



### **AERA Chief Steward Accreditation Procedure**

This document details the process for persons to receive and maintain their accreditation as an AERA Chief Steward. Applicants must read this document before completing their Application Form.

#### Application requirements

1. To be considered for accreditation the Applicant must;
  - a. be over the age of 18 years and
  - b. be an associate member (as a minimum) of an AERA affiliated State Division and
  - c. have been a fully accredited TPR steward and has 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. The applicant must be aware that during the assessment process, the applicant will be required to demonstrate;
  - a. a thorough knowledge and understanding of the AERA Inc. Members Handbook and
  - b. possess appropriate interpersonal skills pertinent to the role and
  - c. have a thorough understanding of the conduct of affiliated endurance rides.

If the intending applicant satisfies clauses 1(a) 1(b) and 1(c) and is confident they possess the knowledge and skills required to satisfy clauses 2(a) 2(b) and 2(c) then they are invited to complete the Chief Steward Accreditation Application Form (Form CSA2) and lodge it with their relevant State Division SMC. The application form is required to be countersigned by an active Accredited Chief Steward.

#### Consideration of the Application

3. After receiving the completed Chief Steward Application Form, the State Management Committee will determine if the applicant has approval to proceed or not.

#### Successful Application

4. If the application is accepted by the SMC, the applicant will firstly take the formal written AERA exam which relates to their ability to read, comprehend and apply the AERA Inc. Members Handbook. This exam will be assessed by an accredited AERA Chief Steward appointed by the State SMC.
5. On successful completion of the exam, the applicant will receive 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 rides, preferably under 3 (but as a minimum) 2 different accredited Chief Stewards. At least 1 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.
7. The assessing Accredited Chief Steward at each of these three affiliated rides must complete and lodge with the SMC an appraisal of the applicant on the Probationary Chief Steward Assessment Form.
8. The requirements for clause 6 must be completed over a time period of not less than 3 months and not greater than 2 years. Failure to comply within these time frames will require the candidate CS to re-apply.
9. At the discretion of the State 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.

10. Once the SMC has approved the candidate Chief Steward's progress up to and including clause 9, all documents relating to the candidate Chief Steward are to be forwarded to the AERA Chief Steward portfolio holder for final assessment and accreditation.
11. The candidate Chief Steward will undergo an oral exam with the AERA CS portfolio holder or an AERA appointed CS, specifically relating to interpersonal skills and the ability to act calmly and think laterally in difficult situations.
12. On the successful completion of clause 11, 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 SMC.
13. The Chief Steward will be entered on the AERA Inc. Accredited Chief Steward register and receive an AERA Chief Steward Vest supplied by the AERA.

#### Maintaining Accreditation

14. To maintain accreditation a CS must officiate at one event every 24 months. A Chief Steward failing this requirement will be deemed inactive but shall regain full accreditation by officiating at one event as Assistant Chief Steward and subject to approval of the AERA Chief Steward portfolio holder.
15. The AERA may revoke the accreditation of a Chief Steward following the recommendation of their relevant State Management Committee.