



Fédération  
Equestre  
Internationale



## MANUAL FOR DRESSAGE STEWARDS

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## **PREAMBLE**

International equestrian Competitions have developed rapidly in recent years and Stewarding must therefore be developed to the highest standards.

This Manual is intended to provide guidance to anybody concerned as an FEI Steward at an International Dressage Competition.

The Manual for Dressage Stewards constitutes a specific provision of the FEI Rules and Regulations, and should be read in conjunction with the Statutes, the General Regulations, the Dressage Rules and the Veterinary Regulations.

The rules must always be strictly observed and there are minimum standards that must be achieved at all FEI Competitions. This Manual includes many recommendations for 'best practice' which are the standards to be aimed at and are essential.

The first consideration for all Officials and the Organiser must always be the safety of the Athlete and the welfare of the Horse, closely followed by the need to ensure fair play in Competition.

Every eventuality cannot be provided for in this Manual. In any unforeseen or exceptional circumstances, it is the duty of the Ground Jury in consultation with the Technical Delegate to make a decision in a sporting spirit and to approach as nearly as possible the intention of the Dressage Rules and the General Regulations.

In the event of conflict between the Manual for Dressage Stewards and the Dressage Rules, the Dressage Rules shall prevail. The Dressage Rules are not repeated in this Manual, but only referenced as they may change from time to time.

For the sake of brevity these regulations use singular masculine forms; this is to be interpreted to include both genders as well as plural forms.

## **INTRODUCTION**

### **1. FEI Stewarding Motto**

"Help, Prevent, Intervene"

### **2. Fairness by means of a good FEI Stewarding Programme**

International equestrian competitions have developed in recent years to a point that stewarding is now one of the most important aspects of any event. The steward is called upon to make quick, informed judgements and to intervene in situations that require an official, authoritative but fair reaction. In line with most activities of equestrian officials, knowledge of accepted behaviour and of the rules and regulations combined with experience and common sense provide for the best stewarding.

From higher level events where top professionals compete down to lower level events with up and coming competitors, often riding borrowed horses, the services of qualified stewards are essential. Up and coming competitors often imitate the well known experienced competitors, and proper training methods and behaviour are frequently learned by example. The stewards' principal aim is to endeavour to ensure that competitors participating in events do so with the utmost respect for their horses, officials, the public, their fellow competitors and all those involved in the sport.

While no two events are alike, stewards should always make fair and considered decisions. The FEI Chief Steward must be aware of the standards at each event and should always aspire to help raise the awareness of competitors and officials alike. The welfare of the horse is paramount.

### **3. FEI Code of Conduct**

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack and transportation.

Horses and athletes must be fit, competent and in good health before they are allowed to compete. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horses for onward travel after the event.

Every effort must be made to ensure that horses receive proper attention after they have competed. This covers proper veterinary care, competition injuries and welfare in retirement.

The FEI urges all involved with the sport to attain the highest levels of education in their area(s) of expertise.

## **1. THE IDEA OF FEI STEWARDING AND ITS PURPOSE**

The terms “Stewarding” and “Steward” (and the included responsibilities) can have different interpretations and therefore need to be clearly defined.

### **1.1 What is stewarding?**

It is the supervision at international events by trained individuals to ensure that the welfare of the horse is respected and that a level playing field is provided for all athletes participating at the event.

## **2. STEWARDING**

### **2.1 The aim of FEI stewarding**

The purpose of Stewarding is:

- To protect the welfare of the horse and ensure fair play;
- To support the Organising Committee (OC) in the successful running of the event in line with the FEI rules and regulations.

### **2.2 Organisation of stewarding within the FEI (structure and hierarchy)**

#### **2.2.1 FEI Director Stewarding**

The FEI Director Stewarding is appointed by the FEI Bureau from a member of FEI HQ. The FEI Director Stewarding duties are:

- To coordinate all matters relating to Stewarding for each discipline;
- To liaise between the FEI Honorary Stewards General for each discipline;
- To report to the Bureau.

#### **2.2.2 FEI Honorary Steward General**

An FEI Honorary Steward General is appointed by the FEI Bureau for each discipline and is responsible for stewarding throughout the FEI for that specific discipline. The FEI Honorary Steward General’s duties are to:

- Liaise with the FEI Director Stewarding and produce a report on stewarding every annually;
- Liaise with the Regional Stewards General;
- Liaise with the Dressage Committee.
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Dressage.

#### **2.2.3 FEI Regional Steward General – FEI Regional Stewards General are appointed by the FEI for designated areas.**

The FEI Regional Steward General's duties are:

- To report half yearly on stewarding in his/her area to the FEI Honorary Steward General

#### **2.2.4 FEI Steward General**

The FEI Steward General is proposed to the FEI by his/her NF and is responsible for the stewarding at international events within his/her NF. Prior to his/her appointment as FEI General Steward he/she must be a Level 3 Steward. In addition, he/she is required to report to the FEI Regional Steward General to make suggestions for improvement relating to stewarding matters. The duties of a Steward General are to:

- Act as the contact person between his/her NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to his/her discipline's stewarding.
- Advise his/her NF on all matters relating to his/her responsibility;
- Be familiar with the organisation of an international event;
- Have a good knowledge of veterinary matters plus FEI Veterinary Regulations and the FEI legal system.
- He must be able to speak at least one of the FEI's official languages.
- The Steward General must inform the OCs of international events in his/her country of their responsibilities relating to stewarding and stable security under his jurisdiction.

