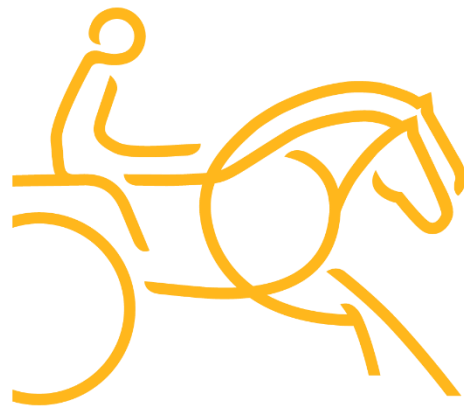


# FEI STEWARDS MANUAL



**FEI**<sup>TM</sup>  
**DRIVING**

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**NOTE:**

- The following constitute specific provisions of the FEI Rules and Regulations reprinted for ease of reference.
- Provisions not relevant to Driving have been removed, and some of the provisions printed below may need to be interpreted in the context of other provisions of the Statutes, General Regulations (hereinafter the “GRs”), Internal Regulations or Sports Rules.
- Please note that in the Event of conflict between this Stewards Manual and the Statutes, the General Regulations, Internal Regulations or Sport Rules, the Statutes shall prevail.
- Should there be any conflict between this Stewards Manual and the GRs and/or other Sport Rules, the GRs shall prevail, unless specified otherwise in the Sport Rules.

## **1 INTRODUCTION**

### **1.1 FEI Stewarding Motto**

"Help, Prevent, Intervene"

### **1.2 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, sometimes 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.

### **1.3 FEI Code of Conduct**

The Fédération Equestre Internationale (FEI) requires 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.

- 1.** 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.
- 2.** Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
- 3.** 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.
- 4.** Every effort must be made to ensure that Horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
- 5.** The FEI urges all involved with the sport to attain the highest levels of education in their area(s) of expertise.

## **2 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.

### **2.1 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.

## **3 STEWARDING**

### **3.1 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.

## **4 ORGANISATION OF STEWARDING WITHIN THE FEI (STRUCTURE AND HIERARCHY)**

### **4.1 FEI Director Stewarding**

The FEI Director Stewarding is appointed by the FEI Board 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 FEI Board.

### **4.2 FEI Honorary Steward General**

An FEI Honorary Steward General is appointed by the FEI Board 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 year;
- Liaise with the Regional Stewards General;
- Liaise with the Driving Committee;
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Driving.

### **4.3 FEI Regional Steward General**

FEI Regional Stewards General may be appointed by the FEI for designated areas.

The FEI Regional Steward General’s duties are:

- To report half yearly on stewarding in their area to the FEI Honorary Steward General

#### 4.4 FEI Steward General

The FEI Steward General is proposed to the FEI by their NF and is responsible for the stewarding at international Events within their NF. Prior to their appointment as FEI General Steward they must be a Level 4 Steward. In addition they are 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 their NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to their discipline's stewarding;
- Advise their NF on all matters relating to their responsibility;
- Be familiar with the organisation of an international Event;
- Have a good knowledge of veterinary matters plus FEI Veterinary Regulations (VRs) and the FEI legal system;
- Speak and write English fluently;
- The Steward General must inform the OCs of international Events in their country of their responsibilities relating to stewarding and stable security under their jurisdiction.

Within smaller NFs, one Steward General may act as Steward General for a number of disciplines providing that they are qualified in the disciplines for which they have been appointed.

### 5 FEI DRIVING JOB DESCRIPTIONS

Please refer to the following link for an overview of all FEI Driving Stewards job descriptions: <https://inside.fei.org/fei/your-role/officials/driving/education-system>

#### 5.1 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. Minimum level requirements for officiating Chief Steward can be found in the [FEI Driving Rules](#). The number of FEI Stewards in any country should be in proportion to the number of international Events held there.

A Chief Steward should 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 Driving and have a good knowledge of all FEI Driving and Para Driving Rules, the General Regulations and the VRs.

Each OC must appoint a Chief Steward from the list of FEI Stewards. If the show 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 show.

The Chief Steward must be integrated into the Organisation Committee of the Event. Their name must be printed in the Event schedule. They are responsible for organising the stewarding at the Event and are 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 meet with the President of the Ground Jury prior to the start of the Event to discuss stewarding in general and the horse welfare, in particular bits, safety issues, or any other matter deemed important.

