



## INTERNAL REGULATIONS OF THE FEI

~~29 April 2015~~ 21 November 2017

Printed in Switzerland

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### **DISCLAIMER**

~~Please note that the FEI General Assembly adopted the updates to the Internal Regulations on 14 December 2014 at the FEI General Assembly in Baku, Azerbaijan giving the FEI Headquarters the mandate to make additional housekeeping changes without significant substance to the version adopted at the 2014 FEI General Assembly. The latest version in force is published on the FEI's website.~~

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## **Section 1 - LEGAL AND STATUTORY BASIS**

The Bureau decides unanimously, based on the relevant articles of the Swiss Civil Code, and on Article 20.1 of the Statutes, to adopt the present Internal Regulations.

The present Internal Regulations regulate the duties and powers of the following organs of the FEI:

- The Executive Board
- The Bureau
- The Headquarters
- The Committees
- The Regional Groups

Capitalised terms not defined in these Internal Regulations shall have the meanings defined in the Statutes.

## **Section 2 - BUREAU**

### **2.1. General**

Articles 19-25 of the FEI Statutes govern the composition, functions and powers, meetings, membership of and election to the FEI Bureau, and provide for representation of the FEI.

These Internal Regulations provide for the manner in which the above are implemented and exercised.

Bureau proceedings, whether in-person meetings, telephone or video conferences, via email exchanges, or on intra-/extra-net sites are confidential and therefore not subject to disclosure to third parties unless compelled by law. Communication of any information resulting from Bureau proceedings shall be in accordance with Article 2.6 below or an official process agreed by the President and Secretary General.

### **2.2. Meetings, convening of meetings, agenda**

#### **2.2.1 Process of Bureau Meetings:**

There shall be no fewer than two (2) Bureau meetings per year, one of which shall be held immediately preceding the General Assembly and at the same location. The second meeting shall be held ideally six months thereafter.

The President shall convene the Bureau meetings in coordination with the Secretary General.

#### 2.2.2 Agenda of Bureau Meetings:

The agenda of Bureau meetings shall be set by the President upon proposal by the Secretary General of the items to be included in accordance with Article 20 of the Statutes. An item may be added to the Agenda by any two Bureau members acting together.

#### 2.2.3 Publication of Agenda:

The Agenda of Bureau meetings shall be made available to National Federations no later than four (4) weeks preceding the meeting through publication on the FEI website.

### **2.3. Quorum of attendance**

For any Bureau meeting to be validly convened and to pass resolutions, an absolute majority of all Bureau members with a right to vote must be present. If such Quorum is not reached, the Bureau meeting may still take place. Any resolutions proposed and voted upon at such meeting must be circulated to absent Bureau members with a request to cast their vote within one week of the date of the Bureau meeting. If the total number of votes cast in person and by correspondence exceeds the number required to form a Quorum, the vote will be regarded as having been validly cast at the Bureau meeting.

The use of telephone, conference calls and videoconferencing is permissible where appropriate.

### **2.4. Vote, majority required**

According to Article 21.4 of the Statutes, the passing of resolutions by the Bureau shall require the approval of a Simple Majority of the members of the Bureau who are present.

Resolutions take effect immediately upon approval unless otherwise specified.

### **2.5. Resolutions by way of correspondence**

Resolutions may be passed by correspondence. In such cases, a simple majority of all Bureau members with the right to vote shall be required. The use of email and other generally accepted electronic communications means is permissible where appropriate.

### **2.6. Minutes of meetings**

Minutes must be kept of the deliberations and resolutions of the Bureau. The Minutes shall contain a summary of the deliberations, the proposed resolutions, the declarations which a member requests to be recorded in the Minutes, and the resolutions with the result of the vote.

The Minutes are submitted to the Bureau for review. The Minutes are then signed by the Chair of the meeting and the Secretary General.

The resolutions approved by way of correspondence must be included in the Minutes of the next meeting.

Minutes of Bureau meetings shall be made available to all Bureau members and NFs via an FEI website and/or email no later than six weeks following the meeting. Minutes must not contain any confidential information.

## **2.7. Right of information and inspection**

Bureau members may request to review any FEI documents subject to reasonable notice given to the Secretary General and subject to confidentiality restrictions, as determined by the President and Secretary General.

## **2.8. Expenses of the members of the Bureau**

The reasonable expenses of Bureau members in connection with FEI matters shall be covered by the FEI in accordance with a policy set by the Secretary General and approved by the Bureau.

## **2.9. Honorary Membership**

The President, upon the approval of a majority of the Bureau may appoint former Presidents to be Honorary Presidents, former Vice Presidents to be Honorary Vice Presidents, and other former Members of the Bureau who have given special service to the FEI to be Honorary Members of the Bureau. Any such appointment may be put to the General Assembly for approval. Honorary membership carries no voting rights.

## **Section 3 - RETAINED POWERS OF THE BUREAU**

### **3.1 The Bureau has the functions and powers enumerated in Article 20 of the Statutes. Other than those delegated to Headquarters under Section 5, it specifically retains the power:**

- 3.1.1. To issue policies the strategy to be implemented by Headquarters;
- 3.1.2. To ultimately oversee the Headquarters;
- 3.1.3. To issue and modify these Internal Regulations.