Within smaller NFs, one Steward General may act as Steward General for a number of disciplines providing that he / she is qualified in the disciplines for which he/she has been appointed.

The Steward General must arrange for Level 1 and 2 steward courses to be organized within his/her NF for persons to be appointed to Steward Levels 1, 2 and 3.

#### **2.2.5 The Chief Steward**

To be eligible to act in the capacity as Chief Steward at an international event the Chief Steward must have successfully completed a FEI Stewards' course and be included on the FEI list of stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there.

A Chief Steward must be able to speak English as one of the FEI's official languages and must be a person experienced in equestrian sports, particularly in the Discipline of Dressage and have a good knowledge of all FEI Rules and Regulations for Dressage, the General Regulations and the VRs.

Each OC must appoint a Chief Steward from the list of FEI Stewards. If the event includes more than one discipline, a Chief Steward must be appointed for each discipline. One of these must be appointed as overall Chief Steward of the entire event.

The Chief Steward must be integrated into the Organisation Committee of the event. His/her name must be printed in the event schedule. He/she is responsible for organising the stewarding at the event and is under the authority of the President of the Ground Jury. If a Technical Delegate is appointed they must work together closely prior to and during the event (see Annex II).

The Chief Steward must report immediately to the President of the Ground Jury (GRs Art 155.5) any act by anyone that he/she considers being in contravention of the rules and regulations relating to his/her responsibilities. He/she must inform the President of the Ground Jury, the Appeal Committee and the Technical Delegate of any infractions that merit a Yellow Warning Card and additional action. The Chief Steward may issue Yellow Warning Cards to athletes, in accordance with General Regulations Art. 169.7.1 for reasons including, but not limited to, abuse of horses and incorrect behaviour towards Officials. Once a Yellow Warning Card has been issued the Chief Steward must inform the OC.

During the event the Chief Steward and Assistants must wear, along with the event's Organising Committee's accreditation, the FEI Steward badge in a clearly visible manner.

The Chief Steward is responsible for stewarding and the organisation of the stewarding team during the entire event.

Following each event, the Chief Steward must send a written report to the Dressage Director at FEI HQ, with copies to the President of the Ground Jury, the OC, the Steward General of the NF and the Secretary General of the host NF where the event has taken place. If necessary, recommendations for improvements should be made in the Chief Steward's report (see Annex I).

### **2.2.6 The Assistant Steward**

According to the size and type of event, a sufficient number of assistant stewards must be appointed OC. These persons must hold at least Level 1 Steward status.

### **2.2.7 The Stewarding Team**

The OC together with the Chief Steward are responsible for the selection of a competent stewarding team capable of providing the appropriate stewarding service during the event. Briefing sessions must be organised every day by the Chief Steward.

A briefing meeting must be held by the Chief Steward with the assistant Stewards prior to the start of the International Event. The following topics must be covered:

- Supervision and security of the stables
- Control of schooling areas
- Patrolling of the event restricted area
- Veterinary assistance and Medical Control Programme
- Timely intervention to prevent abuse
- Horse inspection



- Procedure for reporting incidents
- Correct behaviour towards athletes, grooms and trainers
- Work timetable
- Meals
- Accommodation
- Areas of responsibilities
- Stewarding Groups
- Arrival
- Stable Duties
- Schooling (specific Dressage Duties)
- Warming-up
- Checking the saddlery
- Competition Flow
- Prize-giving

### **2.3 Working place for Steward(s)**

The OC must provide the Stewards with adequate working facilities. A room or trailer should be available with chairs, beverages and a table so that they have a place to rest from time to time. At events where they have to work outdoors every effort should be made to provide them with a sheltered area in the middle of, or immediately adjacent to, the exercise arenas from where they can effectively supervise the activities of the athletes. For purposes of communication the entire team must be equipped with radios.

All Stewards officiating at an international event must wear distinctive identification such as badges or armbands, bibs, etc. and must have complete freedom of access to all restricted areas such as, but not limited to, all parts of the stables, schooling areas, collecting rings and all other areas under control of the OC.

### **2.4 The cooperation between FEI Officials and athletes (athletes, owners, chefs d'equipe, trainers and grooms)**

Every effort should be made to have a good working relationship between Officials and athletes.

It should not be forgotten that athletes have their own interests at heart that may not be in line with the rules and procedures applicable to the event.

It is much better to prevent a rule being broken rather than having to react afterwards. To be able to intervene at the correct time a good knowledge of the rules and regulations is necessary.

## **3. STABLES**

### **3.1 Access to the Stable Area**

For a high level of stable security, the stables must be completely enclosed by a fence or wall. Access to the stable area must be controlled and restricted. This serves both as a deterrent to the entry of unauthorised persons and uncontrolled exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency.

