



GENERAL STEWARD

This document describes the pathway for certification of new stewards and promotion of status for stewards to attain higher level accreditation.

Accreditation and Promotion

- a) Applications for steward status will be reviewed quarterly.
- b) All accreditations and promotions are probationary for one year from the date of approval.
- c) Applications and exams will be assessed by EC. The EC Officials Committee may seek and consider information other than that submitted by the applicant. The applicant has a right to view that additional information on request.
- d) Discipline specific stewards (i.e. Dressage, Driving) will be credited with previous experience; clinic and examinations completed, and must complete remaining prerequisites to obtain General Steward status.
- e) All applicants for accreditation or promotion must hold an EC Sport License and be in good standing and not subject to suspension.

1. Learner

An applicant for Learner status must meet the following requirements:

- a) Be over 18 years of age, as of January 1 in the year of application.
- b) Have some horse related background.
- c) Hold a valid EC Sport License at the level that they are participating as a Learner.
- d) The applicant must submit a completed application to EC – Officials Programs. Application forms are available on the EC website.

2. Recorded

An applicant for Recorded Steward status must:

- a) Complete an application form.
- b) Complete an open book exam with a minimum score of 80% within 18 months of the application.
- c) Have completed an EC General Stewards Clinic within 18 months of the application.
- d) Submit or have previously filed with EC – Officials Programs a Steward Performance Evaluation Report for promotion to Recorded General Steward status from at least three (3) different Senior or Senior National Stewards all of whom recommend promotion.
- e) Hold a valid EC Gold or Platinum Sport License.



3. Senior Stewards

An applicant for Senior Steward status must:

- a) Complete an application form.
- b) Complete an open book exam with a minimum score of 85%.
- c) Have completed an EC General Stewards Clinic within 18 months of the application.
- d) Have officiated as a Recorded steward for a minimum of 20 complete show days, including one complete Gold competition as a Recorded steward.
- e) The EC Officials Committee, in its discretion, may credit an applicant up to a maximum of 10 complete show days on the basis of other related experience, including but not limited to:
 - three or more years of experience as a Level 2 FEI steward;
 - three or more years of experience as a Senior USEF steward;
 - three or more years experience as a Competition Coach Specialist or High Performance 1 coach;
 - three or more years experience as a professional rider or horse trainer competing at Gold or Platinum level;
 - three or more years experience as a professional groom in horse sport, involving care and maintenance of horses at show venues;
 - a certificate diploma, or degree in equine studies or veterinary care plus related experience, or
 - three or more years experience as a senior EC judge.It is incumbent on the applicant to establish prior experience.
- f) Submit or have previously filed with EC – Officials Programs a Steward Performance Evaluation Report for promotion to Senior General Steward status from at least three (3) different Senior or Senior National Stewards all of whom recommend promotion
- g) Have officiated in at least one or more competitions in at least three different disciplines (for example, Hunter/Jumper, Driving, Endurance, Vaulting, Para-Dressage, Dressage, Breeds, Eventing).
- h) Hold a valid EC Gold or Platinum Sport License.

4. Senior National

As of 1 January 2023, this category is eliminated. Stewards who have previously been granted this status may maintain it.

Maintaining Status

5. Recorded

To maintain Recorded Steward status, the steward must:

- a) Attend an EC General Stewards clinic once every three years.
- b) Officiate at a minimum of one EC competition every three years.
- c) Complete an open book exam with a minimum score of 80% once every three years.

Recorded stewards are encouraged to apply to upgrade to Senior Steward status within three (3) years.



6. Senior Steward

To maintain Senior Steward status, the steward must:

- a) Attend an EC General Stewards clinic once every three years.
- b) Complete an open book exam with a minimum score of 85% once every three years.
- c) Officiate at a minimum of three EC competitions every three years.
- d) Be available to share knowledge and experience with Learner and Recorded stewards.

Extensions for Completion of Maintenance

A steward may request an extension of no more than one calendar year to complete a clinic required for maintenance, on the basis of a temporary medical condition or on the basis that there has been no stewards' clinic scheduled in their geographical area (west, east, Maritimes) in the 12 months previous to the request. The request must be in writing to EC Officials Programs. In the event that the extension is not granted, a Senior steward will be demoted to Recorded status and a Recorded steward will lose accreditation.

A Recorded Steward who does not officiate at a minimum of one competition every three years will lose his or her accreditation and will be required to apply for reinstatement.

A Senior Steward who does not officiate at a minimum of three competitions every three years will be downgraded to Recorded (if 1-2 events have been officiated) or lose his or her accreditation (if no events have been officiated) and will be required apply for reinstatement.

A steward who does not pay annual officials fees will lose his or her accreditation.

Stewards who lose accreditation will be removed from the list of officials in Find An Official.

7. Exam

The accreditation and maintenance exam will be set annually. Written exams will be open book. The person taking the exam may request clarification from EC if a question is ambiguous but must otherwise answer the questions without outside assistance.

EC can request further testing at any time, either written, oral or practical. The standard for passing this further testing is the same as the standard for the original test.

In the event that a Learner does not achieve the required mark, the Learner may not retake the exam for a period of three months.

In the event that a Recorded steward does not achieve the required mark for maintenance, the steward must retake and pass the exam within six months or will lose their accreditation.

In the event that a Recorded steward does not achieve the required mark for promotion to Senior steward, the steward may not reapply for promotion until he or she has passed an exam.



In the event that a Senior steward does not achieve the required mark for maintenance, the steward must retake and pass the exam within six months or will be demoted to Recorded status. A steward who has been demoted pursuant to this subsection must attend a clinic and pass an exam in order to be reinstated to Senior status.

8. Stewards' Clinics

Clinicians for General Stewards clinics must be approved by EC Officials Programs. Clinicians must:

- Be Senior or Senior National General stewards.
- Be recognized as an expert in an EC competition discipline.
- Be current in the EC rules and rule interpretations.
- Be aware of the accreditation and maintenance requirements for stewards.
- Have experience and skill in teaching adults.
- Own or have ready access to a laptop and be sufficiently adept with Word, PowerPoint, DropBox or equivalent programs.