### **3.2 The Bureau retains the exclusive power to, subject to any mandate to the Executive Board:**

- 3.2.1 Examine, if required, the professional qualifications of the specially qualified auditor;

- 3.2.2 Employ and to dismiss, upon proposal of the Secretary General, all employees having the position of Executive Director or a higher position in the FEI's hierarchy ("Senior Management");
- 3.2.3 Supervise the keeping of the list of members by the Headquarters;
- 3.2.4 Decide about any single financial commitment of the FEI which exceeds fifty thousand (50,000) Swiss francs;
- 3.2.5 Create, acquire, sell or dissolve subsidiary companies or divisions of the FEI, real estate (with the exception of HM King Hussein I Building as provided under Article 4 of the Statutes), intellectual property or other substantial assets;
- 3.2.6 Approve credit or loan agreements on behalf of the FEI, whether as lender or as borrower, other than lines of credit necessary for treasury cash management purposes not to exceed two million Swiss francs;
- 3.2.7 Approve guarantee or security agreements in excess of fifty thousand (50,000) Swiss francs;
- 3.2.8 Approve contracts exceeding a period of three years;
- 3.2.9 Approve contracts of an amount exceeding fifty thousand (50,000) Swiss francs;
- 3.2.10 Approve the FEI investment policy and approve any individual investments outside the scope of the policy;
- 3.2.11 Exercise the right to vote in shareholders' meetings of companies in which the FEI holds shares, other than for voting rights arising from FEI asset management, further to the approved investment policy;
- 3.2.12 Make recommendations to those persons who represent the FEI in the Bureau or in any other organ of an entity in which the FEI holds shares;
- 3.2.13 Approve any deviation from the approved budget for the current year, not to exceed 5 per cent of total annual expenditures.

The Bureau has the power to adopt resolutions in all matters which do not fall within the powers of the General Assembly or any other organ by virtue of law, of the Statutes or of applicable regulations.

## **Section 4 - ROLES OF THE BUREAU MEMBERS AND EXECUTIVE BOARD**

### **4.1. Role of the President**

The President will lead the FEI and chair all General Assemblies and Bureau meetings in accordance with Articles 15 and 22 of the Statutes. The President may, from time to time, delegate Presidential tasks and responsibilities to the 1<sup>st</sup> and 2<sup>nd</sup> Vice President or other Bureau members as required. Such delegation, in terms of scope and timeframe shall be set out in writing.

## **4.2. Roles of the Vice Presidents**

### 1<sup>st</sup> Vice President:

The role of the 1<sup>st</sup> Vice President is referred to in Articles 15 and 22 of the Statutes. The 1<sup>st</sup> Vice President will undertake tasks and responsibilities as directed by the President in writing.

### 2<sup>nd</sup> Vice President:

The role of the 2<sup>nd</sup> Vice President is referred to in Articles 15 and 22 of the Statutes. The 2<sup>nd</sup> Vice President will undertake tasks and responsibilities as directed by the President in writing.

## **4.3. Roles of the Group Chairs**

The Group Chairs represent their respective Regional Groups and thereby the interests of the National Federations within their Groups according to Article 23 of the Statutes. Their tasks and responsibilities shall be:

- 4.3.1. To attend and be present throughout Bureau Meetings, General Assemblies and all meetings related to their function;
- 4.3.2. To be aware of all FEI activities (Sport, FEI Solidarity, Legal, Veterinary, etc.) in order to help the National Federations in their Group to further develop;
- 4.3.3. To drive, promote, co-ordinate and report on FEI initiatives through the National Federations in their groups;
- 4.3.4. To communicate as necessary with National Federations, FEI Headquarters and other Group Chairs and Technical Committee Chairs;
- 4.3.5. To advise and inform National Federations on all FEI matters, including after Bureau meetings and General Assemblies;
- 4.3.6. To know the needs of their Group;
- 4.3.7. To act as mediator in case of conflict within their Group;
- 4.3.8. To appoint coordinators within the Group if necessary;
- 4.3.9. To cooperate with regional FEI Solidarity Officers appointed by the FEI, including but not limited to those for specific Disciplines;
- 4.3.10. To organise regular Group meetings and to provide Headquarters with (i) the agenda at least two weeks beforehand, and (ii) the minutes of their meetings within three weeks thereof;

- 4.3.11. To organise, in close proximity prior to the General Assembly, a meeting with the National Federations in their group and to inform the Bureau of any concerns and/or issues and present them to the Bureau for discussion where appropriate;
- 4.3.12. To attend and participate actively in workshops, and other such meetings in the context of the FEI General Assembly or other functions;
- 4.3.13. To facilitate the publication of a Group newsletter, Annual Report and/or Bulletin; and
- 4.3.14. To nominate a Deputy Chair for election by the General Assembly, with whom they shall work closely and cooperate in furtherance of the tasks and responsibilities above. The Deputy Chair shall not be from the same National Federation as the Chair, and shall attend Bureau meetings with a vote solely in the event of unavoidable absence of the Group Chair.