All horses must be stabled in the stables. Horses cannot leave their stables without their ID number.

Strict stable security is of paramount importance. Admission to the stables is limited during an event. The only persons authorised by the OC to enter the stable area are the following so long as they are in possession of the required accreditations (See Art. 1005.5.2 VRs):

- Athletes plus one accompanying person
- The Technical Delegate or Foreign Judge
- Members of the Ground Jury and Appeal Committee
- Chief Steward and assistant stewards
- The Veterinary Commission/Delegate
- Treating Veterinarian
- Medication Control Officials
- The Official farrier, Team farriers and individual athlete's private farriers
- Not more than two owners per horse as per those registered within the horse's passport
- The Chefs d'Equipe, trainers, grooms
- The Team Veterinarians and veterinarians accompanying individual athletes
- Physiotherapists who have registered with the Veterinary Commission/Delegate
- Presidents and Secretaries General of National Federations may also visit the stable area with the approval of the OC

It is essential that the OC official responsible for authorizing access to the stable area is a senior person within the OC.

#### Control of access

A control system must operate at all entrance gates to the stable area so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time. Please see below for further information.

### **3.2 Stewarding of the Stable Area**

At least one steward reporting directly to the Chief Steward must be present or readily available in the vicinity of the stable area 24 hours a day for the entire duration of the event. He may be assisted by additional stewards as deemed necessary.

During the time that the stables are officially closed nobody has the right to stay in the stables. Any persons requiring access to the stables during the hours of closure must report to the steward on duty. They must be in possession of the required accreditation. They must sign in on the 'Night Control in Stables' form (ref. Annex VIII of the Steward's Manual) and they must be escorted by an FEI Steward at all times during their visit until they have left the secured stabling area. The 'Night Control in Stables' form must then be submitted to the Chief Steward each morning.

There must be constant patrolling of the secured stable areas by official FEI Stewards (or security team employed by the OC). This patrolling must be obvious and clear for all people to see. It must take place 24 hours a day, even when the stables are closed. No predetermined pattern should be established in order to discourage any form of

forbidden practices or abuses. Any misdemeanours must immediately be reported to the steward responsible in the stable area, who must, in turn, report to the Chief Steward, who in turn reports to the President of the Ground Jury. Stewards may also ask for the appropriate Medication Form if a horse is seen to receive treatment of any kind; this also applies to the use of nebulisers.

Any persons found within the secured stable areas during the hours of closure without the required authorisation will have their accreditation removed for the remainder of the event. Also, at the discretion of the Ground Jury, the rider of the concerned groom etc. may possibly be disqualified from the remainder of the event.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of forbidden practice.

Stabling must:

- If possible be on the Showground
- Satisfy requirements of local authorities.
- Have clear-kept emergency exits.
- Have appropriate and sufficient fire-fighting equipment
- Have no-smoking signs
- Be checked for safety and solidity
- Be allocated by the OC to athletes
- Be numbered and labelled
- Have adequate ventilation, water and bedding
- Have clean yards, adequate manure disposal
- Have an area for storing fodder and bedding
- Have an entrance open 24 hours a day
- A passageway of a minimum of 2 metres, although minimum 3 metres is highly recommended.

Stabling – Minimum Requirements:

- Cleaned and disinfected prior to horses' arrival
- Well ventilated
- Be a restricted area (Security)
- Washing facilities for horses
- Sufficient electricity and power points
- Space for tack and equipment
- Sufficient number of showers and toilets for grooms
- No cars or motor bikes may be parked in the stable area. Push bikes and electrically powered bikes may be allowed at the discretion of the OC.
- Office for Stewards if possible in the vicinity of the stables, Stable Manager and Treating Veterinarian for assistance
- Information Board
- Minimum two EADCMR (testing) Stables
- Minimum two isolation stables
- Cafeteria - "Meeting corner" in the stables area.
- There must be hot water
- Dedicated Smoking Area away from hay/straw/shavings storage
- Stables must have a roof over hang

### **3.3 Grooms**

Accommodation for grooms, if required, must be provided in the vicinity of the stables;

only grooms, duly registered with the OC as a groom, who wish to remain with their horses during the night, may possibly be permitted to do so. This permission may only be granted under exceptional circumstances i.e. ill horse etc.

The Person Responsible must ensure that his/her groom, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures for the event in question.

### **3.4 Movement throughout the Showground**

Movement of horses between the stables, practice area, grazing area and main arena must be strictly controlled. The optimum layout for the Dressage discipline may be found in Annex III of this document. It is understood that flexibility will be required depending on the requirements of other disciplines and lay-out of showground, but wherever practicable the optimum layout should be followed.

### **3.5 Stewarding of the Practice Arenas**

#### **3.5.1 Practice Arenas**

The practice arenas refer to all arenas used for warming-up, training practice etc. From here in, all of these arenas/areas will be referred to as practice arenas.

The Chief Steward must ensure that each practice arena is adequately stewarded at all times when officially open. He must also ensure that all practice arenas are subject to random control when they are officially closed.

