



Australian Endurance Riders Association Inc.

Chief Steward Accreditation Procedure

To become an accredited Chief Steward, the applicant must comply with *all* of the following:

1. Before making an application to become an Accredited Chief Steward, applicants must:
 - (a) be a member of a division affiliated with AERA
 - (b) have a thorough knowledge and understanding of the AERA Inc. Rule Book and
 - (c) have a thorough understanding of how affiliated endurance rides are conducted; and
 - (d) have been a fully accredited TPR steward for at least three months and officiated as a fully accredited TPR for at least three affiliated rides (must include pre-ride TPR duties as well as all-of-ride TPR duties).
2. When the candidate has achieved the requirements of clause 1, the candidate can then apply to their relevant Management Committee to be considered for the Chief Steward Accreditation process, using the Chief Steward Application Form. The applicant must:
 - (a) be nominated by an existing Accredited Chief Steward; and
 - (b) complete the information about their involvement with affiliated endurance riding.
3. After receiving the completed Chief Steward Application Form, the Management Committee will determine if the applicant has approval to proceed.
4. On approval to proceed the applicant will take a written exam, relating to their ability to read, understand and apply the AERA rule book. This exam will be assessed by the AERA CS portfolio holder.
5. On successful completion of the exam, the applicant will use a Probationary Chief Steward Assessment Form, which is used to record progress toward the achievement of Accredited Chief Steward status.
6. The applicant must then act as Assistant Chief Steward at 3 separate affiliated endurance rides, preferably under 3, but at least 2 different accredited Chief Stewards. At least one ride should be outside the normal area of operation for the candidate CS. All aspects of a Chief Steward's duties should be covered during these assessments.

The Accredited Chief Steward at each of these three affiliated endurance rides will complete an appraisal of the applicant on the Probationary Chief Steward Assessment Form provided by the applicant.

The requirements of this clause must be completed over a time period of no less than 3 months and a maximum of 2 years.
7. At the discretion of the Management Committee, the applicant may be directed at any stage of this process to undergo further supplementary training or examination, as advised by the assessing Chief Stewards.
8. Once the Management Committee has approved the Chief Steward Candidate's progress to this point, all documents relating to the candidate's Chief Steward approval is forwarded to the AERA Chief Steward Portfolio holder for final assessment and accreditation.
9. The Chief Steward Candidate will undergo an oral exam with the AERA CS portfolio holder relating to people management skills and ability to act calmly and think laterally in difficult situations.
10. On the successful completion of point 9, the AERA CS portfolio holder will recommend to AERA that the CS candidate is accepted as fully Accredited. On acceptance by the AERA the CS portfolio holder will advise the candidate and the relevant MC.
11. The Chief Steward will be entered into the AERA Inc. database as an Accredited Chief Steward and receive a Chief Steward Vest.
12. To maintain accreditation a CS must officiate at least one affiliated endurance ride every 24 months. A Chief Steward subject to the 24 month rule shall regain accreditation by officiating at one affiliated endurance ride under an accredited Chief Steward, and subject to approval by the AERA Chief Steward portfolio holder.
13. A Chief Steward must be a member of a State division to officiate at affiliated rides.
14. A Chief Steward may have their accreditation revoked at the recommendation of their division Management Committee.