



**Official Stewards Training Weekend
15 & 16 February 2014
Programme**

Saturday 15 February

- 1000 – Registration and coffee
- 1030 – Welcome and introductions (PB)
- 1045 – The new OS Training Procedure (LS)
- 1100 - Role of the Official Steward (RT)
- 1130 – Reporting Results (RH)
- 1215 – Flu Vac Checking (PB)
- 1245 - Lunch
- 1345 - Rule Changes and New Competitions for 2014 (RH)
- 1400 - Hat Tagging and Checking. Body Protector Requirements (LS)
- 1500 – Health and Safety at events (AC)
- 1545 – Tea Break
- 1600 – Health and Safety Scenarios
- 1700 - Problem Solving Scenarios
- 1800 – Break
- 1900 – Quiz
- 2000 – Dinner

Sunday 16 February

- 0845 - Introduction to the Day (PB)
- 0900 – Group 1 - Cross-country course inspection and course walk (DM)
Group 2 – Show Jump Course Building (PC)
- 1100 - Group 2 - Cross-country course inspection and course walk (DM)
Group 1 – Show Jump Course Building (PC)
- 1330 – Lunch
- 1430 – Cross-country riding (DM)
 - Briefing Fence Judges
 - Assessing dangerous riding
 - Abuse of the horse
 - Taking disciplinary action
 - Handling objections
- 1545 – Final Q & A
- 1600 – Tea and disperse.

Key

PB – Peter Buist RT – Roy Turner AC – Andrew Chadwick
RH – Rachael Hollely DM – David Merrett PC – Paul Connor LS – Laura Sanger

Domestic Arrangements

Venues

The Official Stewards Training will take place at the Banbury House Hotel, Banbury, Oxon, OX16 9AH for the class room based sessions and Swalcliffe Park Equestrian, Swalcliffe, Banbury, Oxon, OX15 5EX for the practical sessions. For full addresses, see below.

Registration

Registration will take place from 1000 on Saturday 15 February at the Banbury House Hotel. The first session will commence at 1030 so please allow sufficient time for registration as we aim to start promptly due to the volume of topics which we need to include in the day.

What to Bring

The presentations will be available on the website after the event, however you may wish to bring a note pad and pen to make your own notes. All delegates should have received a BRC Rulebook and Officials' Book in the post. **Please bring this with you and please make sure that you are familiar with its contents before attending the training.**

Work in Syndicate Groups

The training will involve practical sessions and work in syndicate groups. There will be a session to discuss scenarios and these scenarios will be emailed to delegates prior to the training so that they are familiar with all of the scenarios. There will also be a quiz and whilst this may be completed in small groups we are asking for the answer papers to be submitted for marking.

What to Wear

The sessions on Saturday will all be indoors. The Sunday morning sessions will be outdoors and will involve a cross country course walk so boots, warm clothes and waterproofs will be required. The show jumping practical will take place in an outdoor grass arena.

Food and Refreshments

The training will take place in the Banbury House Hotel Saturday lunch and dinner plus Sunday breakfast and lunch, plus refreshment breaks are all included. There is a pay bar which will be open on Saturday evening. There will be a set menu for lunch and dinner plus a vegetarian option - please do not ask for choices from other menus as this is not included in our agreement with the hotel and will therefore effect the price which we are paying.

Accommodation

All delegates will be staying in the Banbury House Hotel for the Saturday night.

Travel to Swalcliffe Park Equestrian

Please share vehicles when travelling to Swalcliffe Park Equestrian as there is limited parking at the venue. The journey will take 15 minutes, please do not be late as we need to start promptly at 9am. A map and directions will be given out in your delegate packs.

Travel Expenses

One set of travel expenses will be paid per Area attending the training so please arrange to travel together.

Contact Details

If you have any queries regarding any of the arrangements please contact Laura Sanger on 02476 840594. Please do not contact the hotel / venues directly.

Hotel & Venue Details

The Banbury House Hotel
27 – 29 Oxford Road
Banbury
Oxfordshire
OX16 9AH
www.banburyhouse.co.uk

Swalcliffe Park Equestrian
Grange Farm
Swalcliffe
Banbury
Oxfordshire
OX15 5EX