

## **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

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](http://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 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.

### **National Level 1 Steward**

All stewards must:

1. Be current members of ESNZ.
2. Be a minimum of 18 years old.
3. Have a basic understanding of the ESNZ Jumping Sport rules.
4. Be a team player and enthusiastic to learn from senior stewards.
5. Have a desire to further knowledge through the Stewards Education pathway.
6. Send in a CV to the ESNZ Technical committee outlining, personal details, ESNZ Area and membership number and any equestrian experience. An example document can be found on the Jumping page of the ESNZ website.

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.

Apply to become a listed National Level 1 Steward through your Area Group or through a minimum National Level 3 Steward to the ESNZ Jumping Technical committee and ESNZ Jumping Board.

## Promotion of National Level 1 Steward 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. Have the recommendation of either the Jumping Steward General, or minimum National Level 3 Steward for promotion to Level 2.
3. To understand the role of Chief Steward and Assistant Steward.
4. Basic understanding of ESNZ Jumping rules.
5. Have a desire to further knowledge through the Stewards Education pathway.
6. Maintain a CV of all stewarding appointments.
7. Have attended at least one ESNZ seminar for ESNZ officials in the last three years.
8. Apply through your area to the ESNZ Jumping Technical Committee and the ESNZ Jumping Board to be added to the official list of National Level 2 Stewards.

### 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 basic understanding of following ESNZ Jumping rules;
  - Arena schooling Art 201
  - Abuse of Horse Art 243
  - Boot and Bandage Control Art 244
  - 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 competitions.

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

## Promotion of National Level 2 Steward to National Level 3 Steward

### Requirements:

1. Must have been a National Level 2 Steward at a minimum of 6 ESNZ sanctioned events, 2 at Premier level.
2. Must have assisted in all areas of stewarding and shown on your CV.
3. Have a good understanding of ESNZ Jumping rules.
4. Have a good understanding of ESNZ General and Veterinary Regulations.
5. Have a good knowledge of FEI Stewards Manual and all annexes.

6. Have a good understanding of the Legal process, how warning cards are issued and by whom.
7. Maintain a current CV with all activities verified and signed off by a Chief Steward or relevant Official.
8. Be able to deal with conflict in a quiet confident manner.
9. Be a team player with good communication skills.
10. Be approachable to other Officials, participants and volunteers.
11. Be physically capable of carrying out all Stewarding tasks.
12. 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).
13. 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.
14. Apply through your Area with recommendations from a minimum FEI Steward for upgrading to the ESNZ Jumping Technical Committee and the ESNZ Jumping Board to be added to the official list of National Level 3 Stewards.

#### 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 annex's.
- 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:** ESNZ Jumping sanctioned events, use the FEI Stewards manual and Annex's as a base for learning. 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>

FEI Level 1 –Assistant Steward at all FEI International events.

FEI Level 2 –Chief Steward at all FEI shows except Olympics, World Cup finals & Senior Championships

FEI Level 3 –Chief Steward at all FEI International events.