

# Stewarding

Everything you might want to know about stewarding events, actions, marches.

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# What's it like being a Steward?

## Nic as a Steward.png

'I've been a steward for XR on a few rebellions, and absolutely love it - the stewards are a really welcoming team and its really fun. When I first started stewarding, I was REALLY nervous, but it's easy to get the hang of, the other stewards look after you and there is lots of guidance and training.'

Nic, XR Steward

I started stewarding in 2020 when I found I was sometimes the only person from my Local Group at a protest. I've made new friends from all over and felt part of a supportive group as well as feeling useful. I had some previous local experience which was helpful but there are plenty of training sessions and we usually buddy up.

Claire, XR Steward

## What does it involve

Stewards : With such a large event as The Big One we need a LOT of stewards! - over 1,000 stewards per 4hr shift. If you don't have another role please consider at least one shift (you can do this in groups with friends or colleagues.) No experience needed - training provided.

Stewards help to ensure all attendees at an event are safe. On a march this would include keeping people away from traffic, supporting road closures and keeping the march together. At a static event, this would include answering questions from the public or attendees, pointing people in the right direction, or helping them find others. We give full training (online and at the event) and new stewards are buddied up with experienced ones (we usually aim to steward in pairs).

There is a new basic Steward training designed especially for this event. It contains general action support skills and includes elements from Wellbeing, Embedding Nonviolence, Accessibility and Nonviolent Direct Action training. You'll then have the chance to specialise and join other action support teams if you wish to

## What next

[So I want to be a Steward, what next?](#)

[Online Stewarding Training](#)

[Signup to be a Steward on XR Action Network](#)

# So I want to be a Steward, what next?

[Stewarding Zoom Banner-640x200.png](#)

## Join the Telegram Chat

Join the Telegram chats listed here [Steward Communications](#) Please don't be put off if you can't get Telegram though - you can still volunteer in person.

## Complete the Recruitment Form

For large scale events we organise rotas to share the workload. Information on these will be published in advance. Complete this form with your details, especially if you want to be verified as a potential Lead Steward, or to steward confidential actions [Recruitment form](#)

## Join a Training Session

Register for an online training session [Online Stewarding Training](#)

Or we run face to face training during events, typically 1 hour before shifts start.

## Other Action Support Roles

There are a whole range of [other support roles](#) within the Action Support Circle.

[Signup to be a Steward on XR Action Network](#)

# Steward Communications

[Stewarding-Zoom-Banner-640x200.png](#)  
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## How do we keep in touch with fellow Stewards

Before, during and after the events we use several chats:

[Big Stewards Chat](#) A Telegram chat for all XR Steward Volunteers. Chat, queries & call-outs

[London Stewards](#) A Telegram chat for Stewards living in London. Chat, queries & call-outs

[Supporter Organisation Stewards Chat](#) A Telegram chat for Stewards from Supporter organisations joining us at The Big One

We also use more secure Signal communications for Lead Stewards. You will need to be verified by someone from a Known XR Team or Supporter Organisation to be added to these.

## Hand Signals

These Signals are used to communicate with attendees at an event or action

[Hand Signals.png](#)  
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This signal is used to communicate (silently) with other stewards

[Steward Hand Signals.png](#)  
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**Mic Check:** when you raise your arm first to get silence then repeat "Mic Check, Mic check", the crowd repeats this "Mic Check, Mic check". Then you give your short message, the crowd repeats it. Then loop again [Mic Check.png](#)  
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## Contact Us

You can reach the Stewarding Team at [xrukstewards@protonmail.com](mailto:xrukstewards@protonmail.com)

At the moment, these materials are primarily aimed at General and Lead Stewards for The Big One, London April 21-24 2023.

If you find any broken links, or have edits or suggestions, please contact [xrukstewards@protonmail.com](mailto:xrukstewards@protonmail.com)

[Signup to be a Steward on XR Action Network](#)

# Mic Check

Mic Check.png  
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## What is Mic Check

It is a method to communicate with a large crowd without a PA system or megaphones

## How does it work

if you hear someone shouting "MIC CHECK", also say "mic check\* loudly, until everyone is quiet (or you can use the raised hand gesture to call for silence).