#### **3.5.2 10-Minute Arena**

This is the last practice area before entering the competition arena. A 10-minute

Arena is obligatory for the Olympic Games and Championships and recommended for all other CDIs/CDIOs. The fully equipped arena must have the same footing as the main arena. The athlete may enter the arena following the departure of the athlete as he enters the main arena. There may never be more than one athlete in the 10-minute arena at any one time. It is not obligatory for an athlete to use the 10-minute arena. A steward must be present at all times to supervise. Adjusting of saddlery and normal caring for the horse is allowed.

### **3.6 Grazing Area**

It is recommended that a grazing area be provided at all outdoor events and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area and their ID number must be clearly displayed.

#### 4. WARNING CARDS

In accordance with the FEI General Regulations, 23rd edition, effective 1 January 2009, updates effective 1st January 2016 (Art. 169), in cases of offences mentioned in paragraphs 169.6.2 (abuse of Horses) and 169.6.3 (incorrect behavior towards Event Officials or any other party connected with the event) and which are of a less serious nature, and/or in cases specified in the Sport Rules, the President of the Ground Jury, the President of the Appeal Committee and the Chief Steward, instead of instituting the procedures foreseen in the legal system, may deliver to the Person Responsible (athlete) a Yellow Warning Card, either by hand or by any other suitable means.

In the case of a Yellow Warning Card being issued, after the decision of the Ground Jury, a notice stating the name of the Athlete and the reason of the warning must be posted on the Official notice board. Notwithstanding anything to the contrary in the General Regulations, should the same Person Responsible receive one more Yellow Warning Card at the same or any other international Event within one year of the delivery of the first Yellow Warning Card for the same offence, the Person Responsible shall automatically be suspended for a period of two months after official notification from the FEI Secretary General.

National Federations and Organising Committees must ensure that the President of the Ground Jury, President of the Appeal Committee and the Chief Steward at all International Events are in possession of sufficient Yellow Warning Cards.

In case the Chief Steward wants to issue a Yellow Warning Card out of his own authority it would be prudent to discuss this first with the Technical Delegate or President of the Ground Jury as appropriate.

An up to date list of athletes in possession of a Yellow Warning Card can be found on the following link: <http://inside.fei.org/fei/your-role/athletes/warning-cards>

#### 5. VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL

Please refer to Chapter III “Veterinary Control at FEI Events” of the FEI Veterinary Regulations for full details.

##### 5.1 Requirements for the Horse Inspection

The OC must consider all the necessary requirements for the Horse Inspection. It must also liaise with the Technical Delegate / Veterinary Commission / Veterinary Delegate and will discuss the protocol for the inspection well in advance with the Chief Steward.

###### 5.1.1 Surface

It is important that the inspection surface provides a fair evaluation of the horse's fitness to compete. The surface should always be firm, level and not slippery. This can be accomplished in three ways:

- Freshly laid asphalt; if this surface is old and has become slippery, it can be improved by adding a light cover of sand.

- A competition arena that has been scraped to its firm base layer. The surface should be watered and rolled so that it is sufficiently compact to prevent it cutting up during the inspection.
- A firm gravel or stone dust road that has been swept to remove all loose stones.

There should be approximately 50 metres of surface available to inspect the horses at walk and trot, but a shorter surface may be acceptable for indoor horse inspections. In some circumstances the Horse Inspection may, of necessity, be carried out on the competition surface, in which case the OC must discuss the conditions with the Inspection Panel and the TD if appointed beforehand. In such a situation the surface must be firmly rolled to provide the appropriate conditions.

### **5.1.2 Organisation**

The inspection area must be properly cordoned off from the public and effectively stewarded so that horses are ready for inspection at the scheduled time and quickly led away afterwards.

### **5.1.3 Holding Box**

A cordoned off area should be allocated close to the inspection area that can be used for a further examination of horses exhibiting doubtful fitness to compete. This area should be separate and if possible out of sight of the main inspection track.

### **5.1.4 Announcements to the Public**

Any announcement relating to the progress of the inspection (i.e. horse being presented and its competition number) should be made by public address. The decision as to whether the horse has been accepted, not accepted or sent to the Holding Box should be given out immediately.

### **5.1.5 Safety of horses and handlers**

Special care is necessary with strict stewarding at Inspections where there are a large number of horses in the collecting area. The same applies if there are stallions present for the Inspection, as they can create a significant safety risk.

## **5.2 Horse Inspection protocol according to the Rules**

The Horse Inspection should be held not more than 24 hours prior to the start of the first competition.

## **5.3 Procedure of the Horse Inspection**

### **5.3.1 General Remarks**

- The Person Responsible must present the horse for inspection, unless prior permission to have a substitute lead the horse has been granted by the Inspection Panel (through Chief Steward/OC).

