

DUTIES OF A CHIEF STEWARD

The Chief Steward is a person nominated by the Ride Committee to:

- (a) generally organise the ride base during the running of an endurance ride, and;
- (b) specifically organise and be in charge, in consultation with the head veterinarian, of the vetting ring.

The Chief Steward must be a financial member of Q.E.R.A. Inc./A.E.R.A Inc. Non-riding membership will suffice.

Chief Stewards must:

1. Have knowledge and be thoroughly conversant with;
 - 1.1 Riding rules and procedures for rides
 - 1.2 Training ride rules
 - 1.3 Veterinary Procedures and Vet Suspension Form
 - 1.4 Best Conditioned Horse Evaluation Sheets
 - 1.5 Ride Organisers Duties

Special attention is drawn to;

- Rule P.6 - withdrawn horses
 - Rule P.2 - early warning system and suspension
 - Rules dealing with novice riders, and novice horses.
2. The Chief Steward or a person so nominated must be in the vetting ring whilst vetting of horses is in progress.
 3. It is the Chief Stewards responsibility to maintain calm and order in the vetting ring at all times. This is best attained by:
 - 3.1 Organising the vetting ring so there is ample room for the taking of heart rates and the trotting out of horses. The Chief Steward and the Head Veterinarian must liaise prior to the commencement of pre-vetting or organise the vetting ring to their satisfaction.
 - 3.2 Making sure there are adequate T.P.R. stewards (and pencillers) to take heart rates and so not allowing a bank up of horses.
 - 3.3 Act as an intermediary between the vet and disgruntled riders. Under no circumstances is abuse of vets or ride personnel to be tolerated.

4. If possible the Chief Steward should have a general knowledge of the course, the ride organising committee and what each person is doing.
5. It is advisable to have a dispute committee with Chief Steward as Chair person.
6. Work in consultation with the Veterinarians. Acquaint those vets who are not knowledgeable in vetting endurance rides to the codes of practise endorsed at affiliated rides.
7. Ensure that all horses are presented **on time** for the veterinary check. It is advisable to synchronise watch with the Chief Timekeeper.
8. In the case of travelling and/or marathon rides, it is advisable to work out a roster system for ride personnel. This should be done in consultation with the Head Veterinarian and ride management.
9. At the completion of each ride, the Chief Steward must complete a Chief Steward's Report form which must be returned to the Chief Steward Returns Officer (in the stamped envelope provided) **within 4 days of the ride**. If any horse has required invasive treatment, the Chief Steward should also sign the Invasive Treatment Report form which should then be submitted with the Chief Steward's Report form.
10. **Rest Order Forms** - Relate to Rule 3.10, VETERINARY PROCEDURES.

Should the Veterinarian consider that a horse is in need of protection from further injury or stress, a decision may be made to suspend same horse for a period of up to 3 months, or ensure that the horse competes at the next ride at novice level. These forms are attached in triplicate - 1 to Chief Steward Returns Officer, 1 to Ride Returns and 1 to the rider before the horse leaves the ride.

11. Note that Q.E.R.A. Inc have available upon request colour coded vests for VET, TPR, CHIEF STEWARD, and STEWARD. These vests allow for easy identification of officials at the ride and it is recommended that they be used. Should you wish to use the vests it will be the responsibility of the Chief Steward to see that they are returned to Q.E.R.A. Inc in a clean and tidy state.

RISK MANAGEMENT CHECKLIST

Chief Steward to sight this checklist before the ride commences and return to Ride Secretary in order that he/she may forward to appropriate person.

Send in completed "Description of Ride and Conditions" form with IVT Forms to Horse Welfare Portfolio Rep. on SMC

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