#### **4.4. Roles of the Technical Chairs**

The Technical Chairs represent their Committees and thereby the interests of their given Discipline. Their tasks and responsibilities shall be:

- 4.4.1. To chair and oversee the applicable Technical Committee in order to comply with its responsibilities under Article 34 of the Statutes, including coordinating the Committee's activities to provide input;
- 4.4.2. To maintain continuous contact with the Department Director for their Discipline at Headquarters, and through them with the FEI Commercial and FEI Solidarity Departments;
- 4.4.3. To chair at least one Committee meeting per year unless otherwise specified by the Secretary General through Department Director for their Discipline at Headquarters;
- 4.4.4. To attend and be present throughout Bureau Meetings, General Assemblies and all meetings related to their function;
- 4.4.5. To be aware of all FEI activities (Sport, FEI Solidarity, Legal, Veterinary, etc.) in order to help their Discipline to further develop;
- 4.4.6. To communicate with Headquarters, Group Chairs and other Technical Committee Chairs;
- 4.4.7. To act as mediator in case of conflict within their Committee;
- 4.4.8. To attend and participate actively in applicable FEI Solidarity forums, workshops, and other such meetings in the context of the FEI General Assembly or other functions; and



- 4.4.9. To appoint a Deputy Chair, with whom they shall work closely and cooperate in furtherance of the tasks and responsibilities above. The Deputy Chair shall attend Bureau meetings solely in the event of unavoidable absence of the Technical Chair. The Deputy Chair may not vote at Bureau meetings.

#### **4.5. Role of the Executive Board**

##### **4.5.1 The Role of the Executive Board**

The role of the Executive Board is set forth in Article 27 of the Statutes.

##### **4.5.2 Process of Executive Board meetings:**

At the request of the President of the FEI, on behalf of the Bureau, the Secretary General shall convene a meeting of the Executive Board.

Whenever possible, all Executive Board meetings should take place in the HM King Hussein I Building or by video or teleconferencing.

Minutes of the meetings shall be kept under the supervision of the Secretary General.

### **Section 5 - HEADQUARTERS**

#### **5.1. Delegation of Responsibilities to the Secretary General**

The Bureau delegates the following duties and responsibilities to the Secretary General:

- 5.1.1 To propose and implement the general and commercial strategy as well as the framework of the FEI's activities, in accordance with the resolutions taken by the Bureau and General Assembly;
- 5.1.2 To establish general conditions of commercialization of the FEI properties in line with the core values of the FEI;
- 5.1.3 To propose and establish the policies relating to membership fees, organisational dues and other financial charges affecting FEI members, in accordance with the resolutions taken by the General Assembly and the Bureau;
- 5.1.4 To negotiate and to sign contracts (subject to any limitations set forth in Section 3 above) regarding the commercialization of FEI properties, including but not limited to licensing arrangements, and to supervise the performance of these contracts;
- 5.1.5 To fix the employment conditions of the staff, to take all decisions regarding its employment or dismissal (the power of the Bureau according to Section 3 being reserved concerning Senior Management);

- 5.1.6 To establish the yearly budget of income and expenditure forecast of the FEI which it submits to the Bureau at the beginning of each applicable annual cycle;
- 5.1.7 To establish the financial plan and to submit it to the Bureau at the beginning of each year for approval;
- 5.1.8 To propose and implement the strategy of management of the FEI's funds and liabilities in accordance with resolutions taken by the General Assembly and the Bureau;
- 5.1.9 To establish the yearly balance sheet and the profit and loss statement as well as to draft the business report in view of its approval by the Bureau;
- 5.1.10 To implement the resolutions of the General Assembly and the Bureau;
- 5.1.11 To maintain the list of affiliated members;
- 5.1.12 To report to the Bureau in accordance with section 7 of these Internal Regulations;
- 5.1.13 To supervise in general the activities of the FEI, its debtors and the FEI's liabilities;
- 5.1.14 To establish any additional internal regulations or policies necessary to a smooth operation of the FEI, such as but not limited to a personnel handbook, evaluation processes, etc.;
- 5.1.15 To inform the Bureau of any employment or dismissal of employees having the position of Department Director or a higher position in the FEI's hierarchy;
- 5.1.16 To manage the FEI staff in line with the objectives approved by the Bureau.

Any other responsibilities which are not listed here are exclusively retained by the Bureau.

## **5.2. Internal Organisation of Headquarters**

The management consists of the Secretary General, the Executive Directors and the Directors identified on the Organisation Chart attached as Appendix 1 to these Internal Regulations, which governs reporting and subordination relationships.

### **5.2.1 Department Directors for Technical Disciplines**

The Department Directors for Technical Disciplines shall manage, in close cooperation with the relevant Technical Committee Chair:

- (i) Amendments to the relevant Sport Rules or Regulations;
- (ii) Management of international events in their respective Discipline(s);
- (iii) Development of their respective Discipline(s); and,

(iv) Appointment, education, monitoring, promotion, demotion, suspension, and removal of FEI officials.

The Department Directors shall consider, review and act upon, as applicable, any proposals presented by the relevant Technical Committee members. Any proposals for changes to the Sport Rules put forward by the Department Director for the affected Discipline shall have the Support of the Technical Committee, acting through its Chair, else alternative views should be presented to the Bureau for Decision.

The Department Directors shall oversee and manage the day to day work of their respective Departments.

The Department Directors shall produce for the Secretary General a yearly management plan for their respective Departments and further provide quarterly updates in terms of achievement within this plan. This plan shall integrate the relevant Technical Committee's advice and proposals.

