

## DRAFT TEST CHIEF STEWARD

The Chief Steward is needed for the Draft Test to run smoothly. The Chief Steward helps recruit and assigns duties to the volunteer stewards. This is a position that absolutely requires prior experience. While not a requirement of the Draft Test Regulations, it is impractical for the Chief Steward to compete in the National Specialty Draft Test since he/she may be required to be present to solve problems at a moments notice.

### **Qualifications**

- Outgoing individual who is level-headed and organized under pressure
- Previous experience as Chief Steward at a BMDCA Draft Test.
- Familiarity with the BMDCA's Draft Test Regulations
- Ability to apply basic management practices: (e.g. making decisions, demonstrates initiative, being resourceful and solving problems quickly and efficiently, and dealing effectively with people)

### **Time Commitment**

This is at least a six month assignment, with a busy period occurring from about 2 - 4 months before entries close when soliciting volunteers for stewards, until end of test and clean-up of site.

### **Time Line.**

#### ***Upon Accepting the Assignment***

- Familiarize self with the BMDCA Draft Test chapter of the BMDCA Specialty Manual: particularly the details of the Chief Steward position description, noting all relevant deadlines and BMDCA Policies.
- Review BMDCA Draft Test Regulations, noting all relevant rules regarding test operations.

#### ***Two-Four Months Prior to the Specialty***

- Work with Draft Test Chair to solicit volunteers to steward and assist with set-up/tear-down.
- Ensure stewards have the necessary experience or training to perform their assignments.

#### ***One Month Prior to the Specialty***

- Confirm steward schedule.

#### ***Day of Event***

- Assist judges with the equipment check
- Ensure stewards have the necessary experience or training to perform their assignments.
- Keep the Draft Test running smoothly in accordance with BMDCA Draft Test Regulations.
- Assist the Draft judges in any capacity that is requested.
- Coordinate with judges to have teams ready and standing by for entry to ring at the completion of previous team.
- Verify the narrows equipment has been set for the next team.
- Be prepared to lead freight hauls and be point source contact for radio contact with Test Secretary.
- Ensures stewards have cell phones turned off.
- Delegates responsibility for or ensures draft rigs are placed according to class at ring entrance or in ring ahead of each team being judged.
- Ensures stewards delegated to stations around the ring (audible distraction, visual distraction, loading, unloading) are in place and ready before teams enter the ring to be judged.
- Leads teams according to judges instructions into ring for positioning for 3 minute long stay.