



A BRC Official Stewards (OS) must be present at every BRC Qualifier event. If there is no Official Steward Present, then the qualifier cannot go ahead. They must be present for the duration of the event.

The Area Representative is normally the Official Steward, unless they are unable to attend the event. In these circumstances it is their responsibility to nominate a qualified replacement from the BRC Official Stewards List which can be found on the website.

#### **Before the event**

- Advise & support organiser / event secretary
- Review event schedule
- Advise on the specific competition rules
- Carry out site inspection – advise on layout of the showground
- Ensure flu vaccination procedures are in place and the rules are complied with
- Walk XC course (should be more than one visit)
- Ensure all health and safety rules are applied and that a H&S adviser is appointed for each event, who fully understands their duties prior to and during the event
- Ensure the appropriate medical and veterinary provisions have been arranged
- Ensure the appropriate judges and officials have been appointed
- Review Risk Assessment & Serious Incident Plan

#### **At the event**

- Advise & support organiser / event secretary
- Check site layout & courses incl. SJ , XC, emergency access routes
- Brief all officials, ensuring they are all familiar with rules

- Brief fence judges at XC events (this can be delegated to the Chief XC Steward)
- Advise on application of rules and ensure event is run in accordance with rules
- Check radio allocation, PA and Communications Plan, ensuring the appropriate officials are on the correct radio net, especially for XC events
- Check all medical and veterinary support is in place before commencing the event
- Resolve any problems appropriately e.g. Flu Vac issues, dangerous riding etc.
- Investigate any objections lodged
- Act as Disciplinary Steward when required
- The OS will head up the Serious Incident Team, implementing the Serious Incident Plan when necessary
- STOP event if medical cover is insufficient
- Ensure that the welfare of the horse is paramount
- The OS has the authority to stop a qualifier if necessary, for example if the medical cover is insufficient. Their decision is **FINAL**
- Monitor scoring, check & agree results
- Announce results and make awards at prize giving
- Thank the organisers

#### **After the event**

- Write up results
- Send results and declaration forms to BRC Office no more than three working days after the event
- Forward any supplementary documents to BRC Office e.g. Fall forms, disciplinary reports
- Review the event, making notes on lessons learnt and feed these back to the organiser

## DO NOT

- Get involved with judging at event. It is vital that they remain impartial to deal with any complaints or queries
- Advise teams or individuals that they have qualified – an invitation will be sent from the BRC office once the results have been eligibility checked and verified

## DO

- Ask for help or support from BRC HQ or other Stewards or your Area Representative

## Other Useful Resources

- BRC Rule Book
- BRC Rule Book for Official Stewards and Organisers
- Stewards Competition Checklist (Appendix 9 of the Stewards and Organisers book)
- BE Guidelines for Fence Judges
- BE XC Guidelines
- BE Frangible Pin System
- BS Rule Book
- BD Rule Book
- BE Rule Book

