



A BRC Official Stewards (OS) must be present at every BRC qualifier event. If there is no Official Steward present, then the qualifier cannot go ahead. They must be present for the duration of the event.

The Area Representative is normally the Official Steward. If unable to attend the event it is their responsibility to nominate a qualified replacement from within the area, or, the BRC Official Stewards List which can be obtained from BRC HQ.

Before the event

- Advise & support organiser / event secretary
- Advise on the specific competition rules
- Carry out site inspection
- Ensure flu vaccination procedures are in place and the rules are complied with
- Walk XC course if part of the qualifier (if not familiar with venue this will be more than one visit)
- Ensure all health and safety rules are applied and that a H&S adviser is appointed for each event, who fully understands their duties prior to and during the event
- Ensure the appropriate medical provisions have been arranged and where appropriate veterinary provisions
- Ensure the appropriate judges and officials have been appointed
- Ensure Risk Assessment & Serious Incident Plan has been completed

At the event

- Advise & support organiser / event secretary
- Check site layout & courses incl. SJ , XC, emergency access routes
- Brief all key officials, ensuring they are all familiar with rules

- Brief fence judges at XC events. This can be delegated to another qualified OS, or BE TA, if present, or the Chief XC Steward
- Advise on application of rules and ensure event is run in accordance with rules
- Check radio allocation, PA and Communications Plan, ensuring the appropriate officials are on the correct radio net, especially for XC events
- Check correct medical provisions are in place, and veterinary support where appropriate, before commencing the event
- Resolve any problems appropriately e.g. Flu Vac issues, dangerous riding etc.
- Investigate any objections lodged
- Act as Disciplinary Steward if necessary
- The OS will head up the Serious Incident Team, implementing the Serious Incident Plan when necessary
- Ensure that the welfare of the horse is paramount
- The OS has the authority to STOP a qualifier if necessary, for example if the medical cover is insufficient. Their decision is **FINAL**
- Monitor scoring, check & agree results
- Announce results and make awards at prize giving. (Inform competitors/team managers these are provisional until verified by BRC following eligibility checks and verified)
- Thank the organisers

After the event

- Write up results
- Send results and declaration forms to BRC Office no more than three working days after the event. These can be completed electronically
- Forward any supplementary documents to BRC Office e.g. Fall forms, disciplinary reports
- Review the event, making notes on lessons learnt and feed these back to the organiser

DO NOT

- Get involved with judging at event. It is vital that as an Official Steward you remain impartial to deal with any complaints or queries
- Advise teams or individuals that they have qualified – an invitation will be sent from the BRC office once the results have been eligibility checked and verified

DO

- Ask for help or support from BRC HQ or other Stewards or your Area Representative

Other Useful Resources

- BRC Handbook
- Stewards Competition Checklist in the BRC Handbook
- BE Guidelines for Fence Judges
- Datasheet DS6 – Fence Judge Briefing Notes
- BE XC Guidelines
- BE Frangible Pin / MIMS Clip Systems
- BS Member Handbook
- BD Members Handbook
- BE Rules and Members' Handbook