



STEWARD PERFORMANCE EVALUATION GUIDELINES

PROMOTION TO FEI LEVEL 1 JUMPING STEWARD

Instructions:

These guidelines are intended to create consistent, fair, and defensible standards to determine whether Equestrian Canada will appoint or promote the applicant.

An “Evaluator” is an FEI Level 2 or higher Jumping 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 Steward Performance Evaluation Report to Equestrian Canada.

- 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 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 Steward Performance Evaluation Report.

Categories

Category 1: Preparation and Organization

1	Does not meet expectations	<ul style="list-style-type: none">• Did not bring rule books (paper or digital)• Was not prepared for changing weather conditions - no rain gear/hat etc.• Showed up late for reasons within the applicant's control (slept in, failed to coordinate with Evaluator as to location of competition etc.• Did not inform the Evaluator when leaving the site. Wandered away from Evaluator without notice.
3	Meets Expectations	<ul style="list-style-type: none">• Came prepared with rule books• Brought appropriate clothing• Arrived on time for assignment
5	Exceeds Expectations	<ul style="list-style-type: none">• Had rulebooks prepared with highlighted tabs



		<ul style="list-style-type: none">Also had electronic Notebook with rulebooks for quick look up of rulesHad backpack with change of clothing and footwear and bug/sunscreenArrived early to meet up with other officials and introduced self to everyone
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Category 2: Knowledge of FEI Veterinary Regulations

1	Does not meet expectations	<ul style="list-style-type: none">Struggles to identify key articles relevant to horse inspections, medication control, and emergency protocols.Demonstrates confusion between FEI and national procedures.
3	Meets Expectations	<ul style="list-style-type: none">Can locate and reference appropriate Veterinary Regulations when prompted.Understands key concepts such as horse inspections, vaccination requirements, and sampling procedures.
5	Exceeds Expectations	<ul style="list-style-type: none">Accurately applies Veterinary Regulations to situational scenarios.Anticipates and clarifies veterinary-related concerns before they escalate.Demonstrates understanding of recent updates or changes to the regulations.

Category 3: Knowledge of FEI Jumping Rules

1	Does not meet expectations	<ul style="list-style-type: none">Cannot explain basic Jumping rules, including time penalties, refusals, and elimination criteria.Relies heavily on others for clarification of fundamental rules.
3	Meets Expectations	<ul style="list-style-type: none">Demonstrates accurate working knowledge of competition rules, including scoring, timing, and course faults.Knows when to intervene or notify the Ground Jury.
5	Exceeds Expectations	<ul style="list-style-type: none">Offers clear and confident rule explanations to athletes or officials when required.Provides examples of past application of rules in complex situations.Identifies and addresses minor rule violations proactively.

Category 4: Knowledge of FEI Horse/Tack Rule Apps

1	Does not meet expectations	<ul style="list-style-type: none">Is unfamiliar with the FEI Tack App and struggles to identify permitted vs. non-permitted tack.Cannot explain the rationale behind equipment rules.
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3	Meets Expectations	<ul style="list-style-type: none">• Correctly uses the Tack App to identify whether tack or equipment is permitted.• Understands and applies horse welfare principles to tack evaluations.
5	Exceeds Expectations	<ul style="list-style-type: none">• Confidently advises athletes and coaches on equipment compliance.• Demonstrates awareness of evolving tack trends and applies rules accurately without hesitation.• Can assess borderline cases and communicate reasoning clearly.

Category 5: Review of FEI Jumping Exercises Manual

1	Does not meet expectations	<ul style="list-style-type: none">• Has not reviewed the manual or misunderstands the scope of permitted training exercises.• Suggests or permits unauthorized exercises.
3	Meets Expectations	<ul style="list-style-type: none">• Identifies permitted exercises and knows what is prohibited in the warm-up arena.• Recognizes safety concerns related to incorrect application of exercises.
5	Exceeds Expectations	<ul style="list-style-type: none">• Proactively educates athletes or grooms about the correct use of exercises.• Applies knowledge of the manual to real-time warm-up management, preventing issues before they arise.• Offers sound reasoning when discussing exercise choices with colleagues or athletes.

Category 6: Knowledge of Roles and Responsibilities

(GJ, VD, FS, CD, FJ, Treating Vets, Therapists, Stable Manager and OC)

1	Does not meet expectations	<ul style="list-style-type: none">• Cannot clearly describe the function or authority of the various FEI Officials.• Misunderstands chain of communication or escalation procedures.
3	Meets Expectations	<ul style="list-style-type: none">• Correctly identifies the roles and duties of key officials and stakeholders.• Demonstrates respect for organizational structure and decision-making authority.
5	Exceeds Expectations	<ul style="list-style-type: none">• Communicates effectively with all parties, facilitating smooth coordination.• Uses this knowledge to avoid overstepping or duplication of responsibilities.• Supports newer officials or team members in understanding inter-official relationships.



Category 7: Problem Solving & Decision Making

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

Category 8: Review of Night Stewarding and Security

1	Does not meet expectations	<ul style="list-style-type: none">• Lacks understanding of overnight supervision requirements and access protocols.• Does not recognize the importance of equine security and biosecurity.
3	Meets Expectations	<ul style="list-style-type: none">• Knows the requirements for access control, accreditation, and quiet hours.• Understands the night steward's responsibility in monitoring stables and reporting irregularities.
5	Exceeds Expectations	<ul style="list-style-type: none">• Demonstrates strong awareness of welfare risks at night and takes initiative to monitor stables proactively.• Can lead or support implementation of stable area contingency plans.• Maintains detailed and accurate logs without being prompted.

Category 9: Review of Horse Check-ins and Temperatures

1	Does not meet expectations	<ul style="list-style-type: none">• Is unsure of horse ID procedures or fails to correctly record temperatures.• Misses key documentation or fails to verify vaccination records.
3	Meets Expectations	<ul style="list-style-type: none">• Conducts check-in procedures with accuracy, including temperature checks and passport verification.• Understands biosecurity measures and FEI entry requirements.
5	Exceeds Expectations	<ul style="list-style-type: none">• Leads check-in processes efficiently and ensures proper documentation is in place.



		<ul style="list-style-type: none">• Advises others on best practices for check-in and temperature recording.• Identifies and escalates any potential welfare or documentation issues proactively.
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Category 10: Attitude: Acceptance of Feedback

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