The Chief Steward must organise, upon arrival, a meeting with the Veterinary Delegate / Veterinary Commission with a view to arranging any matters that need to be coordinated.

The Chief Steward must meet with the President of the Ground prior the start of the Event to discuss stewarding in general and in particular what is important to follow up in training and technical control.

The Chief Steward must report immediately to the President of the Ground Jury (GRs Art 147.1) any act by anyone that they consider being in contravention of the rules and regulations relating to their responsibilities. They must inform the President of the Ground Jury and the Technical Delegate of any infractions that merit a Yellow Warning Card and possible additional action.

The Chief Steward may issue Yellow Warning Cards to athletes, in accordance with General Regulations Art. 164.3, 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 President of the Ground Jury.

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 Driving 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).

## **5.2 The FEI Steward**

According to the size (number of overall Athletes at the Event) and type of Event, a sufficient number of FEI Stewards must be appointed by the OC in consultation with the Chief Steward.

## **5.3 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
- EADCMP
- 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 Driving Duties)
- Warming-up
- Checking the harness
- Competition Flow
- Prize-giving
- Harness, bit, Technical Control
- Boot and Bandage Control

## **5.4 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, caps, 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, warm-up arenas and all other areas under control of the OC.

The cooperation between FEI Officials and Athletes and Athletes' entourage

Every effort should be made to have a good working relationship between the above-mentioned stakeholders. 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.

## **6 STABLES**

### **6.1 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 VRs Art. 1009):

- Athletes plus one accompanying person
- The Technical Delegate or Foreign Judge
- Members of the Ground Jury
- Chief Steward and assistant stewards
- The Veterinary Commission/Delegate
- Treating Veterinarians
- EADCMP Officials
- Medication Control Officials
- The Official farrier, Team farriers and individual athletes' 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
- - Permitted Equine Therapists (PET) who have registered and given their registration form to the Veterinary Commission/Delegate at the Event Presidents and Secretaries General of National Federations may also visit the stable area under certain conditions

It is essential that the OC official responsible for authorising access to the stable area is a senior person within the OC, with knowledge of the appropriate rules.

### **6.2 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 refer to refer to 6.3 for further information.



### 6.3 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. The Chief Steward may be assisted by additional stewards as deemed necessary.

During the time that the stables are officially closed nobody has the right to stay inside the stables area. 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 IV of this 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 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 misdemeanors 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 Veterinary Form if a Horse is seen to receive treatment of any kind; even if this takes place in the Treatment Area/Boxes.

Any persons found within the secured stable areas during the hours of closure without having followed the correct protocol might have their accreditation removed for the remainder of the Event.

The duty of the stewards is 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 specifically marked, 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 at least one entrance open 24 hours a day
- Have a passageway of a minimum of 2 metres, although minimum 3 metres is highly recommended.

#### **6.4 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 and well-maintained 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 2 EADCMP (testing) boxes (VRs Art. 1008.I.2) that must be secured after having been appropriately cleaned
- Minimum two treatment boxes (VRs Art. 1008.I.3)
- • Minimum two isolation stables and one additional isolation stable for every 100 horses (VRs Art. 1008.I.4) Adequate lighting
- Cafeteria - "Meeting corner" in the stables area.
- There must be hot water
- Dedicated Smoking Area away from any flammable material or items
- Stables must have a roof overhang

#### **6.5 Grooms**

Grooms, or other persons, are not permitted to sleep within the stable area, unless by exceptional authorisation by the Chief Steward and the Veterinary Delegate e.g. in case of illness of a Horse. The Person Responsible must ensure that their groom, or any other authorised persons with access to their Horses, are familiar with the security and stewarding procedures for the Event in question.

#### **6.6 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 Driving discipline may be found in Annex II 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.

#### **6.7 Stewarding of the Practice Arenas**

The practice arenas refer to all arenas used for warming-up, training, practice, schooling or lunging 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. They must also ensure that all practice arenas are subject to random control when they are officially closed.