### **5.3. Signature rights**

The individuals holding the positions listed in Appendix 2 to the present Internal Regulations shall have the authority to bind the FEI through their signature. Signature rights are conferred such that two individuals holding the positions listed must always sign collectively. None shall have an individual signature right. The signature rights listed in Appendix 2 shall be reflected in the Swiss Commercial Register. The Bureau or the Executive Board shall confirm the names of such individuals as necessary and it shall be Minuted. If the power to sign is conferred upon employees or agents other than management, they shall have no power to sign between themselves.

## **Section 6 - COMMITTEES AND ADVISORY BODIES**

### **6.1. Nominations Committee**

#### **6.1.1 Role and Composition**

The Nominations Committee shall receive nominations for all positions on the Bureau, Committees, the FEI Tribunal, and Deputy Chairs of Regional Groups and make recommendations to the Bureau and/or General Assembly, as appropriate based on objective eligibility criteria for each position provided by the Secretary General. It shall report to the Bureau.

The Nominations Committee is composed of nine members:

- (i) Each Group shall select one representative from a National Federation in its Group who is not a Group Chair or Deputy Chair and who does not hold a position on a Committee or on the Bureau. If a candidate is nominated by a two-thirds majority of the National Federations within

the Group, that candidate shall be the sole candidate presented to the General Assembly for election, unless such candidate does not receive the necessary majority at a General Assembly. In the event multiple Ballots are necessary in accordance with the Procedural Regulations of the General Assembly (Annex I of the FEI Statutes), a Simple Majority shall be sufficient for Nomination on the second Ballot between the two (2) remaining Candidates.

- (ii) On the proposal of the Bureau, the General Assembly shall elect a Chair for a term of two years. Thereafter, the members of the Committee shall elect a Chair for a term of two years. A given Chair may serve a maximum of two consecutive two-year terms.

The President and the Secretary General or their delegates may attend meetings of the Nominations Committee.

The Nominations Committee meets at least once annually to evaluate Candidates. The Nominations Committee shall duly consider regional representation, experience, and the occupation of each candidate for any given position.

Meetings may validly be held via videoconference or conference call when appropriate.

#### 6.1.2 Nominations Committee Procedure

The Secretary General shall establish and communicate as relevant the processes for the Nominations Committee to fulfil its role, which will include the following concepts:

- (i) For all positions, Headquarters informs all National Federations of the final date for submission of nominations;
- (ii) Nominations received by the Headquarters should be circulated to the members of the Nominations Committee and relevant Standing Committees, and Tribunal where applicable;
- (iii) As soon as is practicable following the annual Standing Committees' meetings, each Standing Committee will communicate their comments and considerations for each individual candidate and may if they so wish specify which candidate has the unanimous support of that Committee and the reasons why;
- (iv) For all applications, the Nominations Committee then screens each candidate to ensure his or her compliance with the objective eligibility criteria for each position as provided by the Secretary General;
- (v) The Nominations Committee will then make a recommendation to the Bureau in terms of those candidates who meet the criteria and comment with regard to any candidate that may have received the unanimous Support of a particular Standing Committee. In addition, the Nominations

Committee may recommend a candidate that, in its view, is best qualified for a position.

- (vi) The Nominations Committee may, as appropriate, make recommendations as to candidates for General Assembly elections.

#### 6.1.3 Role of the Nominations Committee Chair

- (i) To liaise with the FEI Secretary General and Standing Committee Chairs to clearly establish the vacancies existing and receive instruction on the detailed criteria which should apply to each such position;
- (ii) To ensure that all members of the Nominations Committee receive full documentation in terms of applications and criteria applicable for each position with sufficient time prior to any meeting of the Nominations Committee;
- (iii) To Chair the Nominations Committee meeting, to be held at a time and in a place indicated by the Secretary General;
- (iv) On behalf of the Nominations Committee members to communicate the recommendations to the Bureau and/or General Assembly.
  
- (v) The Chair shall appoint a Deputy Chair with the approval of the Nominations Committee, with whom the Chair shall work closely with and cooperate with in furtherance of his tasks and responsibilities below.

Minutes of the meetings shall be kept under the supervision of the Chair of the Nominations Committee. Nominations Committee proceedings, whether in-person meetings, by teleconference or video conferences, via email exchanges, or on intra-/extra-net sites, are confidential and therefore not subject to disclosure to third parties unless compelled by law.

#### **6.2. Strategic Adviser**

The President may appoint a Strategic Adviser to advise on matters of a strategic nature as necessary and further to a mandate determined by the Bureau on the proposal of the Secretary General. The Strategic Adviser reports to the President and Secretary General and attends meetings of the Bureau and Executive Board as necessary to fulfil the mandate.

Further to the mandate of the Bureau, the Strategic Adviser may chair as necessary, on an ad hoc basis, working groups composed of individuals with relevant individual and collective expertise. Meetings of any such group shall be attended by the Secretary General and/or his designee(s).

### **6.3. Audit and Compliance Committee**

The Audit and Compliance Committee issues its own internal regulations setting forth its organisation and processes according to Article 33 of the Statutes.