Then a person will ask a question or give direction Everyone will call and respond (copy) so that a large crowd can hear as the message get srepeated in a wave right out to the edges of the group.

So if I said very slowly and clearly "we need to move from this site to site B, please follow the stewards" you would say in unison "we need to move from this site to site B, please follow the stewards" And the person next to you would say "we need to move from this site to site B, please follow the stewards"

It's not guaranteed we'll need to use mic checks, but it's a really useful tool to manage XR protest crowds [ ] (and very cool when it happens as you realise it's a well oiled, connective collaborative collective - We are all crew [ ])

## Tips to make the technique effective

Speak in short sentences (the people around you need to hear the sentence, remember it and then repeat it)

Leave gaps between sentences so that the message can ripple out (don't speak the next sentence until you cannot hear the repeats in the crowd - this will tell you the message has spread far enough away)

If you had planned to give a speech, just go over the top key points (probably a maximum of 5 sentences)

# Online Stewarding Training

[Stewarding Facebook 1920x1005.png](#)

We have a number of Zoom sessions where we will go through the basics of Stewarding and give you a chance to ask questions

## General Stewarding Training

Register with these links for online training (30min & 30min Q&A)

[Video recording of General Stewards Training, 18min YouTube](#)

[Accessibility & Inclusion for Stewards](#) Jun 19, 2023 07:00 PM to 08.30 PM and Jun 24, 2023 10:00 AM to 11.30 AM PM

[Protest Liason for Stewards](#) 7pm July 6th

[Outreach for Stewards](#) 7pm July 20th 2023

[De escalation for Stewards](#) 7pm Aug 3rd 7pm

[How to recce and plan a March](#)

Roadtaking

## Lead Steward Training

Register with these links for online training (40min & 30min Q&A). Aimed at those leading teams of general stewards but open to anyone

In addition, Lead Stewards are welcome to join any of the training sessions above and we can always add on a section at the end to cover Lead topics (its a few extra slides)

## Face to Face Training

Or we run face to face training during events, typically 1 hour before shifts start.

## Further Training

These optional additional training modules will enhance your sjills for Stewarding

Notes on [talking to the police](#)

[Know your rights video](#)

[Counter Terrorism Training - spotting threats](#)

[Deescalation Training](#)

[Defibrillator usage](#) 

[Street Speakers](#) (short talks you might be interested in delivering to parts of the crowd.)

[Witnessing an arrest](#)

[Witnessing a stop and search notes](#)

[Street Outreach Skills Training](#)

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# What to bring with me as a Steward

[Stewarding Zoom Banner-640x200.png](#)

## Things to check before I arrive

Have I installed and checked the communications App on my phone? [Telegram](#) or [Signal](#)

Have I installed and checked [What3Words App](#) on my phone?

Do I know what time and where we are meeting?

## What to bring with me

Comfortable Shoes

Clothing Layers

Water bottle

Food container and utensils

A-Z Paper map (ebay)

Notepad & Pencil

Earplugs, samba can be very loud if you are stewarding near them

Phone

Power bank for your phone, charging points are hard to find

Avoid large umbrellas but small foldable ones can be useful in a rucksack to shield injured people

Your Pink High-Viz if you already have one

A badge (or stick on labels and Sharpie pen) to write your name on

A small bag, or better still a small rucksack to hold supplies

## Where to store stuff

There is often nowhere secure to store anything during events. If you have small items, it's best to carry them with you. Alternatively, there are several companies that have many sites across London where you can store a bag for 24hrs (for a fee). If there are several of you together, try packing everything into one bag - you only pay once.

We are not affiliated to any of these sites and don't recommend any particular company:

[Radical Storage](#)

[Stasher](#)

[Bounce](#)

If you know of others, please add thme to this list or let us know.