#### **6.8 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.

## 7 WARNING CARDS

In accordance with the FEI General Regulations, a Yellow Warning Card may be issued to a Person Responsible by the President of the Ground Jury, the Chief Steward during the Period of the Event for the following offences:

- Abuse of Horse
- Incorrect Behaviour by the Person Responsible and/or Incorrect Behaviour by a member of their entourage. For the purpose of this article, the term "entourage" shall mean the Person Responsible's parent, spouse or partner, family member, coach, trainer, groom, crew or other person directly connected with the Person Responsible and includes the owner(s) of the Person Responsible's Horse.
- Non-compliance with applicable Sport Rules
- Non-compliance with Protective Headgear Rules

The Yellow Warning Card may be delivered either by hand or by any other suitable means. If after reasonable efforts the Person Responsible cannot be notified during the Period of the Event that the person has received a Yellow Warning Card, the Person Responsible must be notified in writing within fourteen (14) days of the Event.

If the same Person Responsible receives one (1) or more Yellow Warning Card(s) at the same or any other International Event within one (1) year of the delivery of the first Yellow Warning Card, the Person Responsible shall be automatically suspended for a period of two (2) months after official notification from, or on behalf of, the FEI Secretary General.

NFs must ensure that the President of the Ground Jury, and the Chief Steward at all international Events are in possession of sufficient Yellow Warning Cards.

Presidents of Ground Juries/Foreign Judges and Chief Stewards are reminded that when issuing a warning card they must submit a copy of the Yellow Warning Card in annex to their report, with a full explanation of the reason for their issuing. The FEI keeps a record of all penalties imposed under the FEI legal system. An up to date list of athletes who have received a Yellow Warning Card can be found on the following link:

<http://www.fei.org/fei/your-role/athletes/warning-cards>

## **8 VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL**

- [FEI Veterinary Regulations : Art. 1010-1011, 1030-1043.](#)
- [Driving rules : Art. 935](#)
- [Horse Health Requirements \(EHV-1 bylaws\)](#)

### **8.1 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.

#### **8.1.1 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, clean 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 minimum of 30 meters 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.

#### **8.1.2 Organisation**

Strict stewarding is required during the Horse Inspections, especially in the collecting area, to ensure the safety of all participants. The area must be stewarded so that Horses are ready for inspection at the scheduled time and quickly led away afterwards.

#### **8.1.3 Holding Box**

The Holding Box area must be a separate fenced off area, located close to the Horse Inspection area and where possible out of sight of the main Horse Inspection area; the Holding Box surface must be similar to the surface of the main inspection track. Stewards must accompany Horses to the Holding Box.

#### **8.1.4 Announcements to the Public**

Announcements of the Horse Inspection's progress must be made, this includes the Athletes' and Horses' names, their Competition numbers, country they are representing and whether the Horses have been accepted, not accepted or referred to the Holding Box.

#### **8.1.5 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.

### **8.2 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.

### **8.3 Procedure of the Horse Inspection**

#### **8.3.1 General Remarks**

- The Veterinary Delegate or a designated assistant will identify the Horse from its passport and microchip where applicable. Handlers must stand the Horse in front of the Inspection Panel facing the end of the inspection track. The Veterinary Delegate must walk around the Horse and make a brief visual inspection. Any other examinations (e.g. palpation or limb flexion) may not be performed. Handlers must lead the Horse from the Horse's left hand side on a loose rein whilst the Veterinary Delegate watches the Horse's gait from the centre of the inspection track. Handlers must:
  - a) Walk the Horse for a short distance;
  - b) Trot the Horse to the end of the track;
  - c) Walk the Horse and turn in a clockwise direction at the end of the inspection track; and
  - d) Trot the Horse back to the starting point.
- e) The Inspection Panel will assess the Horses' fitness to compete, and decide whether Horses are:
  - f) Accepted;
  - g) Not accepted (if Horses are unfit to compete); or referred to the Holding Box (Horse's fitness to compete is questionable).

#### **8.3.2 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 or bandages
- No dye or paint on Horses or hooves
- Whips are not allowed (unless permission is given by the President of the Ground Jury)

## **9 ANTI-DOPING TESTING FOR ATHLETES AND HORSES**

### **9.1 Equine anti-doping and controlled medication testing (EADCMP)**

Following a request from the Testing Veterinarians the Chief Steward may allocate the following tasks to a member of the Stewarding Team:

- a) Notify the PR that the Horse is to be tested; and/or
- b) Chaperone the Horse to the Testing Box.

### **9.2 Medication control of athletes (WADA)**

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, the person should be directed:

- 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 for Humans" section of the FEI's website.