### **6.4. Veterinary Committee**

6.4.1.1 The Veterinary Committee, having consulted the relevant Technical Committees, shall advise the Headquarters on the following:

- (i) Establishing and amending the Veterinary Regulations and any special veterinary conditions for Olympic Games and FEI Championships;
- (ii) The appointment, education, monitoring, demotion, suspension and removal of Veterinarians;
- (iii) The list of approved laboratories for doping and medication control testing of Horses;
- (iv) The procedures for doping and medication control and authorisation and maintenance of the list of Prohibited Substances for Horses;
- (v) The management of Horse Inspections and Veterinary Examinations, including pony measurement, at Events as required by the regulations and rules;
- (vi) The monitoring of Horse diseases, quarantine and isolation requirements, transportation solutions and all other matters concerning the health of Horses and Horse welfare at international events;
- (vii) Relations with organisations concerned with the international movement of Horses , Horse identification and Passports, Veterinary Health Certificates and customs control of the movement of competition Horses;
- (viii) The education of relevant personnel on matters of stable security and Horse welfare.

6.4.1.2 The Veterinary Committee is responsible for making proposals to Headquarters and/or the Bureau for approval on the following matters:

- (i) Maintaining communications with Contact Veterinarians and advising National Federations on all veterinary matters affecting Horses;
- (ii) Research into Horse diseases, drugs and medications and the factors affecting the fitness and welfare of competition Horses and the detection of abnormal sensitivity of Horses' limbs;
- (iii) Methods for the identification of Horses;
- (iv) The organisation of courses and seminars for Event Veterinarians and for Testing Veterinarians involved with the Doping and Medication Control of Horses, within a budget approved by the FEI;
- (v) Establishing and maintaining contacts with other International Veterinary Organisations;

- (vi) Establishing the Internal Regulations of the Equine Prohibited Substances List Group;
  - (vii) Recommending the members of the Equine Prohibited Substances List Group for appointment by the Bureau.
- 6.4.2 The Veterinary Committee shall be composed of six members including the Chair. At least four of these shall be from the current FEI list of Event Veterinarians at the time of appointment or election, and at least one shall be a specialist on medication matters.
- 6.4.3 The Equine Prohibited Substances List Group shall be a Sub-Committee of the Veterinary Committee.
- 6.5. Technical Committees for Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining, Para-Equestrian (“Discipline Committees”)**
- 6.5.1 The Discipline Committees shall be responsible for making proposals to the Headquarters on the following matters:
- (i) Establishing and amending Rules for Events and, where relevant, Olympic Regulations and programmes at Olympic Games, Championships and World Cups and/or other Series, including Rules specific to Young Riders, Juniors and Pony and Children Riders, and any particular category of Horses;
  - (ii) The appointment, education, monitoring, demotion, suspension, and removal of Officials and other relevant representatives of the FEI, including status of Judges, Stewards, Technical Delegates, and Course Designers; and
  - (iii) The allocation of FEI-named Events (as appropriate) according to the procedure established in the General Regulations, and the allocation of Events on the Calendar.
- 6.5.2 Each Discipline Committee shall be composed of the Chair and five (5) other members with proven knowledge and experience (such as Officials, Athletes, Organisers, Chefs d’Equipe, trainers) in the relevant Discipline. An Athlete representative must be a member of each Discipline Committee, although the Athlete representative may not serve as Chair or Deputy Chair during his/her term in this capacity. If possible, an Organisers’ representative (provided there is a qualified Candidate) should be among the Committee’s members.

6.5.3 Chairs of the Discipline Committees who are not Bureau members may attend the Bureau meetings held in conjunction with the ordinary annual General Assembly.

## **6.6. FEI Solidarity Committee**

The FEI Solidarity Committee shall be composed of the Chair and a minimum of four (4) other members preferably with proven knowledge and experience in development, education and equestrian sport. The President shall appoint the members of the FEI Solidarity Committee, as applicable, for approval by the General Assembly.

The FEI Solidarity Committee issues its own internal regulations setting forth its organisation and processes.

## **6.7. Youth**

Youth shall be the competence of Discipline Committees and each Discipline Committee shall have Youth as a mandatory Agenda item for each meeting.

## **6.8 Medical Committee**

The Medical Committee shall be responsible for the following matters:

- 6.8.1.1. Acting as the Therapeutic Use Exemption ("TUE") Panel of the FEI according to the FEI Anti-Doping Rules for Human Athletes, and thereby evaluating and deciding on the approval or denial of TUE requests;
- 6.8.1.2. Advising Headquarters on matters relating to the health and safety of Athletes and on all matters related to human anti-doping testing.

The Medical Committee shall be composed of the Chair and three other members. Three members, including the Chair, shall be medical doctors with significant experience in sports medicine, and preferably Equestrian Sport. The Medical Committee shall strive to have one representative from the Athlete's community. The three medical doctors shall constitute the TUE Panel.

