



## **2022 FEI GUIDELINES FOR DRIVING EVENTS**

For Organisers and Officials  
Updated 24.08.2022

## **INTRODUCTION**

These Guidelines are not Rules, but are issued with the aim of assisting Organising Committees, Technical Delegates, all Officials and Athletes, in international Driving Events and Championships, with operational details concerning the organisation and the running of these Events together with practical logistical guidance.

It should be read in conjunction with the current FEI Statutes, the FEI General Regulations, the FEI Driving Rules, and the FEI Manual for Stewarding and the FEI Veterinary Regulations, and these should be followed in every detail, unless extraordinary circumstances exist.

Not all cases can be foreseen in the Rules and Regulations: hence, in case of doubt or exceptional circumstances, it is the responsibility of the President of the Ground Jury in consultation with the Technical Delegate, to make its decisions with fairness to the Athletes and Horses/Ponies always in mind, while respecting the spirit of the FEI Rules and Regulations.

To ensure there is a continuing improvement and development of the organisation of FEI Driving Events, Officials are invited to submit suggestions for inclusion or deletion in this publication to the FEI HQ and FEI Driving Technical Committee: [Aude.Barby@fei.org](mailto:Aude.Barby@fei.org)

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# GENERAL ORGANISATION AND MANAGEMENT

## 1. ADMINISTRATION AND OFFICIALS

### 1.1. The Organising Committee

- a) The Organising Committee (OC) should include members who are responsible for specific sections of the Event. An Event general Secretary and a competition Secretary (as an assistant to the Event Secretary) should be appointed as early as possible.
- b) It is recommended that the OC fix dates, prepare budgets, arrange sponsors and prepare a draft schedule for submission to the FEI, **well in advance** of the 10 weeks timetable for Higher-Level Events and 4 weeks for Lower-Level Events, as laid out in the FEI General Regulations. The Technical Delegate (and Assistant Technical Delegate if appropriate) and Course Designer should be invited as soon as possible.
- c) The Qualification Requirements of the President of the Ground Jury, the Technical Delegate, the Course Designer, the Ground Jury, the FEI Chief Steward, the Veterinary Delegate and Veterinary Commission are laid out in the FEI Driving Rules and FEI Veterinary Rules.

### 1.2. Administration Accommodation

- a) The show office should be centrally situated and easily accessible. It is recommended that the reception area should be kept separate from the working office areas. There should be a large notice board space in the reception area. The processing and distribution of all documentation, including scores, must take place through the show office and be posted on the official notice boards. A separate accreditation office is advisable to reduce the workload at the beginning of the Event. A pigeon hole system for Chefs d'Equipe and Officials in which to leave papers etc. is essential.
- b) **The Press office/centre** is required for all matters concerning the media and should be equipped with telephone, fax, internet and e-mail facilities together with photocopying, computer equipment and networking. Suitable space should be available for interviews and Press conferences.
- c) **The Scorer's office** should be located to allow easy access for the score collectors but situated in a quiet area with access restricted to scoring staff, the Ground Jury and Technical Delegate.
- d) **The Technical Delegate's meeting room** should provide adequate space for Chefs d'Equipe and other official meetings. It should be equipped with conference room facilities.
- e) The Ground Jury should be provided with a quiet room for their meetings. A communications/control centre should be provided for all communication, radio and control equipment and personnel.