- The Veterinarian will walk around the horse to carry out a brief visual inspection of the horse. Palpation of a limb or other part of the body will only be carried out if deemed necessary. However, other clinical tests may not be performed at this time (i.e. active flexion tests or walk the horse in a circle).
- After the visual inspection, the horse will be walked for a short distance (10 paces) and then trotted on a loose rein (for 30 - 40 m) with the handler on the left side of the horse.
- The veterinarian watches the horse's gait from the centre of the inspection track.
- Walk before turning to the right and trot back.
- The inspection panel then makes a decision, taking into account the opinion of the FEI Veterinary official, to accept, not accept or refer the horse to the Holding Box

### **5.3.2 Rules for Horse Inspections**

- Horses presented in bridle with a bit and with ID number clearly displayed, no other tack or equipment may be worn
- Handlers neatly dressed
- No rugs
- No dye or paint on horses or hooves
- Whips are not allowed (unless permission is given by the President of the Ground Jury)

## **6. MEDICATION CONTROLS**

### **6.1 Equine Anti-Doping and Controlled Medication Regulations (EADCMRs)**

At any event where testing is to take place, the Testing Official (EADCMR Testing Veterinarian or Veterinary Delegate) will require the assistance of stewards with testing. In most cases, the Steward will be asked to notify the athlete (at the moment of leaving the arena) that the horse will be tested and accompany the horse thereafter until the sample(s) has/have been collected. It is essential not to let the horse out of sight until collection takes place. The Steward appointed to Testing should be familiar with the procedure, so that he/she is aware of the correct procedure (FEI website / Veterinary / Medication Control).

The Steward escorts the selected horse to the EADCMR testing box.

### **6.2 Medication control of athletes**

In accordance with the FEIs' Anti-doping Rules for Human Athletes (ADRHA), FEI athletes (riders, drivers, vaulters, lungers) can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction (Anti-Doping Organisations who wish to conduct athlete testing at FEI events must first obtain the FEI's permission).

Where FEI Testing is planned, Organisers have the responsibility to provide facilities and staff/volunteers if requested by the FEI (article 22.3 of the ADRHA). The FEI

makes all necessary arrangements with the Organiser and the TD or Foreign Judge. Stewards may be asked to provide assistance if necessary.

If a Steward receives a query on human anti-doping, he/she should direct the person:

- to a medical person with knowledge in anti-doping, or
- to the FEI, or
- to the local National/Regional Anti-Doping Organisation.

Additional information and contact details can be found in the "Clean Sport Humans" section of the FEI's website.

The ADRHA are published on the FEI's website at <http://inside.fei.org/content/antidoping-rules>.

## 7. ABUSE OF HORSES

No person may abuse a horse during an event or at any other time.

*ABUSE* is defined as acting in a way which may cause pain or discomfort to a horse. It means an action or omission which causes or is likely to cause pain or discomfort to a horse. This includes, but is not limited to, any of the following:

- Excessive or inappropriate use of hand/leg and/or whip
- To subject a horse to any kind of electric shock device
- To exhaust or exercise an exhausted, lame or injured horse
- Excessive or prolonged use of any training method or movement
- To sensitise or desensitise any part of a horse
- To leave a horse without adequate food, drink, bedding or movement/exercise
- To use any device that causes pain to the horse

If abuse is witnessed during an event, it should be reported as a protest (Art 167) to an Official. If an Abuse is witnessed at any other time it should be reported as a protest (Art 167) to the FEI Secretary General for referral to the Judicial Committee.

## 8. BE PRO-ACTIVE

### SITUATIONS NOT ALLOWED BUT NOT LIMITED TO...

- Any behaviour or training method that could be considered as abusive to the horse;
- Persons in charge of horses causing dangerous situations due to a lack of consideration to others;
- Horses bleeding in the mouth/nose or indeed anywhere, or marks indicating excessive use of the whip and/or spurs anywhere on the horse (in minor cases of blood in the mouth, such as where a horse appears to have bitten its tongue or lip, Officials will authorize the rinsing or wiping of the mouth and allow the athlete to continue; any further evidence of blood in the mouth would result in disqualification);
- Riding or walking with horse in hand in the main arena, without authorisation;
- Riding in the Practice Arena when used without authorisation or outside the allowed time.



## **9. MISCELLANEOUS**

### **9.1 Public**

For safety reasons, the public must be separated and kept away from the areas where horses transit and exercise. The entire event area should be patrolled randomly.

### **9.2 Footing**

The footing of all exercise areas is of great importance. Horses spend much more time in Practice Arenas than in the competition arena. The OC must be prepared to improve the footing (watering, sand, shavings, etc) and even move to another area if this is available should the footing of the designated areas become or be considered inadequate by the Foreign Judge/Technical Delegate/Chief Steward.

### **9.3 Practice Arena(s) Timetables**

Timetables for the use of Practice Arenas must be established, posted on the notice board in the stable and adhered to. Whenever possible, flexibility is required and the Practice Arenas should be opened outside the established times on receipt of reasonable requests. Horses must always wear their ID number. The Practice Arenas must always be stewarded when in use.

### **9.4 Stirrups**

In the interests of safety, the stirrup iron and the stirrup leather (this also applies to safety stirrups) must hang freely from the bar of the saddle and the outside of the flap. The Athlete must not directly or indirectly tie any part of his body to the saddlery.