## **6.9 Athletes' Committee**

### **6.9.1 Role**

- (i) The Athletes' Committee is a consultative body of the FEI and a link between the active Athletes and the FEI.<sup>1</sup>

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<sup>1</sup> The Athletes' Committee is established in accordance with the IOC 2000 Commission's recommendation that "[t]he Athletes' Commission must be represented on the IOC Executive Board, and the same is recommended for IFs, NOCs and NFs". RECOMMENDATION



- (ii) It ensures that the Athletes' points of view are taken into account in FEI decisions.
- (iii) It ensures respect of the rights of the Athletes within Equestrian Sport and draws up recommendations to that effect.
- (iv) During FEI Championships, FEI World Equestrian Games and the Olympic Games a representative of the Athletes Committee from each relevant participating Discipline may be present to be at the Athletes' disposal.
- (v) The Athletes' Committee forwards its recommendations/proposals to the Bureau through the Chair of the Athlete's Committee subject to the approval, after discussion within the Athletes' Committee, of the majority of the members present.

#### 6.9.2 Composition

The Athletes' Committee is composed of the Athlete's representative for each Discipline Committees and a Chair appointed by the President. The Chair of the Athletes' Committee shall be a member of the Executive Board.

#### 6.9.3 Meetings

The Athletes' Committee shall meet at the request of the Bureau if there are relevant items to be discussed.

The meetings are convened by the Chair of the Athletes' Committee through the Headquarters.

The agenda and the working documents as well as the Minutes of the meeting are prepared by the Headquarters at the request of the Chair.

#### 6.9.4 Election

One Athlete shall be elected for each Discipline to serve as the Athlete representative on that Discipline's Technical Committee and to ultimately together form the Athletes Committee. These Athlete representatives shall be elected via an online vote ~~which will be open for eight weeks and will finish at the end of the FEI World Equestrian Games™. The persons entitled to vote shall be the by Athletes registered with the FEI who have either competed in one of the last two senior FEI World Championships, Olympic Games or Paralympic Games in the respective Discipline and included in the respective FEI Ranking List.~~ In order to be eligible to vote, the Athletes must be at least 18 years old at the time of the vote.

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19, *Report by the IOC 2000 Commission to the 110<sup>th</sup> IOC Session*, Lausanne, 11 and 12 December 1999.

To be eligible as a candidate, Athletes must satisfy the following criteria: (i) be at least 18 years of age at the time of the vote; (ii) have either competed in one of the last two senior FEI World Championships or Olympic Games in the Discipline for which they are seeking election; and (iii) have a clean anti-doping record with respect to both the EADCMRs and the ADRHAs as of April 2010 when the new anti-doping system came into effect.

The FEI Headquarters shall establish and communicate as relevant the procedure for the election for the Athletes' representatives on the Discipline Committees.

## **6.10 Competition Committees**

- 6.10.1 On the request of Headquarters, the Bureau may establish Competition Committees, which shall advise Headquarters on the programme and conduct of FEI World Cups and other named FEI Events or Competitions as established by the Bureau.
- 6.10.2 The composition and duties of Competition Committees are defined in the relevant special regulations established by Headquarters and approved by the Bureau, to include, where appropriate, relevant members of FEI staff, Bureau, Committees and Commissions.

## **Section 7 - DUTY TO REPORT**

The Headquarters reports through the Secretary General to the Executive Board and/or the Bureau at each Executive Board and/or Bureau meeting about the evolution of the business and the most important events regarding the FEI.

Apart from the meetings, each member of the management reports immediately any extraordinary event and any change within the FEI to the Secretary General who shall immediately inform the President.

The Secretary General has the general duty to inform the Executive Board, the Bureau about the evolution of the results compared with the annual plan including the budget, sport and development targets. The Secretary General provides the Executive Board and/or Bureau as necessary with regular reports and information, which shall include at least one quarterly report.

Whenever relevant, the Secretary General must further report to the Executive and/or the Bureau on any of the following matters:

- (i) General strategy of the FEI from the Headquarters' point of view (as a basis for discussion and decision-making by the Bureau);
- (ii) Short-term forecasts and measures considered by the Headquarters;
- (iii) General financial situation of the FEI including key figures;
- (iv) Extraordinary and material investments and divestments;
- (v) Financial planning and control;

- (vi) Personnel policy and planning.

Committee Chairs shall report to the Department Directors within the guidelines of the annual management plan, and as appropriate at meetings of the Bureau.

### **Section 8 - ABSTENTION IN CASE OF CONFLICT OF INTEREST**

The members of the Bureau, FEI Directors and above and all Committee, Sub-Committee and Working Group members must refrain from dealing or voting on objects in which their own interests or the interests of persons or corporate bodies related to them are involved, and shall agree to be bound by the FEI Code of Ethics and Conflict of Interest Policy (Appendix 3 to these Internal Regulations) and any other applicable FEI code of conduct.

Bureau and Committee members shall abide by the specific Sport Rules on officiating when fulfilling any technical duties at FEI Events. Where such a role might be or appear to be in conflict with their responsibilities as members of the Bureau or a Committee, such conflict should be specifically disclosed to other Bureau members sufficiently prior to the Event to allow for comment and recusal if requested. Bureau members cannot officiate at World and Continental Championships, FEI World Cup™ Finals, FEI Nations Cup™ Finals, Olympic Games, Paralympics and Regional Games.

### **Section 9 - FINAL PROVISIONS**

#### **9.1. Entry into force**

These Internal Regulations shall come into force immediately following the session at which they are adopted.

#### **9.2. Implementing regulations**

The Headquarters shall establish the necessary regulations to carry out its duties.

The Headquarters has no authority to delegate those powers and duties which these Internal Regulations have conferred upon organs of the FEI.