### 1.3. The Event Secretary's duties

- a) Before the Event the Secretary should, in close cooperation with the Technical Delegate, send out schedules, collate entries, prepare programmes and invite Judges (in collaboration with the FEI when appropriate)
- b) Invite other Officials and Stewards including Veterinarians and Medical Teams and arrange for their accommodation. Entry tickets, car passes, provisional timetables etc. need to be posted out well ahead of the Event to National Federations for their Athletes and Team Officials.
- c) Arrange **accreditation facilities** for Athletes plus Judges, Officials, Press, Stewards and other helpers etc. Correspondence with National Federations regarding entries, withdrawals and or declarations must be well maintained to enable the official programme to be published accurately.
- d) Daily, in the evening, after the closing of withdrawals & declarations, the Secretariat should prepare the starting order and timetables for the following day's competition(s), paying special attention to the declarations and substitutions that have been made.
- e) The **starting order for Dressage** is decided by a draw made by the Technical Delegate as determined in the FEI Driving Regulations.
- f) **Starting lists** should be circulated to all Officials involved including Judges (and writers for Dressage), Stewards, Scorers, Chefs d'Equipe, Athletes, Press, Veterinary, Farrier, commentary and Medical Team Officials. For the Marathon, the lists should also go to Obstacle Observers and timekeepers.
- g) Sufficient copies should be prepared for distribution to the public.
- h) Biographical details of Athletes and Horses should be supplied before the start of the Event for the Speaker and the Press. These should also be available in the Press Office. For Championships, this is mandatory.
- i) In preparation for Dressage.
  - It is recommended that Judge's writers should be drawn from the list of National Judges or alternatively are well experienced Dressage writers. A spare writer should always be available.
  - The Judges' writers should be provided with timetables, copies of the Dressage test, writing materials, and the President of the Ground Jury's box with a stopwatch, a whistle/bell and radio communication to a Veterinarian and the Ring Steward.

- Writers should be allocated to Judges taking into account his/her language.
- Refreshments and meals should be arranged for Judges, writers and Stewards
- Score Sheet Collectors must be made available and should be briefed by the Chief Scorer.
- Arrange, equipment for Dressage booths, particularly if computer scoring to be used, chairs etc.
- If required make arrangements for a suitable Test Driver to be driven 30 minutes before the first test.
- At CAI and Championships a treating Veterinarian must be on Site during the Dressage, should the President of the Ground Jury require an opinion on a suspected lame Horse.

j) In preparation for the Marathon

- It is recommended that only well experienced time keepers, Obstacle Observers, Ground Observers and Stewards are appointed for Championships.
- Course maps, starting lists and instruction sheets should be prepared for time keepers, Obstacle Observers, Ground Observers plus timing equipment etc., in conjunction with the Chief Obstacle Observer and the distribution of Judges' and Steward's refreshments should be arranged if appropriate.
- Maps and transport (if required) should be available for all the Officials, including the Medical and Veterinary officers.
- Score collectors must be made available and briefed by the Chief Scorer or Technical Delegate on the route to use. The most efficient system for score collection is to have a collector on an ATV, motorbikes, picking up score sheets after every 5th Horse on the course, delivering the sheets to the Scorer's box.
- Athletes with disabilities must have dispensation from the Organising Committee to take a motorised vehicle on the Marathon Course and to inspect Obstacles, except for Para Drivers where a motorised vehicle is mentioned on the Master list of authorised compensations for Para Drivers. (Available [here](#))

k) In preparation for the Cones Competition:

- The Judge's box should be equipped with Obstacle Course plans, judging cards, lists of starters (reflecting any withdrawals), stop watch, starting whistle/bell, radio and electronic timing equipment, plus information for the commentary.
- The Course Designer, Arena Crew and Stewards must also have an up to date starting list. A plan of the Course must be posted one and

a half hour before the commencement of the class in the Collecting Ring.

- Refreshments should be available in the Judge's box.
  - l) At the completion of all Competitions
- The show office must ensure that all the Drivers have provided which Horse participated in each phase, this information is needed for accuracy of the results.
- The Secretary should ensure that all prizes (money and prizes in kind); special awards and commemorative gifts are available for the prize giving.
- Details of the sponsor's representatives or Officials presenting awards should be available for the commentary and Press.
- The national flag and the national anthem of the individual Gold medallist and the Gold Team winners must be available.

