



# EA Steward General

## Position Description

### Overview

EA Sport Committees are generally responsible for the overall management of the training and accreditation of officials within their Discipline. This responsibility is delegated to them by the National Board.

The EA Stewarding accreditation program is an EA Officiating responsibility that goes across all Disciplines and is facilitated by the EA National Office.

The FEI has appointed Stewards General for each of its Disciplines (Sports) and expects its member National Federations (NFs) to adopt a similar system.

The NF Discipline Steward General is proposed to the FEI by their NF and is responsible for stewarding at international events within his NF. Prior to appointment as Discipline Steward General they must hold at least **FEI Level 2 Steward** status and must have good knowledge of English. In addition, they are required to report to the FEI Regional Steward General with suggestions for improvement relating to stewarding matters.

### Specific Functions and Responsibilities

According to the FEI "Education System for FEI Stewards (12.12.2012)", the duties of the NF Discipline Steward General are:

- To act as the contact person between their NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to stewarding within the discipline;
- To advise his NF on all matters relating to their responsibility;
- To be familiar with the organisation of an international event;
- To have a good knowledge of the discipline rules, veterinary matters, FEI Veterinary Regulations and the FEI legal system;
- To inform the OCs of international events in his/her country of their responsibilities relating to
- The FEI Discipline Steward General and the EA Pathways Manager – Officials will arrange for the relevant FEI courses to be organised with their NF.

### Skills

Stewards General must demonstrate the following:

- An excellent understanding of their respective sports, their rules and their operation, in particular in regard to events.
- A high level of knowledge and understanding of Stewarding requirements for the respective EA sports.
- Experience with the delivery of courses (presentation skills)\*.
- Experience with the application of assessment procedures\*.
- An ability to provide leadership.
- An ability to handle conflict and manage change.
- An ability to work as part of a team and also to exercise initiative when required.
- Good organisational and administrative skills.
- Good communication skills, both written and oral.
- Ability to use email communication

*\*\* Certificate IV Workplace Trainer and Assessor will be highly regarded.*

## **Personal Attributes**

- High degree of personal and professional integrity.
- A commitment to follow the principles promoted in the EA Code of Conduct.
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Capacity to engender respect from and work with athletes, officials, owners, Organising Committees and others involved in the sport.
- Ability to cope with numerous tasks simultaneously and to respond appropriately in stressful situations.

## **Allowances & Reimbursements**

These are volunteer positions. EA will reimburse out-of-pocket expenses directly related to carrying out the functions at FEI Stewards education courses.

## **Special Requirements**

Stewards General must be available to travel, both within Australia and overseas if required to attend FEI or International Courses. This may involve substantial periods of time away from home.

Stewards General must be able to be contacted by telephone and e-mail, with an ability to respond promptly and appropriately to communication from the Chairs of the National Sport Committees, the CEO, the National Officials Manager and EA Branch staff.

## **Appointment and Key Performance Indicators**

Appointments are for a 4-year period linked to the Olympic cycle. A committee consisting of the General Manager - Sports, the Pathways Manager – Officials and a member of corresponding National Sport Committee will review applications and will appoint the National Steward General. Reviews of the performance of all Stewards General can be conducted at any time and will be performed separately for each Steward General. The CEO may initiate a performance review at any time

The review will be guided by some or all of the following criteria,

- The general effectiveness of stewarding arrangements at International events organised in their respective sports in Australia.
- Number of accredited EA Stewards under the EA Accreditation program.
- Number of EA/FEI courses facilitated/delivered in alignment with EA National Office
- Number of EA Members newly accredited under the FEI Stewards accreditation program.
- Number of appointments as FEI Steward at major events, also considering the level of events
- Supply of written articles and information for dissemination within the EA Community.
- Participation in and commitment to an on-going program review process.
- Satisfaction of the relevant EA National Sport Committee.

# EA Steward General

## Résumé Template

for use by **Nominees** for the **position of EA / FEI Stewards General**



Nominees for the position of EA / FEI Stewards General must use this template to give information on their background and their commitment to serve as the Stewards General.

|                  |  |
|------------------|--|
| <b>Full Name</b> |  |
|------------------|--|

|                                 |  |
|---------------------------------|--|
| <b>Training &amp; Education</b> |  |
|---------------------------------|--|

|   |  |
|---|--|
| <b>“Sport Governance”<br/>Skills and Experience</b> | (Membership of committees, sub-committees, etc.) |
|---|--|

**Sport  
Knowledge  
and  
Involvement**

(Achievements and standard as participant: rider, official, event manager/operative, volunteer at events or in projects, etc.)

**Business and  
Related Skills  
and  
Experience**

|   |                          |
|---|--------------------------|
| <b>Other Relevant Information</b>   |                          |
| <b>How much time are you willing to dedicate to the EA / FEI Stewards General duties?</b> (E.g. Review of documentation for previous SGs and the work that flows from it; assistance to National Office staff if requested; participation in courses; etc.) | (Average hours per week) |

## Nomination for Appointment: EA/FEI Stewards General

I, \_\_\_\_\_ of \_\_\_\_\_

(Full Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_ (Telephone) \_\_\_\_\_ (E-mail Address)

\_\_\_\_\_ (EA Member No.)

Wish to nominate for the EA / FEI Stewards General position of (please select one only):

|                                |                                |                                     |                                 |
|--------------------------------|--------------------------------|-------------------------------------|---------------------------------|
| <input type="radio"/> Dressage | <input type="radio"/> Eventing | <input type="radio"/> Jumping       | <input type="radio"/> Endurance |
| <input type="radio"/> Vaulting | <input type="radio"/> Driving  | <input type="radio"/> Para-Dressage |                                 |

**Declaration**

I agree to meet all conditions of the Equestrian Australia's Steward Syllabus including the accurate maintenance and submission of course material and syllabus, records/results and use of your IP.

Be able to volunteer time and resources to EA affiliated clubs for EA Steward Officials courses Education Clinics

I meet the requirements to be a Current Member of the EA and be a Current EA Official in the appointed role as Steward General especially in terms of skills and the need to work for the good of the whole Federation and the whole of the sport by adhering to EA Polices and Code of Conduct.

Signed \_\_\_\_\_

Date: \_\_\_\_\_