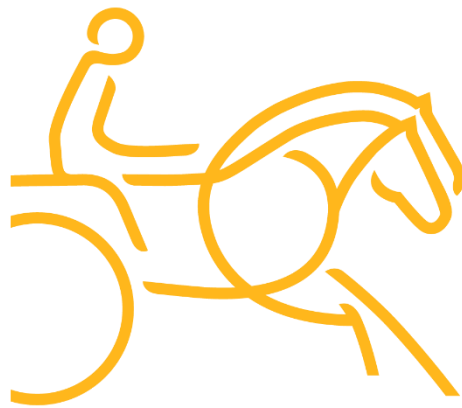

FEI STEWARDS MANUAL



FEITM
DRIVING

ANNEXES
Edition January 2022

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ANNEX I – THE CHIEF STEWARD REPORT

The FEI Driving Chief Steward must be filled and sent back to the FEI within 15 days of the conclusion of the Event.

The Report can be found [here](#).

ANNEX II – NUMBER OF STEWARDS & LOCATION

The On Site Preparatoire Period : min. 3 + CS

- Examination on arrival : 1 + CS
- Training area : min. 2* + CS

Period of Jurisdiction

- H.I. : 4 + CS
- Dressage – marathon & cones : 5 + CS

Dressage	Marathon	Cones
Training : 2*	Safety check and control of the warm up area : 2	Training & HI : 2*
Collecting : 1	Control of warming up obstacle : 1	Collecting : 1
Technical control of the turnout: 2	Cool down area & technical control of the turnout : 2	Technical control of the turnout: 2

If a night shift is required – championships – then or 1 steward with only night shift or 1 steward more.

* depending of number of training areas and opening hours

ANNEX III – PRACTICE AREAS TIMETABLE

Example 1 :

Training areas are open from 07.30 - 20.30

Lunging is in Training 3.

Tuesday 24/08/21

Training 1&2&3 OPEN for all competitors

Training 4 & last 10 min. CLOSED

Wednesday 25/08/21

Training 1&2&3 OPEN for all competitors

Training 4 & last 10 min. CLOSED

Thursday 26/08/2021

Training 1&2&3 OPEN for all competitors

Training 4 : open 30 min before your dressage time

last 10 min before dressage time – you will be sent there by a steward

Friday 27/08/2021

Training 1&2&3 OPEN for all competitors

Training 4 : open 30 min before your dressage time

last 10 min before dressage time – you will be sent there by a steward

Example 2 :**Training Tuesday 07/09/21**

	Time	Training 2	Training 3	Training 4	Training 5
1	08.30	AUS	BEL	ITA	ESP
2	08.50	AUS	BEL	ITA	ESP
3	09.10	AUT	BEL	ITA	POL
4	09.30	AUT	BEL	ITA	POL
5	09.50	AUT	BEL	LUX	POL
6	10.10	AUT	BEL	ROU	POL
7	10.30	CZE	DEN	ROU	POL
8	10.50	CZE	DEN	ROU	POL
9	11.10	CZE	DEN	ROU	RSA
10	11.30	FRA	DEN	SUI	SVK
11	11.50	FRA	GBR	SUI	SVK
12	12.10	FRA	GBR	SUI	SVK
13	12.30	FRA	GBR	SUI	SVK
14	12.50	FRA	GBR	SUI	SVK
15	13.10	FRA	GBR	SUI	IRL
16	13.30	HUN	GER	SUI	NED
17	13.50	HUN	GER	SWE	NED
18	14.10	HUN	GER	SWE	NED
19	14.30	HUN	GER	SWE	NED
20	14.50	HUN	GER	USA	NED
21	15.10	HUN	GER	USA	NED
22	15.30	HUN	GER	USA	NED
23	15.50	HUN	GER	USA	NED
24	16.10	HUN	GER	USA	NED
25	16.30	TEST DRIVER	POR	USA	CLOSED
	16.50	CLOSED	CLOSED	CLOSED	

By competitor 20 min alone in training area

Date :

1. Only accredited grooms who have requested permission may stay during the night in the stable allocated to their own nation.
2. Any other accredited person visiting the stables during the night must sign the night control book. The person in question must be accompanied by a steward.
3. The stables must be patrolled approximately every hour.
4. Smoking must be restricted to designated areas.
5. Festivities in the stable area are not allowed.
6. In case medication has to be given to a horse, check the appropriate form (Medication Form I/II/III) of that specific horse.
7. Maintain contact with the vet on duty.