### **9.5 Advertising and publicity on athletes and horses**

Athletes participating in an Event agree to be filmed, televised, photographed, identified, interviewed and otherwise recorded during the Event for the purposes of the media coverage of the Event (by means of all and any media throughout the world in perpetuity) and the promotion of the sport. Athletes therefore assign with full title guarantee in perpetuity to the FEI all rights of any nature in any such recordings. Athletes agree that their name and image and any photographs and moving images taken of them at an Event may be used by the FEI and/or OC for the purposes of publicising the Event and promoting the sport.

At all Events, except Regional and Olympic Games under the patronage of the IOC, Athletes may wear clothing and use equipment (including, but not limited to, riding equipment and vaulting back pads) and vehicles which identify the manufacturer, the Athlete's sponsor(s), the General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2016

<http://inside.fei.org/fei/regulations/general-rules>

Any athlete in direct contravention of the rules concerning advertising should not be allowed to enter the arena. They may also be subject to a yellow warning card issued by the Ground Jury.

## **10. LEGAL PROCEDURE AND SANCTIONS**

### **10.1 The Legal Base**

The following rule books and regulations describe the basic tasks, responsibilities and organisation of the FEI. Officials and the Chief Steward must be in possession of these rule books and know the rules which cover their responsibilities.

The Chief Steward should have the following:

- GRs.
- VRs.
- Appropriate Rules for the relevant Dressage Event.

It is of course impossible to know all the rules by heart. Therefore the first priority is to become familiar with the relevant articles, in order to understand how to proceed.

The First Principles are:

HELP

PREVENT

INTERVENE

In accordance with the maxim that prevention is better than cure, the first principle of Officials is to ensure that everything is organised according to the rules.

Athletes for their part, have a duty to ensure that they observe the rules with regard to their horses and within relation to their own preparation for and participation in the event.

The legal system is fairly complex even for a professional lawyer. Therefore those concerned with applying it, while they must know what rule to look for and where to find it, ought not to try to learn the system by heart. When a difficulty arises, it is wise even for the well-informed to read the relevant articles carefully before tackling the problem.

If someone objects informally to a decision by an official, the official should inform him of the correct procedure and refer him to Articles 163 and 165 of the General Regulations. If the objector is not the appropriate person, this should be pointed out.

### **10.2 Some practical advice**

The facts of a case, if not already agreed, must first be established. A decision must then be reached on the agreed or proven facts. Witnesses to prove alleged facts are of great importance.

If an objection (including an informal objection) is clearly correct, thank the objector, apologise and correct the mistake, however caution is needed on two points - think carefully before you change your decision: the official may have been right.

Except when making a quick decision, a quiet place should be found where the proceedings will not be overheard. A courtroom atmosphere should be avoided, but

order must be maintained and interruptions discouraged. Each interested party must receive a fair hearing and be allowed to state his/her case regarding the facts and, where necessary, the law.

Judges, other officials and stewards, who were in the arena or the restricted area, may be able to give relevant evidence. Where severe cruelty is alleged, see the horse as soon as possible and enlist the help of the veterinary official. If the horse shows signs of having been ill-treated, point out any marks to the person accused.

Even if the act of cruelty has been seen by you, ask the accused person for his comments before reaching a decision.

If an incident has to be reported, do not forget the officials will need written statements from those involved and witnesses (impartial!). These papers must be signed and dated (with the time noted, if possible).

Finally while a lay person cannot expect to be a qualified legal expert, it is important to be fair and patient, to give each party an opportunity to state his/her own case and ask each question of the witnesses, to weigh the evidence (where it is disputed) and reach an impartial decision in a sporting spirit.

Who must have a good knowledge of the rules?

- The President of the Ground Jury
- The Foreign Judge/Technical Delegate
- The President of the Appeal Committee
- The Chief Steward
- The Veterinary Delegate/President of the Veterinary Commission

### **10.3 Protests (GR Art. 163)**

1. Protests may be lodged against any person or body involved in any capacity in an International Event or otherwise subject to the jurisdiction of the FEI including for failure to observe the Statutes, GRs or Sport Rules or violation of the common principles of behaviour, fairness, or accepted standards of sportsmanship, whether occurring during or in connection with an International Event or at any other time.
2. Protests may only be lodged by Presidents of NFs, Officials, Chefs d'Equipe or, if there is no Chef d'Equipe, by a Person Responsible or a Team Veterinarian responsible for Horses taking part in the Event. Protests for abuse of Horses may be lodged by any person or body.
3. Unless otherwise specified, Protests must be lodged before the end of the period of jurisdiction of the body that has the competence to hear the relevant Protest. This is true even if the person or body lodging the Protest is not present at the Event. The relevant body does not have jurisdiction to hear the Protest prior to any required deposit being paid.
4. Protests in the following matters can only be lodged with the Ground Jury:
  - 4.1. Protests concerning the eligibility of an Athlete or Horse for a specific Event or concerning the conditions of the arena. Such Protests must be filed not later than thirty (30) minutes before the start of the relevant Competition;
  - 4.2. Protests concerning an obstacle, or the plan or length of the course for a Jumping Competition or the obstacle Phase of a Driving Competition. Such Protests must be filed no later than fifteen (15) minutes before the start of the Competition;

