



## **NATIONAL FEDERATION OF YOUNG FARMERS' CLUBS**

# **“How to” Guide – NFYFC Chief Competition Steward**

Thank you for giving your time to act as a Chief steward a competition. Without you, Young Farmers would not be able to take part in such a varied programme.

### **Before you get started**

- In weeks before the competition, work with the county committee and the county office to select and recruit experienced stewards and the right judges for the competition. It is your responsibility to help the county office make the plans for the day of the county competition
- Check sufficient equipment/space/tables/chairs/stationery will be available on the day – write a checklist for the county office
- As a Chief Steward, you are expected to know the competition, probably because you have participated several times and reached the area of NFYFC final before.
- Check you understand the rules – especially timings, space limitations and scoring. Timings should be strictly adhered to unless otherwise stated within the event plan for the day (particularly crafts, cookery and floral art)
- As Chief Steward, you should assist with and ‘sign off’ the Competitor Notes/Call Sheet approx. 14 days before the competition – these can then be published to participants and team captains well ahead of the day.
- Ensure the competitors are aware that they may qualify for the area round or NFYFC final – add the dates of these rounds Competitor Notes/Call Sheet and ask all competitors to notify you/the County Office immediately if they cannot attend the next round – the opportunity can then be passed to another YFC member/team with plenty of time to continue practices and rehearsals etc.

### **On the day**

- Arrive at least 45/30 minutes prior the Competition – earlier if you are unfamiliar with the venue to allow time to tour the venue and get to know its layout
- Check you have the correct paperwork (list below) and equipment
- Be Aware of the Risk Assessment for the day and be familiar with the evacuation procedure.
- Brief the other Stewards in your team as to who will be responsible for all aspects to ensure that the day runs smoothly.
- Look after your judges – tea/coffee/food – toilet information
- Check if the Judges are working as a team or judging independently if you have more than one judge
- Competitors will need to be briefed prior to the competition and how the day will run – using the timetable and any other information that has been provided - Competitor Notes/Call Sheet.
- Ask Judges to also give competitors a briefing if required (particularly useful in the sports) and words of encouragement and support before the competition begins.
- If a draw/briefing needs to be made, ask team captains to gather at a set time
- In the unfortunate event of a competitor being disqualified, or having marks deducted for infringing the rules, please advise the Competitions Organiser/Competitions Chair/County Chair as soon as practically possible. Please ensure that any such actions are properly documented if a result is challenged at a later date.
- It may be that a sponsor, or potential sponsor is present – if known in advance this will be advised to you. Please ensure that a sponsor is looked after and express to them that their support is appreciated.

## **Paperwork you will need (event organiser to provide)**

1. Copy of the NFYFC competition rules
2. Copy of the NFYFC general rules
3. Copy of this Chief Stewards "How to" Guide
4. Copy of the Stewards "How to" Guide
5. List of competitors names (County Rounds) or NFYFC Entry Form for each team (Area Rounds)
6. Contact numbers for competitors – you may need to contact competitors that have not turned up
7. Judges details and contact numbers
8. Contact details of the event organiser and first aider – if an accident does occur then a report needs to be detailed in the Accident Report Folder
9. Parental Consent Forms of any under 18's taking part or note of any medical issues plus spare blank forms
10. Copy of blank mark sheets
11. Copy of blank comment cards (if applicable)

## **At a County Final or Preliminary Round**

### **Booking In**

- Ask competitors to sign in
- Check their membership cards (current, has a photo and is signed). Those without cards may need to be fined (check with your event organiser)
- Note any changes of competitors or anybody that does not turn up (again check with your event organiser if they need to be fined)

### **During the Competition**

- Ensure timings, space limitations and age restrictions are adhered to
- Ensure competitors are ready to compete at the set time so as not to cause delays
- Ensure all competitors have a fair and equal opportunity
- Remove anyone not competing from your area such as parents

### **Results**

- Ensure the judges have clear marks for each competitor and are happy with the final placings
- If possible ask the judges to give competitors feedback. It could be written comment cards or a verbal debrief. (This will massively help them if they progress to the next round)
- Do not show competitors the results until they have been double (and triple) checked (results are usually announced at the end of the event)
- Do not pass any personal comments on performance to judges or competitors
- Ensure results and completed paperwork are returned to the event organiser
- If applicable, please lay out the prize giving table and arrange seating for the Judge.

## **At an Area or Regional Final**

Follow steps as stated above but use the following booking in procedure\*

1. Use the NFYFC Entry form as the signing in sheet (like picture below)
2. If competitors are replaced please cross through the person being replaced and hand write the new competitors details in and ask them to sign in
3. Ask competitors to check their contact details on the entry form are correct so information can be easily sent to them if required



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tel 024 7685 7200 fax 024 7685 7229 email [post@nyfyc.org.uk](mailto:post@nyfyc.org.uk) web [www.nfyfc.org.uk](http://www.nfyfc.org.uk)

**NOTE:** FOR COUNTIES WITH MORE THAN ONE ENTRY PLEASE STATE WHICH TEAM (A, B or C): .....

This team was placed ..... at the County Final and ..... **4** ..... at the Area Final.

1.	Name:	«firstname» «surname»		Competitor to Sign HERE at Area Eliminator		<b>1</b>	
	Address:	«address1», «address2», «address3», «town», «county», «postcode»					
	Contact Number:	«homephone»	Mobile:	«mobilephone»			<b>3</b>
	Membership no :	«memberid»	Age 1st Sept:	«agestart»	DOB:	«dob_date»	
	Club:	«orgname»					<b>3</b>
	Email Address:	«email»					

4. Once the results are confirmed please hand write where the team was placed at the Area Final
5. These NFYFC entry forms must then be sent to the NFYFC office as soon as possible. They can be posted or scanned and emailed (preferred) – [margaret.bennett@nfyfc.org.uk](mailto:margaret.bennett@nfyfc.org.uk). It is suggested that the event organisers keep a copy or take a photograph on a mobile device.

\*This helps NFYFC monitor who takes part in elimination rounds, ensuring the spirit of fair play is upheld.

### **Before you leave**

- Tidy up your area
- Return your paperwork to the event organiser (use the checklist)
- Ensure competitors have taken their personal belongings
- Be prepared to help the event organisers with other tasks
- Check to see if information needs to be given to those teams progressing to the next round – these are usually given out with the awards at the end of the event

### **Checklist of paperwork to be returned to the event organiser**

- Signing in sheet
- Judges Mark Sheet
- Judges Comments
- Any Other Information or equipment you have been provided with



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