EMERGENCY : FIRE Tel : VET Tel : DOCTOR Tel : POLICE Tel :

See articles 1008 – 1009 VR

ANNEX V – STABLE INFORMATION CARD

<p><u>COMPETITION : CAI * ** ***</u></p> <p>Horse : _____</p> <p>Horsenumber : _____</p> <p>Driver : _____</p> <p>Phone : _____</p> <p>Chef d'équipe : _____</p> <p>Phone : _____</p> <p>Groom : _____</p> <p>Phone : _____</p>

ANNEX VI – PRE AND POST COMPETITION TRAINING TECHNIQUES - RIDING

1 .Background

The purpose of the warm-up period is to prepare the horse and athlete both mentally and physically to enable their best possible performance in the competition arena. This should be done in as sympathetic way as possible with the welfare of the horse respected in all cases. It is recognized that the competition environment presents special and sometimes unpredictable circumstances in contrast to a normal training situation. The Steward must be aware of the uniqueness of every competition and be able to react accordingly.

2. Permitted Training

The use of correctly executed stretching techniques both before and after training and competition is recognized as an important and long-established practice in almost every sport. In equestrian sport it is used to maintain the suppleness and health of the equine athletes. In most cases, the warm-up will consist of alternating periods of stretching and contracting the horse's muscles; periods of relaxation and periods of heightened physical effort. Stretching and contracting involves the lengthening and/or shortening of the horse's topline and can be done at the halt (statically) or in motion (dynamically). Athletes should aim to warm up all the relevant muscle groups within the horse. A cool-down period after the performance is critical to the horse's well-being. This consists of a decrease of exercise intensity allowing the horse to relax mentally, to restore normal heart rate, respiration rate and fluid and electrolyte balance. Post-competition training of exercises following the performance is permitted but must be kept to a minimum. In any case a relaxation period after post-competitions training is mandatory.

3. Aggressive Riding

The following points must be considered in assessing aggressive riding :

- All head/neck postures must be achieved as sensitively as possible. A resisting hand must be followed by a release immediately at the moment the horse responds.
- All corrections should be done as tactfully as possible. Inappropriate or disproportionate corrections are not allowed
- Excessive use of any aid including spurs, whip and bit are forbidden.
- Excessive repetition of any specific exercise is not allowed
- The Steward must intervene and ask the competitor to immediately ride in a nonaggressive way in cases when the competitor's stress appears to have overcome their judgement

4. Variation of Exercises

Continuous variation of exercises and head/neck posture is essential. Aggressive riding will be stopped immediately. Variation constitutes a period of relaxation and lengthening or a movement which involves stretching the head and neck.

5. Training Arena

All training sessions, including pre-competition warm-up may only be performed in the official training arena and under the supervision of stewards.

Training outside the official training period and/or in an unsupervised arena can be punished with a yellow warning card. During preparation periods and the competition itself, the Chief Steward must be present in the training arena or be in a position to observe the training arena at events where there are multiple training arenas. If the Chief Steward is unable to be present it is their responsibility to ensure that a Steward with the required experience and knowledge is appointed to supervise the training arena.

6. Revision

These directives may be subject to review and Stewards are advised to check for periodic updates.

7. Animation

Click [Neck Positions - YouTube](#) for an animation showing allowed and not permitted neck positions

ANNEX VII – STEWARDING GUIDELINES

Safety check :

960.3.

The In-Harness Inspection and Safety Check must be performed before the start of the Marathon, as described in Art 935.3. A safety check of the turnout must be made by the Steward before the start of Marathon.

- **When ?**

- Before the start of warming up or start section A of the marathon

- **What ?**

- Possible injuries to the Horses
- Compliance with Bits requirements
- Visual check of the whole carriage including correct harnessing in special noseband and free intake of air into the nostrils, blinkers and forward vision, lead bar, pole chains or pole straps, Horse yoke or T-bar, swingle trees-pole length, distance horse/pony to carriage, connections to traces, pole & shafts.
- Clothing and equipment of the Athlete and Groom(s),
- Measuring of the width of the carriage.

- Any irregularity must be communicated immediately to the President of the Ground Jury, and before the start.

Controlled Warm-Up

960.1.6.

As an alternative option to the Section A there can be used a Controlled Warm-Up with a maximum time allowed of 30 minutes in a designated warm-up arena with minimum 5000 square metres, properly stewarded, with a judge and veterinarian in attendance.

- In this warm up area which is controlled by stewards each Athlete has to warm his horses for a max time of . 30 min.
- It is up to the Athlete's responsibility to do this in a manner following the Horse welfare in free pace.
- As the warm up is already part of the Marathon competition all the marathon equipment must be present and the Athletes and grooms need to wear helmets and body/back protectors; the Athlete must drive himself at the latest when meeting the steward and applies for the warm up and further on.
- Latest ten minutes before the starting time of each Athlete a bit and safety check and the measuring of the carriage must be done by the steward as well as a Vet-check
- No motor vehicles or bicycles may be taken inside any part of an obstacle and the Controlled Warm-Up. Failure to comply will be penalised by the issue of a Warning for the first infringement and a Yellow Warning Card for the second.

