

AQHA STEWARD'S TRAINING AGENDA
March 16, 2011 in Essen, Germany

10:30 – 11:00 AM	Registration
11:00 – 11:15 AM	Welcome Background for developing the Stewards' Program Policies to support the program
11:15 – 12:00 AM	Overview of Steward Responsibilities to: <ul style="list-style-type: none">• AQHA• Competition Management• Competitors/Exhibitors• Officials• Yourself<ul style="list-style-type: none">○ Credentials
12:00 – 12:15 PM	Break
12:15 – 12:30 PM	Scheduling Stewards for Shows
12:30 – 1:00 PM	Before the Competition <ol style="list-style-type: none">1. Review the show bill2. Communication with show management prior to show3. Familiarize yourself with the facility and monitor barn area4. Meet with Show Management and all show personnel to explain your role and responsibilities
1:00 – 1:30 PM	Lunch
1:30 – 2:00 PM	AQHA Handbook of Rules and Regulations <ol style="list-style-type: none">1. Exhibitor Behavior2. Animal Welfare Rules3. Medication
2:00 – 2:30 PM	How to handle a sensitive and angry exhibitor.
2:30 – 3:30 PM	During the Competition <ol style="list-style-type: none">1. Monitor warm up pens and barn area to ensure the health and welfare of the horses in competition.2. Answer exhibitors' questions.3. Evaluate any unsafe circumstances related to the show4. Disciplinary action if necessary.5. Ensure warm up jumps and courses are set properly.6. Investigate complaints of class filling
3:30 – 4:00 PM	Night Stewarding
4:00 – 4:15 PM	Break
4:15 – 4:30 PM	After the Competition <ol style="list-style-type: none">1. Filling out the Stewards' forms<ol style="list-style-type: none">a. Tools and procedures for dealing with violations2. Purpose of report3. AQHA Follow up
4:30 – 5:00 PM	Questions and Answers
5:00 – 5:45 PM	Steward Test
5:45 PM	Code of Ethics and take photo for credential