



SASJ Appendix Chief Stewards Duties



Chief Steward needs to have all the following information on them at all times.

INFORMATION

Timetable and Schedule for the Show	
List and Contact Details for the stewarding team	
List and Contact Details for the PGJ and SASJ Rep	
Your Contact Details	
Catering Contact Details	
Vet Details for the show	
Doctor on Call details	
Farrier on Call Details	
Security Company Details	
Fire Brigade Details	
Grounds Man Details	

OC with Chief Steward to ensure the following are in place:

Check List in Place

Sufficient radios for stewarding team	
Table, chairs and Umbrella/Gazebo at horse inspection	
Clearly demarcated holding box for horse inspection	
Medics must be present at the horse inspection	
Scribes for horse inspection	
Sufficient veterinary examination forms for stable entry	
Sufficient copies of veterinary forms for medical control at secure stables	
Sufficient after-hours entry forms secure stables	
At least 2 dedicated treating stables close to the entrance of the secure stables	
2 testing stables outside of the secure stable area (clean shavings & clearly marked testing stables, locked if possible)	
2 testing stables in the secure area (Clean shavings & clearly marked testing stable locked if possible)	
Testing now falls under SAEF – SAEF Vet Delegate to be in charge of bringing the Testing boxes and officials for the testing procedures as well as responsible to take the testing boxes after the testing for ALL Events	