The ADRHA are published on the FEI's website at <https://inside.fei.org/fei/cleansport/humans>

## **10 ABUSE OF HORSES**

No person may abuse a Horse during an Event or at any other time. "Abuse" means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a Horse, including, but not limited to:

- a) To whip or beat a Horse excessively;
- b)
- c) To subject a Horse to any kind of electric shock device;
- d) To use spurs excessively or persistently;
- e) To jab the Horse in the mouth with the bit or any other device;
- f) To compete using an exhausted, lame or injured Horse;
- g) To "rap" a Horse.
- h) To abnormally sensitise or desensitise any part of a Horse;
- i) To leave a Horse without adequate food, drink or exercise;
- j) To use any device or equipment which causes excessive pain to the Horse upon knocking down an obstacle.

Any person witnessing an Abuse must report it in the form of a Protest (Article 161) without delay. If an Abuse is witnessed during or in direct connection with an Event, it should be reported as a Protest (Article 161) to an Official. If the Abuse is witnessed at any other time it should be reported as a Protest (Article 161) to the Secretary General who, following a review of the Protest, shall take a Decision as to whether or not to refer the matter for referral to the FEI Tribunal.

### **10.1 Prohibited situations**

(including, but no 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 (in minor cases of blood in the mouth, such as where a Horse appears to have bitten its tongue or lip, officials may authorize the rinsing or wiping of the mouth and allow the Athlete to continue; any further evidence of blood in the mouth will result in Elimination);,
- Marks indicating excessive use of the whip and/or spurs anywhere on the Horse, additional sanctions may also apply (see Driving Rules Art. 243); Horse
- Driving, riding or walking with Horse in hand in the main arena, without authorisation;
- Driving, riding in the Practice Arena when used without authorisation or outside the allowed time.

## **11 MISCELLANEOUS**

### **11.1 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.

### **11.2 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.

### **11.3 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.

### **11.4 Advertising and publicity on Athletes and Horses**

#### **Article 941 Advertising on carriages, harness and clothing**

##### Advertising in Dressage and Cones

The name of the harness manufacturer may appear once on each harness on a label no wider than the strap on which it appears and not longer than 10 cm.

The sponsor's name or logo, or the Athlete's association, may appear on each side of the carriage within a surface area no greater than 400 sq. cm.

The name of the carriage manufacturer may appear on a Carriage on a label of not more than 50 sq. cm. Identification of clothing manufacturers may appear only once per item on a surface area not exceeding 3 sq. cm.

Whilst present in the competition arena, the name and/or logo of the individual's sponsor(s) and team sponsor(s) may appear on the surface area not exceeding 80 sq. cm. and only once on jackets or top garments at the height of the breast pockets of Athletes.

The name and/or logo of the individual's sponsor(s) and team sponsor(s) may appear on a surface area not exceeding 16 sq. cm. on both sides of the Athletes shirt collar.

##### Advertising in Marathon

Advertising is allowed on carriages and all clothing. The name of the harness manufacturer may appear once on each harness on a label no wider than the strap on which it appears and no longer than 10 cm.

##### Penalties

Contravening with any of the rules on advertising will result in a Yellow Warning Card issued by the President of the Ground Jury or the Chief Steward.

## 11.5 Safety

### Art 940.1.13 (FEI Driving & Para Driving Rules)

*"During the On Site Preparation Period and the Period of Jurisdiction Dressage, Marathon, Cones and Combined Marathon, whenever a single Horse/Pony is harnessed to a carriage breeching is compulsory. Failure to comply during the Period of Jurisdiction results in Elimination. Failure to comply during the On Site Preparation Period results in a Yellow Warning Card."*

### Art 942 Safety (FEI Driving & Para Driving Rules)

In the Showgrounds, whenever the Horse(s) are fully harnessed or being harnessed to a carriage, Groom(s) must at all times be in attendance and able to render assistance if needed. Whenever Horses are driven, a Groom must be on the carriage or if there is no seat available, at hand on the training field.

The Athlete may only dismount from the carriage when Grooms are at the Horses' heads or the reins are given to another responsible person on the carriage.

No Horse may be led from a moving carriage.

During the On Site Preparation Period and the Period of Jurisdiction, no person under the age of 14 may be on a carriage (except for Children classes)

Earphones and/or electronic communication devices may never be worn during FEI Driving Dressage and Cones Competitions. For the avoidance of any doubt, Athletes, Grooms or any other person may wear one earphone at any other time while on a Carriage or Mounted.