#### **1.4. The Technical Delegate's duties**

- a) As soon as appointed, the Technical Delegate should contact the Organisers and request a copy of the schedule and details of any arrangements made to date. The schedule should be checked for technical errors i.e. contravention of the FEI Rules, and a provisional timetable agreed with the Organising Committee for the Technical Delegate to visit the competition site.
- b) The duties of the Technical Delegate and Assistant Technical Delegate are laid out in FEI Driving Rules.
- c) Eventualities may make it essential that the Technical Delegate makes more visits to the Event site before the competition starts. Circumstances will dictate the number of visits required.

#### **1.5. The Scoring Office**

- a) The Scoring Office (SO) is an official entity. The SO works under the supervision of the Technical Delegate. The OC is responsible for the accommodation and remuneration of the SO.
- b) The tasks of the SO includes:
  - Editing the list of Athletes;
  - Editing the list of Horses;
  - Assisting actively during the Draw for all competitions;
  - Managing and processing the results;



- Reporting to the GJ any abnormalities (such as unregistered Athletes, Horses, errors during the Marathon);
- Editing the Results (the publishing must be done by the Show Office);
- Submitting the FEI results through the FEI Entry System;
- Reporting the final results to the PGJ, including for validation after each competition.

c) The additional tasks of the SO includes:

- Editing all competition documents (Dressage test – Obstacle papers – Green Cards, ...);
- Publishing the results on Internet;
- Calculation of the Prize Money;
- Real time scoring in Dressage and Marathon;
- Creating the start lists.

d) A person officiating as Scoring Office cannot be:

- An Athlete;
- An Official;
- A Groom.

Appendix H (conflict of interest) is applicable.

- e) The SO can use any type of scoring program, provided it has been previously approved by the FEI IT department. As the approval process is available from 1 January 2020, a transitional period of 2 years applies in order to allow the existing Scoring Office/Timing provider to go through the approval process. (information about the Approval process can be found [here](#))
- f) The SO must use “double encoding” during the Dressage and Marathon competitions. During Dressage, direct encoding (with the Judges) is considered as encoding. During Marathon, data sent directly from the Obstacles is considered as encoding.
- g) The SO must be located in a quiet place (which can be different for Dressage, Marathon and Cones), and must have enough electricity and an internet access (if possible).
- h) During the Dressage and Marathon competitions, the SO must only be accessible to the Officials and OC and score collectors.
- i) There must be a Car Parking Facility nearby, and the SO must have enough space to accommodate at least 3 persons, preferably in the vicinity of the CD/TD Office.

## 2. PRE-EVENT DOCUMENTATION

### 2.1. FEI Schedule

For World Cup Qualifiers, the OC should accept/invite up to 30 competitors balloting within the FEI World Ranking list of previous year/current season.

### 2.2. FEI Entry System

The FEI Entry System must be used for all Events. Additional documentation can be found [here](#).

Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will automatically be disqualified unless compelling circumstances warrant otherwise.

All Athletes and Horses participating in any International competition must be registered with the FEI.

## 3. RECEPTION, ACCOMMODATION, STABLING AND VETERINARY PROCEDURES

The Organisers must arrange for the reception of Chefs d'Equipes, Team Veterinarians, Athletes, Grooms and their transport. Arrangement for stabling of Horses and supply of fodder must be made. Additionally, arrangements must be made for the availability of translators, transport if appropriate, stable management, Veterinary Services, Medical Services and Farriers.

**Important note:** It is essential that one member of the Veterinary Commission is made responsible for the Security of the passports throughout the Event.

### Horse Health Requirements

In accordance with the FEI Veterinary Regulations 2022 the Horse Health Requirements are being rolled out globally as of 1 January 2022. Derived from the EHV-1 By-Laws, applied in Mainland Europe from 31 May to 31 December 2021, the Horse Health Requirements have been put in place to:

- Protect FEI Horses and global equestrian sports from the consequences of infectious diseases being transmitted before, during and after FEI Events.
- Provide reassurance of the high health of equestrian sport Horses to global, continental and national Veterinary authorities and organisations.
- Maintain and further improve the conditions for international movement of sport Horses

