series sponsors at shows. All flags must be displayed in the correct manner at all required shows in their area.
7. Must be associated with the running of at least one show in the area they represent.
8. Encourage area to have a designated publicity officer. Where possible promote your local events to the media. By liaising with their area publicity officer and supplying results to the ESNZ Jumping official publicity officer.
9. Promote membership to ESNZ in their local area. Recruiting of new officials; judges and course designers. New and upgrading of officials must go to ESNZ Jumping board for approval via ESNZ Jumping.

Area Delegates will be reimbursed their airfare up to a maximum set by ESNZ jumping for their attendance at the Annual Conference and AGM. GST invoice or air tickets are to be sent to ESNZ Jumping, prior to the conference.