- 4.3. Protests concerning the cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance. Such Protests must be filed no later than 18:00 on the day before the relevant Competition;
  - 4.4. Protests concerning irregularities or incidents during a Competition, or the results of a Competition. Such Protests must be filed no later than thirty (30) minutes after the announcement of the results of the relevant Competition.
  - 4.5. Protests challenging the procedures followed in the application or implementation of any FEI rule. Such Protests must be filed no later than thirty (30) minutes after the notification of the application or implementation of such rule.
  - 4.6. Lodging a Protest before the Ground Jury within the relevant time limit in matters listed in the previous paragraphs is a prerequisite to a right of Appeal to the Appeal Committee.
5. Protests for matters not listed in Article 163.4 must be lodged with the Appeal Committee or with the Ground Jury if there is no Appeal Committee.
  6. Protests regarding matters which have not occurred during or in direct connection with an International Event and which were not known until after the end of the Event, shall be lodged with the FEI Tribunal through the Secretary General. Such Protests shall be filed no later than fourteen (14) days after the end of the relevant Event. A case shall be deemed to occur in direct connection with an Event if it occurs during the journey towards the Event or, after arrival, including during the period of quarantine, training or acclimatisation.
  7. All Protests must be in writing, signed by an authorised person within the meaning of Article 163.2 and be accompanied, as the case may be, by any supporting evidence, including names of witnesses.
  8. Protests to the Ground Jury and to the Appeal Committee shall be presented within the applicable time limit to the President of the Ground Jury or to the President of the Appeal Committee, as the case may be, together with the necessary deposit. Protests to the FEI Tribunal shall be sent within the applicable time limit to the FEI Tribunal together with proof of payment of the necessary deposit.
  9. Notwithstanding anything to the contrary, the Secretary General may, in special circumstances which – in his sole discretion – warrant a Decision, refer to the FEI Tribunal a Protest against any person or body made by any person or body or on his own initiative, at any time, in regard to any matter and even without the payment of a deposit.
  10. Any person lodging a Protest should, if possible, secure witnesses to the incident and any other form of evidence, and either bring them to the body before whom the Protest is lodged, or obtain written statements from them, duly signed, together with their names and addresses. Before the FEI Tribunal, these requirements are set out specifically in the Internal Regulations of the FEI Tribunal.
  11. The Foreign Judge, Technical Delegate, Veterinary Delegate and Foreign Veterinary Delegate must report to the Secretary General all acts or omissions constituting a Protest.

#### **10.4 Appeals (GR Art. 165)**

1. An Appeal may be lodged by any person or body with a legitimate interest against any Decision made by any person or body authorised under the Statutes, GRs or Sport Rules, provided it is admissible (see paragraph 2 below):
  - 1.1. With the Appeal Committee (or with the FEI Tribunal if there is no Appeal Committee) against Decisions by the Ground Jury.

- 1.2. With the FEI Tribunal against Decisions of the Appeal Committee or any other person or body.
- 1.3. With the CAS against Decisions by the FEI Tribunal. The person or body lodging such Appeal shall inform the Secretary General and provide him with copies of the statement of Appeal.
2. An Appeal is not admissible:
  - 2.1. Against Decisions by the Ground Jury in cases covered by Article 159.6.1–4 (or in cases in relation to the arena, an obstacle or the course if there is no Appeal Committee);
  - 2.2. Against Decisions of the Appeal Committee on Appeals arising from Decisions made by the Ground Jury.
  - 2.3. If there is no Appeal Committee, against Decisions made by the FEI Tribunal on Appeals arising from Decisions made by the Ground Jury.

Appeals to the Appeal Committee must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must be lodged no later than one (1) hour after the Decision of the Ground Jury. If there is no Appeal Committee, Appeals to the FEI Tribunal must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must reach the FEI Tribunal no later than fourteen (14) days after the end of the Event. So far as Competitions are concerned, the right of Appeal is limited to questions of the eligibility of an Athlete or Horse and questions involving the interpretation of the Sport Rules.

Appeals to the FEI Tribunal must be dispatched to the Secretary General and signed by the appellant or his authorised agent and accompanied by supporting evidence in writing or by the presence of one or more witnesses at a designated hearing and must reach the FEI Tribunal within thirty (30) days of the date on which the Secretary General's notification of the earlier Decision was sent.
6.
  - 6.1 Appeals to the CAS together with supporting documents must be dispatched to the CAS  
Secretariat pursuant to the Procedural Rules of the CAS Code of Sports-related Arbitration:
  - 6.2. So as to reach the CAS within twenty-one (21) days of the date on which the Secretary General's notification of the FEI Tribunal Decision was received by the National Federation of the Person Responsible;
  - 6.3 A copy of the statement of Appeal should be sent concurrently to the Secretary General.

## **11. REPORT AND FOLLOW-UP**

### **11.1 Reports (GR Art. 164)**

Officials are required to send Reports to the Secretary General at the conclusion of Events, in accordance with these GRs and the applicable Sport Rules. Matters giving rise to Protests or Appeals must be included in such Reports.

