



# FEI NATIONAL STEWARD ADVISORS

## Positions

**Position Title:** FEI National Steward Advisor (discipline-specific)

**Reports To:** Discipline-specific FEI Steward Advisor and Equestrian Canada (EC)

**Position Term:** The current appointment term is from September 1, 2026, to December 31, 2028. Future appointments are expected to be four (4) years in duration and aligned, where practical, with the Olympic/Paralympic cycle, with eligibility for reappointment.

**Scope of Appointment:** EC may recommend appointments to the FEI of an FEI National Steward Advisor for each FEI discipline. Separate appointment recommendations may be made for the following disciplines:

- Jumping (position currently filled)
- Dressage
- Para-Dressage
- Eventing

## Position Summary

Each FEI National Steward Advisor is the liaison with the FEI Headquarters, the FEI Stewards of Canada, and the FEI Steward Advisor within their respective discipline.

Each FEI National Steward Advisor provides leadership, guidance, mentorship, and oversight for the development and administration of FEI stewarding programs in Canada within their respective discipline.

## Key Responsibilities

The duties of each FEI National Steward Advisor include:

- To liaise with the FEI, the FEI Steward Advisors and FEI Stewards in Canada within their respective discipline, acting as the contact person between their National Federation and the FEI.
- To advise EC on all matters related to FEI stewarding within their respective discipline.
- To oversee the education of FEI Stewards in Canada within their respective discipline.
- To inform the Organizing Committees of international Events in Canada within their respective discipline about their responsibilities related to stewarding matters.



## Experience & Qualifications

Prior to their appointment, each FEI National Steward Advisor must be at least a Level 2 Steward (preferably a Level 3 or higher) for Canada in their respective discipline.

FEI National Steward Advisors must:

- Have a good understanding of the FEI Education System within their respective discipline.
- Possess knowledge of the FEI Rules, FEI Regulations, procedures, and values within their respective discipline, and ensure Horse Welfare.
- Speak and write English fluently.
- Have their FEI steward function within their respective discipline open or inactive.
- Maintain a current EC Sport Licence in good standing and be compliant with all EC Safe Sport education requirements, including Fostering Healthy Equestrian Environments and Concussion Awareness courses.

## Additional Information

FEI National Steward Advisors are volunteer positions and are discipline specific.

An FEI National Steward Advisor may be removed at any time by the FEI Officials' Education Department or on the advice of EC for prolonged inactivity of their FEI steward function, non-compliance with FEI and EC Rules and Policies and/or their responsibilities. The Advisor must maintain professional and respectful conduct at all times.

## Application Instructions & Deadline

Applications must be submitted by **July 1, 2026** using the online application form linked [HERE](#).

A separate application must be submitted for each discipline for which the candidate wishes to be considered.

Applications must include the following:

1. A cover letter outlining the applicant's interest in the position and relevant qualifications.
2. A current resume detailing the applicant's equestrian and officiating experience.
3. Evidence of participation in educational activities, professional development opportunities, or courses beyond the minimum requirements associated with their current officiating status.
4. A minimum of two (2) letters of reference from officials holding an equivalent or higher certification level within the applicant's discipline.
5. A minimum of one (1) letter of reference from a Competition Organizer or venue owner with whom the applicant has worked in an officiating capacity.

Note: The EC Officials Program will provide a summary of each applicant's officiating records, including FEI course attendance, EC clinic participation, and both EC and FEI competition officiating history (including acting in the capacity of Chief Steward), to the applicable discipline committee(s) and the



National Officials Committee as part of the application review process. This will not include FEI Campus records.

## Selection Process

The FEI National Steward Advisor selection process is intended to ensure a transparent, collaborative, and discipline-informed appointment process that reflects the needs of the sport while maintaining national consistency in officiating standards.

Applications received by EC shall be reviewed by the applicable discipline committee and the National Officials Committee within 60 days of the application deadline.

Candidates will first be assessed by the applicable discipline committee(s) against the published position criteria, including officiating experience, leadership abilities, technical knowledge, mentorship experience, and overall suitability for the role within the discipline. Following their review, each discipline committee shall rank the candidates and provide recommendation(s) to the National Officials Committee.

The National Officials Committee shall review the discipline committee rankings and recommendations to ensure consistency with EC's officiating policies, standards, and strategic objectives. The National Officials Committee may request additional information or clarification from the discipline committee(s) as part of its review. Following its assessment of candidates, the National Officials Committee shall determine and submit its final recommendation(s) to the Chief Executive Officer (CEO) of EC for approval.

The discipline committee(s) and/or the National Officials Committee reserve the right to request additional information from applicants and to conduct interviews as part of the assessment process. Candidates selected for further consideration may be contacted during the review period.

Upon approval by the CEO, EC will submit the approved recommendation(s) to the FEI for appointment. The successful candidate(s) will be formally notified and appointed for the designated term following FEI confirmation.

For questions, please contact [officials@equestrian.ca](mailto:officials@equestrian.ca).