Warming up obstacle

960.1.7.

Before the Start of Section B, a marathon-type obstacle for preparation purposes, made of any material and situated on a separated area, must be provided. Each Athlete may use that Obstacle for 2 minutes maximum.

- Steward will monitor this obstacle
- The obstacle must be fenced
- It is not compulsory to use the obstacle
- This obstacle should be wide enough in order to avoid accidents or destructions

Cool Down Area

960.7 Cool Down Area

At the end of the Section B, a Cool Down area (Arena, Loop or track) of minimum 800 m and maximum 1200 m must be installed. The In-Harness examination, as per Art 935.4 must be performed between ten and fifteen minutes after the Athlete has entered the cool down area.

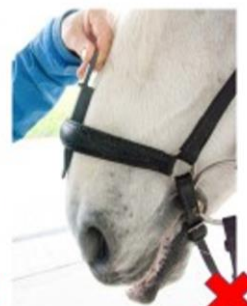
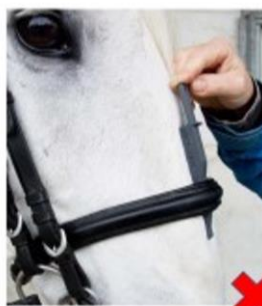
The Groom(s) may walk besides the Carriage in this area. An Athlete who fails to present their turnout at the Cool Down area will be eliminated.

Brushing boots and bandages may be removed from the Horses.

- Pace is WALK
- After the finish of the turnout there is a **fast** technical check. This is done at least 25 m passed the finished line.
 - Any injuries or blood must be reported to the steward and vet responsible for the examination.

Noseband measuring :

- Please also refer to the [FEI Driving Guidelines on Use of Tack, Equipment and Dress](#)
- Check always the sheep's wool when attached to noseband.
- Please do measure from nose to the eyes, this to avoid injuries at the nose.



- Do not measure on the jaw. There it is too soft and you will have always space



Pay attention. Sometimes the second noseband is the problem!



Bits :

- Please also refer to the [FEI Driving Guidelines on Use of Tack, Equipment and Dress](#) The use of 2 gloves is necessary when checking the bit by each turnout.
- If a doubtful case the steward will go with turnout to stables to check the bit. Take pictures and show chief steward.

Lungeing :

Art. 940.13 13. Training areas

13.1. Lunging cavessons are permitted when lunging. Working long reins and double rein lunging are allowed as long as the rein is directly connected to the bit without any leverage device.

13.2. The lunge line must be attached to either a lunging cavesson or a Riding/Driving bridle/bridoon. Lunging with lunge line attached to the bottom slot is not allowed.

- Please also refer to the [FEI Driving Guidelines on Use of Tack, Equipment and Dress](#)

Riding :

Art. 940.13 13. Training areas

13.3. When riding, spurs must be of smooth material (metal or plastic). If there is a shank it must not be more than four centimetres long (the overall shank must be measured from the boot to the end of the spur) and must point only towards the rear. For pony competitions, rowel spurs are not allowed.

13.4. A whip no longer than 120 centimetres including lash is allowed when riding on the flat during training. A whip can not be replaced by any other object.

13.5. When Riding during training, side reins and martingales are allowed. Draw Reins are forbidden.

- Please also refer to the [FEI Driving Guidelines on Use of Tack, Equipment and Dress](#)

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:

- (i) To whip or beat a Horse excessively;
 - The whip may not be used to vent an Athlete's temper. Such use is always excessive;
 - The use of a whip on a Horse's head is always excessive use;
 - A Horse should never be hit more than three times in a row.
 - If a Horse's skin is open, it is always considered excessive use of the whip;
 - The whip is not to be used after Elimination;
- (ii)
- (iii) To subject a Horse to any kind of electric shock device;
- (iv) To use spurs excessively or persistently;
- (v) To jab the Horse in the mouth with the bit or any other device;
- (vi) To compete using an exhausted, lame or injured Horse;
- (vii) To "rap" a Horse.
- (viii) To abnormally sensitise or desensitise any part of a Horse;
- (ix) To leave a Horse without adequate food, drink or exercise;
- (x) 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.

ANNEX VIII – STEWARDS' PROTOCOL FOR HANDLING CASES OF BLOOD IN A HORSE'S MOUTH AND/OR MARKS INDICATING EXCESSIVE USE OF THE WHIP

A member of the Ground Jury as designated by the President of the Ground Jury must be present at the end of the marathon to examine, at the request of the Chief Steward, a Horse if it is found to have blood in the mouth and/or marks indicating excessive use of the whip. There will be a recheck in the stables at a time decided before the marathon and that with PGJ or member of the ground jury designated by the PGJ and the FVD/VD.