## **Useful if you can print beforehand**

[Bust Cards](#) - small cards to explain to people what to do if they, or someone they know, gets arrested

[Specific TBO London Bust Cards](#) - small cards to explain to people what to do if they, or someone they know, gets arrested

[Signup to be a Steward on XR Action Network](#)

# Organisations Stewarding with XR

Stewarding Zoom Banner-640x200.png

Our Stewarding team has extensive experience working with allied organisations.

There are many ways of working together:

We can operate as a single stewarding team, all wearing identical branding

We can each retain our own branding, usually when we steward our own sections of a march say

We can operate as independant teams, centrally coordinated

We welcome your members volunteering to join our stewarding teams. This could either be as individuals, or we could arrange online Training sessions specifically tailored to your group

Contact us at [xrukstewards@protonmail.com](mailto:xrukstewards@protonmail.com) to discuss

# Stewarding Training Materials

[Stewarding Facebook 1920x1005.png](#)

At the moment, these materials are primarily aimed at General and Lead Stewards for The Big One, London April 21-24 2023. However they can be adapted as needed.

Materials are constantly being developed and improved so please ensure you download the latest version before use.

If you find any broken links, or have edits or suggestions, please contact [xrukstewards@protonmail.com](mailto:xrukstewards@protonmail.com)

## Stewarding Training Materials

[Powerpoint Slides .pptx version](#)

[Powerpoint Slides Gdrive version](#)

[Notes associated with Powerpoint Slides](#)

## Stewarding Training Sessions

See [Online Stewarding Training](#) for a listing of available sessions to book, or watch

## Zoom Images

[Zoom Video Background](#)

[Zoom meeting Banner](#) Used when a session requires registration

[Zoom meeting Logo](#) Used when a session requires registration

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# Planning & Stewarding a March

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## Preparation

1. What is the purpose of the March?
2. Plan the route. Recce at similar time of day and day of the week. Take photos of junctions so that roadtake teams can plan. Consider alternatives in case you need to shorten or lengthen the route depending on numbers. In general we march in the same direction as traffic.
3. Document the route - Google MyMaps is ideal as it allows a team to edit it, add notes for stages and then share final route plan
4. **Notify the police** The law states 6 days in advance and you need to give name of organiser.
5. Plan main march banners, roadtake banners, other flags and visuals. Give as much notice as possible to the creative teams if new banners are required.
6. Will Samba/Rhythms or other bands be involved, do they have enough notice?
7. Where will the march assemble? Large open spaces are best as they allow crowds to assemble easily in sequence.
8. How will the march disperse at the end of the March, or is there another event that takes place at a specific time?

## Media & Messaging

1. How will the march be publicised?
2. Create visuals and copy for broadcast channels, Facebook, press releases etc.

## Roles Involved

Not every march will have all of these and some of them may be combined

## The day of the March

1. Recce the route again. Roadworks or other unplanned barriers have been known to occur overnight.
2. Check are all the banners and visual assets located
3. Are enough people recruited for roadtaking, have they been trained?
4. Are Stewards present and briefed on the march route?

5. Assuming the march is pre-licensed have Protest Liaison connect to Police Liaison?

## Starting the March

1. Assemble the march block(s)
  1. Front March Leader / Point Steward (who will be walking backwards)
  2. Empty space (area kept clear for photographers to get clear shots of front banner)
  3. Main Banner
  4. Slowest marchers (if not at rear)
  5. Body of march
  6. Samba
  7. Body of march
  8. Samba
  9. Tail of March
2. When march coordinator is happy, signal is given to start

## Progressing the March

1. March Speed / Gaps
  1. Gaps are inevitable, you just want to avoid them getting too big as traffic will then try and get through
  2. Stopping and restarting a march is difficult, better to slow the front right down to wait for gaps to close
  3. Communications from stewards along the march length is critical to judge appropriate march speed - slower is better
  4. To communicate with Rhythms/Samba contact them via the Samba Shepherd (with a lamb on a stick)
2. Roadtaking
  1. Explain process
3. Speeches enroute
  1. Avoid if at all possible as people will stop to listen and this will create gaps.
  2. One solution is to pause the whole march but only a small section near the PA will be able to hear any speeches.

## Typical Issues

List them here

## Checklist

## Photos of Marches

Add some examples here.

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