



# DRESSAGE/PARA-DRESSAGE STEWARD EVALUATION GUIDELINES

## Instructions:

These guidelines are intended to create consistent, fair, and defensible standards to determine whether Equestrian Canada will appoint or promote an applicant, or whether a steward has met pathway requirements.

An “Evaluator” is an EC Senior or FEI Dressage/Para-Dressage Steward who agrees to provide a learning opportunity to a steward applicant at a competition.

At the completion of each competition’s Evaluation period, the Evaluator will complete and forward a Dressage/Para-Dressage Steward Performance Evaluation Report to Equestrian Canada ([officials@equestrian.ca](mailto:officials@equestrian.ca)).

- The Evaluator will use the following “1, 3 and 5” scale value definitions to evaluate an applicant's performance in each category.
- The Evaluator will explain an evaluation of **1** or **2** in Comments on the Dressage/Para-Dressage Steward Performance Evaluation Report.
- The Evaluator may rate the applicant’s performance as a 2 or 4 if the performance does not completely fit 1, 3 or 5.
- The Evaluator will provide the applicant with verbal feedback and a copy of the Dressage/Para-Dressage Steward Performance Evaluation Report.
- The Evaluator must consider the level of the applicant being evaluated; an Apprentice is to be evaluated on the basis of how they are progressing towards Basic status, whereas a Basic or existing Medium steward is to be evaluated on the basis of promotion and fulfilling the probationary year for Senior status.

Examples for each of the following scores for Category 7:

### Category 7: Bio Security & Stables Monitoring

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Unaware of basic bio safety practices during competition</li><li>• Has not taken EC Understanding Medication Control</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Able to quickly assess the bio safety status of the competition stable block with solutions</li><li>• Aware of and conscientious of horse – human- horse contagions and mitigation</li><li>• Glove protocols</li></ul>



		<ul style="list-style-type: none"> <li>Recognizes one venue is different from another and can adapt maintaining BEST POSSIBLE</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>Continues to expand knowledge with view of improvement to current situations.</li> </ul>

**Score of 5:** Exceeds Expectations: In all cases of an individual being evaluated – a score of 5 – for exceeding expectations example would be: *Being able to explain clearly and simply why temperatures are required at EC Competitions and the possible ramifications of a horse showing symptoms of sickness.*

**Score of 3:** Meeting Expectations: *Candidate efficiently carrying out stable monitoring tasks, using the check list and providing feedback to the Senior steward succinctly focusing on particular issues.*

**Score of 1:** Does not Meet Expectations: *Unable to provide at least 4 reasons for stable monitoring and lack of focus on the essential safety and bio safety hazards.*

## Categories

### Category 1: Preparation and Organization

1	Does not meet expectations	<ul style="list-style-type: none"> <li>Did not bring rule books (paper or digital)</li> <li>Was not prepared for changing weather conditions - no rain gear/hat etc.</li> <li>Showed up late for reasons within the applicant's control (slept in, failed to coordinate with Evaluator as to location of competition etc.</li> <li>Did not inform the Evaluator when leaving the site. Wandered away from Evaluator without notice.</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>Came prepared with rule books</li> <li>Brought appropriate clothing</li> <li>Arrived on time for assignment</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>Rulebooks clearly prepared for easy access of information</li> <li>Backpack or satchel with equipment and resources for the day</li> <li>Arrived extra early to meet up with other officials and introduced self to everyone</li> </ul>

### Category 2: Rules: Knowledge & Application

1	Does not meet expectations	<ul style="list-style-type: none"> <li>Demonstrates little knowledge of EC Rules – Section A (General Regulations) and Section E (Dressage and Para-Dressage)</li> <li>Suggests or supports purposeful non-compliance with EC rules</li> <li>Takes little initiative to learn or gain further understanding of rules.</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>Demonstrates a familiarity with most common rules – Section A (General Regulations) and Section E (Dressage and Para-Dressage)</li> </ul>



5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Demonstrates ability to find and interpret rules</li> </ul>
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### Category 3: Horsemanship & Welfare

1	Does not meet expectations	<ul style="list-style-type: none"> <li>• Lack of awareness of horse presenting to tack</li> <li>• Inconsistent/Unsafe while doing tack check</li> <li>• Unable to see difference between correction in the warm up vs. potential abuse</li> <li>• Not interested or able to state reasons for monitoring stables or other areas of the grounds</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>• Observant of horse presenting for tack check</li> <li>• Able to pick up potential issues in the warm up</li> <li>• Prepared for stables monitoring and efficient – good notes</li> <li>• Knows where to find EC rules on Abuse</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Provides opportunity for success for all horses</li> <li>• Efficient, Quick and Consistent</li> <li>• Can speak to the rules on what is Abuse *A517</li> <li>• Finds appropriate time for duties as required</li> <li>• Can manage Random Tack Checks</li> <li>• Aware of and understands importance of Social Licence to Operate (SLO)</li> </ul>

### Category 4: Communication & Interpersonal Skills

1	Does not meet expectations	<ul style="list-style-type: none"> <li>• Continually interrupts speaker</li> <li>• Presents closed body language (i.e.: arms crossed, etc.)</li> <li>• Impatient</li> <li>• Judgemental, biased or opinionated</li> <li>• Is tense when dealing with people</li> <li>• Written forms or notes are illegible or are incorrectly completed.</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>• Permits speaker to complete their thoughts without interruption</li> <li>• Asks open-ended questions to promote dialogue</li> <li>• Utilizes active listen skills</li> <li>• Presents inviting, open body language</li> <li>• Non-sceptical and impartial and non-judgemental tone</li> <li>• Establishes trust and rapport</li> <li>• Person opinions are not spoken of</li> <li>• Written forms or notes are legible</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Sincere</li> <li>• Able to handle denials and objections</li> <li>• Consistently demonstrates knowledge, skill and application</li> <li>• Actively seeks professional development.</li> </ul>