#### **9.3. Revision and modifications**

These Internal Regulations shall be reviewed as often as necessary by the Bureau, and no less than once (1) every two (2) years. They are effective upon adoption by the Bureau and submitted to the General Assembly for approval according to Art. 10.1 (xvi) Statutes.

Proposals for modification must be received by the Secretary General within deadlines set by his/her office prior to Bureau meetings.

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President

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Secretary General

**Appendices:**

1. Organisation chart
2. Signature rights
3. Code of Ethics and Conflict of Interest Policy with Disclosure Statement

**Appendix 1 – Organisation chart (To be updated)**

## **Appendix 2 – Signature rights**

The individuals holding the positions listed below and reflected in the Swiss Commercial Register shall have the authority to bind the FEI through their signature:

- President
  - Secretary General
  - Legal Director
  - Chief Financial Officer
  - Chief of Business Development & Strategy
1. Two of the above-mentioned individuals holding such positions must always sign collectively and none may sign individually, and one of the two signatures must be that of the President or the Secretary General.
  2. All contracts must be reviewed by and have the approval of the Finance and Legal departments prior to signature, and such approval must be written (initialled). Where the contract is signed by the Chief Financial Officer and/or Legal Director, the signature indicates approval of the respective (financial or legal) terms.

**Appendix 3 – Code of Ethics and Conflict of Interest Policy with  
Disclosure Statement**

**FEI CODE OF ETHICS**

To recognize the interests of all the constituencies of equestrianism including National Federations, Athletes, Owners, Organisers, Officials, sponsors, and the FEI itself to foster their harmonious collaboration and to formalise the collective commitment to the Olympic ideal.

The achievement of this goal and the image of Equestrian Sport are dependent on the respect of the following ethical principles that are compatible with maintenance of the values, spirit and ideals of Equestrian Sport and its part in the Olympic Movement.

Consequently, all participants in Equestrian Sport, including but not limited to Athletes (and their Support Personnel), Owners, Organisers, Officials, sponsors, and FEI volunteers and staff undertake to respect and be bound at all times by the present Code.

**A. DIGNITY**

- 1.** Safeguarding the dignity of the equine and human Athlete is a fundamental requirement of equestrianism.
- 2.** There shall be no discrimination between the human Athletes on the basis of race, gender, ethnic origin, religion, philosophical or political opinion, marital status or other grounds.
- 3.** All doping practices at all levels are strictly prohibited. The provisions against doping in the Equine Anti-Doping and Controlled Medication Regulations and the FEI Anti-Doping Rules for Human Athletes shall be scrupulously observed.
- 4.** All forms of harassment of Athletes, be it physical, professional or sexual, and any physical or mental injuries to participants, are prohibited.
- 5.** All forms of participation in, or support for betting on the Olympic Games, and all forms of promotion of betting related to the Olympic Game are prohibited.
- 6.** Also, in the context of betting, participants in the Olympic Games and FEI Events must not, by any manner whatsoever, infringe the principle of fair play, show non-sporting conduct, or attempt to influence the result of a competition in a manner contrary to sporting ethics.
- 7.** FEI constituents shall guarantee the Athletes conditions of safety, well-being and medical care favourable to their physical and mental equilibrium.

## **B. INTEGRITY**

1. FEI representatives shall not, directly or indirectly, solicit, accept or offer any form of personal remuneration or commission, nor any concealed benefit or service of any nature, connected with the organisation of FEI Events that is not part of the official negotiation process or set forth in the contract with the Organiser or Organising Committee.
2. Only gifts of nominal value, in accordance with prevailing local customs, may be given or accepted by FEI Bureau members, FEI volunteers, or FEI staff by or to any member of an Organising Committee bidding for an FEI Event, as a mark of respect or friendship. Any other gift must be passed on to the organisation of which the beneficiary is a member.
3. The hospitality shown by any Organising Committee bidding for an FEI Event to the volunteers and members of FEI staff as well as persons accompanying them, shall not exceed the standards prevailing in the host country.
4. Conflicts of interest, whether real or perceived, are to be avoided;
5. Even the appearance of misconduct or impropriety should be recognized as damaging to the FEI's reputation, and should therefore be avoided.
6. FEI constituents must not be involved with organisations, firms or persons whose activity or reputation is inconsistent with the principles set out in the present Code.

## **C. GOOD GOVERNANCE AND RESOURCES**

1. The basic universal principles of good governance of the FEI, in particular transparency, responsibility and accountability, must be respected by all FEI constituents.
2. The resources available to FEI volunteers and staff may be used only for FEI purposes.
- 3.1. The FEI's income and expenditures shall be recorded in its accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check these accounts.
- 3.2. In cases where the FEI gives financial support to any National Federation, Organising Committee, or other person or entity:
  - a. the use of these FEI resources must be clearly demonstrated in the accounts of the recipient;
  - b. the accounts of the recipient may be subjected to auditing by an expert designated by the FEI Executive Board upon reasonable notice to the recipient.



4. FEI constituents recognise the significant contribution that broadcasters, sponsors, partners and other supporters of equestrian events make to the development and prestige of FEI Events throughout the world. However, such support must be in a form consistent with the rules of sport and the principles defined in the FEI Rules and Regulations, the Olympic Charter and the present Code. They must not interfere in the running of the sport. The organisation and staging of Equestrian competitions are the exclusive responsibility of the FEI and, where appropriate of the National Federations and/or Organisers recognised by the FEI.

