



AUSTRALIAN ENDURANCE RIDERS ASSOCIATION INC.

TPR STEWARD ACCREDITATION PROCEDURE

1. TPR RESPONSIBILITIES

1. The responsibilities for a Temperature and Pulse Rate (TPR) Steward are defined in the AERA Inc. Rule Book
2. These responsibilities may alter from time to time as determined by the AERA Inc.
3. All TPRs shall maintain their knowledge of the AERA Inc. Rule Book and all additional state regulations (if any).

2. ACCREDITATION PROCESS

All TPR Stewards must be accredited in accordance with this procedure.

1. Prospective applicants must:
 - a) have a working knowledge and understanding of the AERA Inc. *Rule Book* plus
 - b) have an understanding of how affiliated rides are conducted; and
 - c) be a minimum of 18 years of age before being granted Probationary status
2. Prospective Applicants must pass both the Theory and Practical Examinations as given by an officiating Chief Steward. This may be either through a TPR school or during the course of a ride as time allows.
3. The Theory Examination will include an understanding of the AERA Inc. Rule Book as it relates to the duties of a TPR Steward.
4. The Practical Examination will include taking and recording equine temperature and pulse rates.
5. Upon successful completion of the examinations, the Chief Steward shall forward the details to the division TPR Portfolio holder for entering the successful applicants' details into the AERA database as a probationary TPR Steward.
6. The Probationary TPR Steward is required to officiate under the direction and scrutiny of the Chief Steward and Head Veterinarian for three individual Pre-ride vetting sessions and three end of leg vetting sessions. The Chief Steward of each of these sessions is required to ensure correct details are recorded and entered into the AERA database to indicate successful completion of the TPR duties.
7. When the probationary TPR Steward has successfully satisfied the requirements of clauses 2.2 and 2.6, the division TPR portfolio holder shall ensure that the TPRs name, postal address, phone number, email address, and State Membership number if applicable are recorded correctly into the AERA database. The Division TPR portfolio holder shall then issue a TPR Steward badge to the newly accredited TPR steward.

3. REMOVAL FROM AERA NATIONAL TPR REGISTER

A TPR may be removed from the TPR Register should a Division Management Committee pass a lawful motion to that effect.

The Management Committee shall write to the TPR Steward advising the reasons for their removal and also notify the division TPR portfolio holder who shall remove the TPR from the National Register.