### Medical Information

To ensure that vital information is available to first aid or medical personnel in case of emergency, athletes must comply with the following:

- a) Providing a valid contact information is mandatory for all Athletes, the telephone number of an accompanying person/next-of-kin must be provided to the Event secretariat upon arrival (Organising Committees and medical officer to ensure all information has been received before the Marathon).
- b) Declaration of medical condition Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every Event when Driving, for wearing a medical data carrier\* from a system provider able to communicate information at least in English. Alternatively (and at the minimum) a medical armband of good quality can be used. Athletes who chose to wear an armband should download and fill the form available for this purpose on the FEI's website.

*\* Medical data carrier (also called "medical identification tag"): small emblem or tag worn on a bracelet, neck chain, or on the clothing, intended to alert paramedics/physicians/first responders that the wearer has an important medical condition. Conditions that are relevant include recent head injury, serious past injuries/surgery, chronic health problems such as diabetes, long-term medications and allergies. If in doubt, the Athlete should discuss this with their own treating physician.*

Contravening the safety rules will result in a Yellow Warning Card being issued by the Ground Jury or the Chief-Steward. Subsequent offences at the same Event will be penalised by a second Yellow Warning Card or penalty up to Elimination, at the discretion of the Ground Jury



## **12 LEGAL PROCEDURE AND SANCTIONS**

### **12.1 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:

- General Regulations (GRs)
- Veterinary Regulations (VRs)
- Appropriate Rules for the relevant Driving 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 GRs. If the objector is not the appropriate person, this should be pointed out.

### **12.2 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, apologies 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 their 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 their 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 their 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

### **12.3 Protests (GR Art. 161)**

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, in the case of Abuse of Horse, at any other time.

For more information on protests, please refer to Art. 161 of the FEI General Regulations.

### **12.4 Appeals (GR Art. 162)**

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 Article 162.2 below):

- a) With the FEI Tribunal against Decisions of the Ground Jury or any other person or body.
- b) With the CAS against Decisions by the FEI Tribunal. The person or body lodging such Appeal shall inform the FEI Legal Department

For more information on Appeals, please refer to Art. 162 of the FEI General Regulations.

### **12.5 Disciplinary Proceedings (GR Art. 163)**

The FEI may, in its sole discretion, open a disciplinary case against a person or persons for any alleged breach of the FEI Rules and Regulations and/or any of the offences listed in Article 164.12 of the FEI General Regulations.

For more information on Disciplinary Proceedings, please refer to Art. 163 of the FEI General Regulations.

### **12.6 Sanctions (GR 164)**

The Sanction(s) imposed in any given case can consist of any of the Sanctions set out in Articles 164.2 – 164.10 of the FEI General Regulations. The level of the Sanction shall be decided according to the guidelines mentioned in Article 164.13 and to the circumstances of the case.

For more information on Sanctions, please refer to Art. 164 of the FEI General Regulations.

## 13 FEI CHECKLIST FOR CHIEF STEWARDS

### 13.1 Administration

- Do you have the names of the other Officials?
- Do you have written information for the athletes?
- Will the Information/Message Board give instructions in English 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?

### 13.2 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)?

### 13.3 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)

### 13.4 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. V) 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?

### 13.5 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?

### 13.6 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 times?
- Is there a timetable for schooling?
- Is the ground maintained?
- Are the arenas numbered?
- Are the Stewards briefed?
- Are there shelters for the Stewards in adverse weather conditions?
- Has a meeting with the VD to discuss possible role of Stewarding Team if required for deployment of Horse Ambulance been organised?
- Medical services:
  - Has a meeting to discuss procedure in case of accidents been organised?
  - Are screens available close to the practice arena(s)?
  - Are there sufficient cones for cones training – min. 20 to make a zigzag – oxer and circle. No training cones before cones day.

### 13.7 Warm Up Arenas

- Are there sufficient cones for cones training – min. 20 to make a zigzag – oxer and circle.
- 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/flatwork/driving areas separated?
- Is a farrier readily available during competitions?
- Is ground maintenance organised?
- Is there contact between the GJ and the Chief Steward?

Is the prize-giving organised with GJ and OC?