#### **D. BIDDING FOR CHAMPIONSHIPS/EVENTS**

The documents and/or information published by the FEI linked to the selection of host Organisers of the FEI World Equestrian Games/FEI Championships and FEI World Cup Finals shall be respected. The cities wishing to organise these FEI events shall, refrain from approaching another party, or a third authority, with a view to obtaining any financial or political support inconsistent with the provisions of such documents and/or information and/or the present Code.

#### **E. RELATIONS WITH STATES**

1. National Federations and/or Organising Committees shall work to maintain harmonious relations with state authorities, in accordance with the principles of universality and political neutrality.
2. National Federations and/or Organising Committees are free to play a role in the public life of the states to which they belong. They may not, however, engage in any activity or follow any ideology inconsistent with the principles and rules defined in the Olympic Charter and set out in the present Code.
3. National Federations and/or Organising Committees shall endeavour to protect the environment on the occasion of any events they organise.

#### **F. CONFIDENTIALITY**

FEI constituents shall not disclose information entrusted to them in confidence. Disclosure of other information shall not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.

#### **G. IMPLEMENTATION**

1. The FEI Headquarters shall see to it that the principles and rules of FEI Rules and Regulations, the Olympic Charter and the present Code are applied.
2. The FEI Headquarters shall inform the FEI President of any breach of the present Code, with a view to possible referral to an FEI Ethics Panel or the Equestrian Community Integrity Unit.

3. The FEI Executive Board may, if it wishes, set out the provisions for the implementation of the present Code in a set of Implementing Provisions.

The principles listed above form the FEI Code of Ethics which all FEI constituents must comply with as a condition of representing or participating in FEI activities in any form and under any circumstances.

### **CONFLICT OF INTEREST**

The appearance of impropriety can be as damaging as actual impropriety to the FEI's reputation. As a result, this policy is designed in such a way that compliance therewith will avoid, to the fullest practicable extent, both the perception and incidence of improper situations. A substantial appearance of a conflict of interest exists whenever others may reasonably infer from the given circumstances that a conflict exists.

A conflict of interest is defined as any personal or financial relationship, including relationships of family members, that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of the FEI. Family members include a spouse, parent, child or spouse of a child, sibling, spouse of a sibling, cohabitating companion or any other individual with a significant familial or familial-like relationship.

On an annual basis and more often as necessary, each FEI Bureau Member, Member of a Technical or Standing Committee or Sub-Committee thereof, other member of a body or group designated by any of the former to act on behalf of or advise the FEI (including but not limited to working groups and task forces), and senior FEI employees ("FEI Representatives") must disclose any conflict by submitting the appropriate form to the FEI Secretary General. Senior FEI employees are department heads or anyone exercising substantially similar decision-making discretion. The FEI Secretary General must submit a copy of the appropriate form to the President.

#### **Procedure**

Any FEI Representative with a conflict of interest with respect to a given person or concern must:

1. Disclose the interest to the FEI Secretary General, who shall have the authority to either:
  - a. approve or disapprove the relationship if with respect to an employee other than the Secretary General himself;
  - b. refer the matter to the FEI Tribunal.
2. Not be present during or participate in any formal or informal discussions related to the relationship between the FEI and the person or concern unless and until notified by the FEI Secretary General or the FEI Tribunal; and

3. Not be present during any discussion and abstain from voting and from influencing the vote on any matter related to the person or concern.

The Secretary General may disclose decisions taken under 1(a) or 1(b) above in the interest of transparency.

If a conflict of interest involves the Secretary General, the matter shall be referred to the FEI Tribunal by the President.

### **Enforcement**

Any person who violates or condones a violation of this policy is subject to disciplinary measures which may include termination of employment and/or expulsion from the Bureau, Executive Board, Committee, Subcommittee, or other relevant body including but not limited to working groups or task forces. The FEI Secretary General shall review all violations of this policy and, if appropriate:

1. As to volunteers, refer the matter to the FEI Tribunal for determination of what, if any disciplinary action should be taken; or
2. As to staff, sanction the individual in accordance with the Federation's standard employment practices.

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

1. Do you or a member of your immediate family transact business with or provide services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI Events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".
2. Are you or a member of your immediate family an officer, partner, director, trustee, owner (in the case of public companies, of at least 5% of total equity), beneficial owner, consultant or employee of any person or entity that does business with or provides services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".
3. Is there any other relationship or matter not disclosed above that might be perceived to compromise your obligations to the FEI or its National Federations, competitors, owners, organisers, officials and/or sponsors? If none, please state "none".

I have read and understood the FEI Conflict of Interest Policy and certify that the answers to the questions above are complete and fully reflect any conflicts of interest as defined in this policy. I understand that this document must be submitted annually to the FEI Secretary General and that I have a responsibility to update it as often as necessary in the interim should my circumstances change. Refusal to provide the requested information, failure to timely update such information or provision of incomplete information is a violation of the policy and may result in removal from the Bureau, Executive Board, Committee, Subcommittee, or other relevant body including but not limited to working groups or task forces or employment.

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Name

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FEI Position

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Signature

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Date and place