Failure to return the Report(s) to the FEI shall be sanctioned by the FEI, first with a Warning and then by a Suspension until the outstanding Report(s) has been provided to the FEI.

## 11.2 After the Competition

The Chief Steward should complete the blank report form which they should have received from either the FEI or your NF (Steward General) or downloaded from the FEI website and send it to the FEI as soon as possible after the event, with copy to the event's OC, NF, Regional Steward General and Steward General (and your NF's Steward General if the event was held in another country).

Communicate to the OC any points which need improving for the following year.

## 11.3 FEI Checklist for Chief Stewards

### 11.3.1 Administration

- Do you have the names of the other Officials?
- Do you have an Information Leaflet for the athletes?
- Will the Information/Message Board give instructions in English or French and in the language of the host country? (General Map or Area, Practice Arenas, Time-Schedules, Important Telephone numbers, Starting Lists, Results, Attribution of Boxes).
- Are distinctive Stable Badges and Access Passes distributed?
- Are telephone lists available?
- Are letter boxes (pigeon holes) for Chefs d'Equipe installed?
- Is there a list of all horses entered available (Master-list)?
- Are ID Numbers ready to deliver to the grooms at the Arrival Examination?

### 11.3.2 Logistics

Is the following satisfactory:

- Accommodation for grooms (outside stables)?
- Accommodation for your Assistant Stewards?
- Meals for your Assistant Stewards?
- Is drinking water for the Stewards available?
- Are radios, walkie-talkies, or telephones provided for you and your Assistants?
- Is there a Steward's Office (near to the entrance/exit of the stables; fully equipped)?

### 11.3.3 Medical and Veterinary Services

- Are ambulances, a doctor and a veterinarian available during training?
- Is a treating Veterinarian available 24 hours/day?
- Are isolation boxes available?
- Is there a specific place (e.g. clinic, MCP-boxes ...) organised for Vet treatments; have the Vets been informed of the location?
- Are there two separate boxes prepared for MCP (in a quiet corner)?
- Is there a trained Steward in attendance for MCP?
- Are the MCP-facilities ready (office, freezer, table, chair ...)

#### 11.3.4 Stables

- Is there a close cooperation with the stable manager?
- Are the trucks, lorries and vans outside the stables enclosure?
- Is the Stable Area properly fenced-off (Restricted Area)?
- Are the boxes sufficiently large and safe?
- Is there a list of stabled horses (Boxes numbered - Master-list)?
- Are the boxes labelled accordingly (Stall Information Card)?
- Well ventilated?
- 24 hour security organised?
- Is the 'Night Control in Stables form (Ann. VIII) available?
- Are the water supply points and showers sufficient?
- Is the electricity working?
- Is a Horse Watch service for the night organised?
- Do the stables have enough fire-fighting equipment?
- Are there designated smoking areas outside the stables?
- Is there a special time and plan for grazing published?
- Is a farrier readily available?
- Is a cafeteria/meeting point organised?
- IS the passageway sufficiently wide?
- Are the stables equipped with lights and are they working, do they provide enough light?
- Is the electric cabling out of the reach of horses?

#### 11.3.5 Horse Examinations and Inspections

- Was the Arrival (identification and examination) of horses organised with Stewards and one Veterinarian?
- Are the ID-numbers (head-numbers) readily available?
- The site for the Horse Inspection:
  - Is it flat?
  - Is the ground firm?
  - Is it a non slippery surface?
- Are there enough Stewards to help?
- Is the Holding Box area satisfactory?
- Are starting-lists, table, passports, loudspeaker system, manure collector organised?
  - Is there enough room for the spectators?
  - Are spectators/owners kept away from the inspecting panel?

#### 11.3.6 Practice Arenas

- Is there enough schooling space?
- Is lunging on a separate place or at special times?
- Are sufficient Stewards available for the daily schooling?
- Is there a timetable for schooling?
- Is the ground maintained?
- Is it similar to the competition ground?
- Are the arenas numbered?
- Are the Stewards briefed (according to schedules) ?
- Are there shelters for the Stewards in adverse weather conditions?
- Horse Ambulance:
  - Is it functional?
  - Is it connected to a vehicle?

- Is it easily accessible?
- Where is the key?
- Does it have proper equipment?
- Screen?
- Sled?
- Halter and Lead Ropes?
- Is the arena entrance wide enough for the ambulance to pass easily?
- If something goes wrong, is there a plan?
  - Who is in charge?
  - Has there been a rehearsal?
  - Who will organise setting up the screen?
- Human Ambulance and Doctor?

### **11.3.7 Warming Up**

- Are starting lists and course plans available before the start of the competition?
- How is the competition flow being organised? Should the Stewards help? (if YES, are there still enough Stewards?)
- Are the lunging/flat areas separated?
- Is a farrier readily available next to the warm-up?
- Is ground-maintenance organised?
- Is there contact between the GJ and the Chief Steward?
- Is the prize-giving organised with GJ and OC?