If this occurs after dressage or obstacle driving the PGJ will be informed and shown the pictures/video and must hear the report of the FVD/VD before making a decision.

In accordance with VRs Art. 1047.3 the Chief Steward must inform the Foreign Veterinary Delegate/Veterinary Delegate (FVD/VD) whenever the examination is taking place and the FVD/VD must be available for consultation if required.

If a Steward notices blood in a Horse's mouth and/or marks indicating excessive use of whip at any time in connection with the warm-up for a competition, or at any time in connection with a Horse leaving the competition arena, the following procedures must be followed.

1. The Steward must inform the Athlete that there is an issue with blood in the Horse's mouth and/or marks indicating possible excessive use of the whip, and give clear instructions that any blood present is not to be wiped off, and the area must not be touched until the arrival of the Chief Steward*.
2. After informing the Athlete as above, the Steward must:
 - a) Inform the Chief Steward* and request their presence.
 - b) Take photographs of:
 - i. the injury/mark(s) and/or any blood present. This must be a close-up photograph.
 - ii. the general location on the Horse's body of the injury/mark(s) and/or any blood present.
 - iii. the Horse, including its competition number. If possible, this photograph should also include the areas of the injury/mark(s) and/or any blood present. Also read the chip of the horse, if not possible take picture of a specific identity detail.
 - iv. the whip that the Athlete was using.
 - c) Remain with the Horse until the Chief Steward* arrives, making sure that nobody touches the area(s) in question and that the blood is not wiped off and/or marks smoothed away.

NB: If the Horse is in a very public area, the Steward should require that the Horse is moved to a more private area before proceeding with the above steps, with the exception of informing the Chief Steward, which must be done as soon as possible.

3. On arrival, the Chief Steward* will:
 - a) Establish whether all photographs as per 2b) above have been taken, and if not, take those which are missing.
 - b) Examine the area in question while wearing an unused latex or similar glove.
 - c) If there is blood present, lay the back of the gloved hand over the area in order to transfer blood from the flank(s) onto the glove, taking care not to smear or spread the blood over a wider area. It is strongly recommended that a video is taken of this action.
 - d) Photograph the glove even if no blood has transferred onto it.
 - e) Place the glove into a clean, clear plastic bag, taking care not to disturb any blood present on the glove, then close and photograph the bag.
 - f) Advise the Athlete that, according to FEI Rules, the Ground Jury and the FVD/VD must be informed of the situation, and tell the Athlete that the Horse must remain available and under the supervision of a Steward, or other FEI Official, until further notice.
 - g) The Chief Steward* will then report the incident to the Ground Jury member designated by the President of the Ground Jury to handle such cases and show them the visual evidence.
 - h) At the same time, the Chief Steward* will also report the incident to the FVD/VD, and provide

them with the visual evidence, preferably in a message via smartphone. The role of the FVD/VD in such incidents is to determine if the Horse needs further care.

4. If blood in a Horse's mouth and/or marks indicating possible excessive use of the whip is/are noticed prior to the horse entering the competition arena, the Steward shall notify the Chief Steward and the designated Ground Jury member and the FVD/VD, and inform the Athlete that the horse will not be allowed to enter the competition arena until the procedure outlined above been carried out and permission has been granted by the Ground Jury for the horse to take part in the competition. Failure of the Athlete to comply with the Steward's instruction may result in the issuance of a yellow warning card by the Chief Steward.
5. Applicable sanctions for cases of blood in the mouth and/or marks indicating excessive use of the whip
 - 5.1 In all cases of blood in the Horse's mouth the Ground Jury may eliminate the Athlete/Horse combination from the Competition in question.
 - 5.2 The penalty for marks indicating excessive use of the whip is disqualification; additional sanctions may also apply (see DRs Art. 933.4).
 - 5.3 Nevertheless, the Ground Jury may not take a decision on either elimination for blood in the Horse's mouth, or disqualification for excessive use of the whip until the designated member of the Ground Jury has reviewed the visual evidence, and examined the Horse.

5.4

It is never the role of the Chief Steward or any member of the stewarding team, or any other Official to inform the Athlete that they has been eliminated or disqualified. This responsibility lies solely with the Ground Jury.

The Chief Steward must always brief the stewarding team on the above procedures before the start of the Event.

*In certain circumstances, such as, but not limited to, when competitions are running in more than one arena at the same time, the Chief Steward may be officially substituted by a specific member of the stewarding team