## **14 GENERAL DEFINITIONS**

### **14.1 Schooling Area**

The schooling or exercise area is comprised of all clearly defined areas provided for the exercising and training of Horses participating in the Event. These include areas for lungeing, flatwork and driving. Such areas must be supervised when in use.

These separate areas must be clearly defined and surrounded by fencing. A detailed plan of the layout of the various areas should also be posted and made available to interested parties (e.g. drivers, Chefs d'Equipe). In addition to the specific areas required a grazing area should also be provided.

### **14.2 Warm-up Area**

At many Events the schooling and warm-up areas may be the same. If not, this area is defined as the area where the competitors can warm-up and prepare the Horses starting in the competition. Its characteristics should be appropriate to the discipline and sufficiently large to accommodate all Horses due to start within 40 minutes. When open, this area requires priority stewarding control.

For dressage this area must have minimum the corners marked and the letters placed.

For obstacle driving cones must be present. The OC can decide to have only their cones in this area, when announced in the schedule of the competition.

### **14.3 Collecting Ring**

The collecting ring is an area where Horses perform final warm-up preparations immediately prior to their entry into the competition area. Tack, equipment or vehicle checks may also be carried out there.

In this ring there is a limit of drivers present. For example:

Dressage; the last (2) Athlete(s) before entering is (are) present. Obstacle driving; the last 4 Athletes.

After entering the collecting ring, the Athlete is not allowed to leave this area, before finishing the dressage test without permission of the Stewards.

For dressage this area must have minimum the corners marked and it is preferable that the ring is closed and the letters are placed.

For obstacle driving cones must be present. The OC can decide to have only their cones in this area, when announced in the schedule of the competition.

### **14.4 Abuse of Horse**

An action or omission which causes or is likely to cause pain or unnecessary discomfort to a Horse, including, but not limited to, any of the following:

- To whip or beat a Horse excessively ;
- To subject a Horse to any kind of electric shock device;
- To use spurs excessively or persistently;
- To jab the Horse in the mouth with the bit or any other device;
- To compete using an exhausted, lame or injured Horse;
- To "rap" a Horse;
- To abnormally sensitize or desensitize any part of a Horse;
- To leave a Horse without adequate food, drink or exercise;
- To use any device or equipment which causes excessive pain to the Horse upon knocking down an obstacle.

### **14.5 Athlete**

Any person taking part in an FEI Event, including, but not limited to, a rider, a lunger, a driver or a vaulter.

#### **14.6 Disqualification**

Unless the Sport Rules provide otherwise, Disqualification means that an Athlete and/or the Horse(s), is/are disqualified from the Competition at issue or from any further Competition(s) of the Event. Disqualification may also be retroactive.

#### **14.7 Elimination**

Unless the Sport Rules provide otherwise, Elimination means that an Athlete and/or a Horse may not continue in the Competition at issue and/or in any further Competition(s) of the Event.

#### **14.8 Event**

A complete meeting, "Show", "Championship" or "Games". Events may be organised for one or more than one Discipline.

#### **14.9 Official**

A person appointed by the FEI or by an Organising Committee and/or NF to perform a specifically defined officiating duty at an FEI Event.

#### **14.10 Organiser or Organising Committee (OC)**

Any organisation, group, society, body or person which is recognised by the applicable NF and held to be responsible for the management of any Event.

#### **14.11 Owner**

Person or entity having a property interest in whole or in part of one or more Horses.

#### **14.12 Period of an Event**

Commences one hour before the beginning of the first Horse Inspection and terminates half an hour after the announcement of the final results in the relevant Discipline, unless the Sport Rules for the respective Discipline provide otherwise.

#### **14.13 Protective Headgear**

Appropriate helmet or Headgear that is in compliance with the applicable international testing standards.

#### **14.14 Restricted Area**

Means the grounds of the Events under the control of the OC.

#### **14.15 Schedule**

An official form approved by the FEI outlining the relevant information of an Event, including but not limited to the dates and location of the Event, the dates by which entries must be received, the Disciplines in which Competitions will be held, the programme of Competitions, the categories, nationalities and other relevant details of invited Athletes and Horses, the stabling and accommodation available, the value of the prizes and their distribution and any other relevant details.

#### **14.16 Warning**

Verbal and/or written reprimand advising a person or a body of potential future consequences which will occur if the admonishment is not followed.