### Category 5: Electronic Communications/Use of Radio & Technology

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Is inattentive and misses radio transmissions</li><li>• Fails to know how to search electronically for rules or use media apps such as WhatsApp</li><li>• Requires their Mentors assistance to operate the radio and perform computer tasks</li><li>• Fails to ask for assistance</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Effectively is attentive and promptly responds to radio transmissions accurately and concisely</li><li>• Is able to utilize media apps, search rules and use other resources for information in their daily activities.</li></ul>
5	Exceeds Expectations	<ul style="list-style-type: none"><li>• Consistently demonstrates knowledge, skill and application competency</li><li>• Actively seeks out professional development such as use of WhatsApp group etc.</li></ul>

### Category 6: Observation Skills

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Does not see suspicious/abusive activity in warm up ring or barns</li><li>• Tends to rationalize suspicious activity, turn away or ignore</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Recognizes and identifies suspicious or abusive situations in warm up ring or barns</li><li>• Shows patience &amp; Consistency in observing warm up</li><li>• Takes notes at daily briefings and notes throughout the day for later discussion</li></ul>
5	Exceeds Expectations	<ul style="list-style-type: none"><li>• Makes quality follow-ups with team</li><li>• Has a good knowledge and understanding of Welfare and Good Health of the Horse</li></ul>

### Category 7: Bio Security & Stables Monitoring

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Unaware of basic bio safety practices during competition</li><li>• Has not taken EC Understanding Medication Control</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Able to quickly assess the bio safety status of the competition stable block with solutions</li><li>• Aware of and conscientious of horse – human- horse contagions and mitigation</li><li>• Glove protocols</li><li>• Recognizes one venue is different from another and can adapt maintaining BEST POSSIBLE</li></ul>
5	Exceeds Expectations	<ul style="list-style-type: none"><li>• Continues to expand knowledge with view of improvement to current situations.</li></ul>



### Category 8: Self-Initiated Activity & Team Experience & Team Player

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Fails to take initiative</li><li>• Hesitant to initiate conversation with members of the team, show management or competitors</li><li>• Constantly argues with team or others; fails to adhere to chain of command; insubordinate; lacks interpersonal skills to relates to team members; belittles or blames others</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Pro-Active in approach to the job, studies recent information available within the industry or EC</li><li>• Is attentive to instruction, open to feedback and has positive demeanor</li><li>• Understands and adheres to chain of command; demonstrates respect; gets along well with team members</li></ul>
5	Exceeds Expectations	<ul style="list-style-type: none"><li>• Demonstrates a willingness to go beyond expectations in daily activities</li><li>• Takes initiative in building positive relationships with team and stakeholders</li><li>• Shares knowledge</li></ul>

### Category 9: Problem Solving & Decision Making

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Fails to accurately identify the nature of a problem/issue</li><li>• Fails to identify and select the most viable or available options to justify their selections</li><li>• Fails to ask for assistance</li><li>• Fails to share information with team</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Accurately identifying the exact nature of the problem/issue</li><li>• Identifying and selecting the most viable of the available options to justify their selections</li><li>• Following through on plan of action to resolve the situation</li><li>• Share information with the team.</li></ul>
5	Exceeds Expectations	<ul style="list-style-type: none"><li>• Consistently demonstrates knowledge, skill and application competency without their Evaluator's prompting and assisting.</li></ul>

### Category 10: Ethics, Confidentiality & Discretion

1	Does not meet expectations	<ul style="list-style-type: none"><li>• Speaks out loudly in public when discussing issues</li><li>• Fails to keep incidents confidential</li><li>• Violates or is unaware of conflict of interest rules</li></ul>
3	Meets Expectations	<ul style="list-style-type: none"><li>• Finds a quiet and private location if an issue needs to be discussed</li><li>• Aware of Radio use for difficult issues may not be best communication method</li><li>• Is aware of and compliant with conflict of interest rule</li></ul>



5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Always demonstrates exceptional discretion</li> <li>• Aware of Code of Conduct &amp; Ethics</li> </ul>
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### Category 11: Acceptance of Feedback

1	Does not meet expectations	<ul style="list-style-type: none"> <li>• Refuses to make corrections or changes</li> <li>• Makes excuses for poor performance</li> <li>• Fails to take ownership, accountability, and responsibility and does not understand the consequences of his/ her actions</li> <li>• Rationalizes errors and mistakes, is defensive</li> <li>• Reluctant to ask questions</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>• Accepts feedback in a positive manner and applies suggestions willingly</li> <li>• Accepts responsibility for mistakes and does not make excuses</li> <li>• Demonstrates ownership, accountability, responsibility and understanding of the consequences of actions</li> <li>• Does not need to be repeatedly told about any behaviour needing correction</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Solicits feedback from many avenues to improve personal performance</li> </ul>

### Category 12: Appearance

1	Does not meet expectations	<ul style="list-style-type: none"> <li>• Unsafe footwear</li> <li>• Dirty or unkempt clothing</li> <li>• Does not wear identification if provided</li> <li>• Inappropriate or unprofessional clothing ex. Tank top/jeans</li> </ul>
3	Meets Expectations	<ul style="list-style-type: none"> <li>• Neat, clean appearance</li> <li>• Appropriate shoes and clothing</li> <li>• Wears identification if provided</li> <li>• Overall well-groomed</li> </ul>
5	Exceeds Expectations	<ul style="list-style-type: none"> <li>• Professionally dressed and prepared for weather</li> <li>• Fully identifiable as a Steward</li> </ul>