<https://inside.fei.org/fei/horse-health>

### 3.1. Reception of Athletes and Horses

- a) Horses and Athletes arriving for an Event may have travelled long distances and it is most important that they are directed to their stabling and accommodation with the least possible delay at whatever time of the day or night they arrive, provided the Stables are open.
- b) On arrival and in conjunction with the FEI Chief Steward, the Chef d'Equipe or the Team Veterinarian, a Veterinary Official must check vaccination certificates and the identity of the Horses against their passports and carry out the clinical Examination, (Examination on Arrival).
- c) As soon as possible on arrival, the Chefs d'Equipe should be made aware of the location of the Secretary's and the Stable Manager's offices and they should be given all the relevant documents for their Team members. These must include:
  - A copy of the official programme together with a list of the principal Event personnel.
  - Lists of the class starting times for Dressage and the Marathon and the Obstacle Cone competition; the locations and the times of Horse Examinations; and, where appropriate, meetings, plus accreditation details.
  - A schedule for opening and closing ceremonies, (appropriate at Championships and CAIO's) award ceremonies and Press conferences.
  - A plan of the Event area showing stabling, exercise areas, Arenas, Secretary's office, Collecting Rings and routes.
  - A map showing the Marathon Course and plans of the Obstacles and the times when the Course is open for Inspection and/or official Course walks are scheduled.
  - Information about catering facilities and invitations to any social functions or Events.
  - Motor vehicle passes and information regarding the number and location of vehicles available for the Inspection of the Marathon course.
  - The time and place at which the vehicles may be measured and test weighed on the official weighbridges.
  - Details of medical, shopping, telephone, banking, Farriers, Veterinary and other services.
  - Information about official Event time.
  - Any local regulations that Athletes need to be made aware of.

### 3.2. Stables

- a) Stabling should comply with FEI Veterinary regulations, and include additional boxes for use by Athletes as harness rooms, one extra box for each Team of Horses, one extra per two pairs and one extra for every three singles. (Preferable size 9 square metres each)
- b) Fire precautions should be implemented to meet local regulations.
- c) The Security of the stable area is vitally important. It is essential to ensure that members of the public are prevented from entering the stable area and that only authorised persons are allowed access. A CCTV system is beneficial.
- d) A system of coloured plastic wrist straps for personnel as identification is recommended.
- e) Adequate lighting, water (with good pressure at all times) and toilet facilities are essential.
- f) A Horse feed and bedding store should be situated close to the stabling area and opening times displayed. A variety of bedding may be requested by Athletes.
- g) A notice board should be placed at the Stable Manager's office and adequate "No Smoking" notices must be arranged.
- h) Event stable rules should be prepared in conjunction with the FEI Chief Steward and the Stable Manager for display on the notice board and for Chef d'Equipe information.
- i) Offices for the Stable Manager, Security, Veterinarians and Stewards should be located as close to the main stable entrance as possible and equipped with telephone and radio links. There should be access to refreshments.
- j) It is recommended that covered storage accommodation for vehicles is placed inside the stable Security area with ample space available to allow Horses to be put to their vehicles.
- k) Facilities should be available for washing down vehicles and Horses with good water pressure.
- l) Suitable areas should be designated for manure heaps that will enable regular removal to be carried out.
- m) A suitable PA system is recommended to cover the stable and parking areas.

### 3.3. **Horse Box and Caravan Parking Areas**

- a) Athletes arrive with large Horseboxes and trailers. In many cases these include portable stables. Athletes also bring caravans for their own accommodation and in some cases there is accommodation in the Horseboxes. Ideally a Team will need an area 25m x 18m per Athlete and these should be marked out in the park place and indicated with the nation's flag.
- b) If the Organising Committee provides stabling then provision should be made for adequate Horsebox parking next to the stabling area as Athlete's equipment and harness may be stored in the Horsebox.
- c) Adequate water supply, lavatories, showers and refuse collection should be arranged.
- d) Lighting and electric points should be arranged in the parking areas.
- e) The availability of farm tractors for towing in and out in wet weather should be arranged.

## 4. THE HORSE EXAMINATIONS AND INSPECTIONS

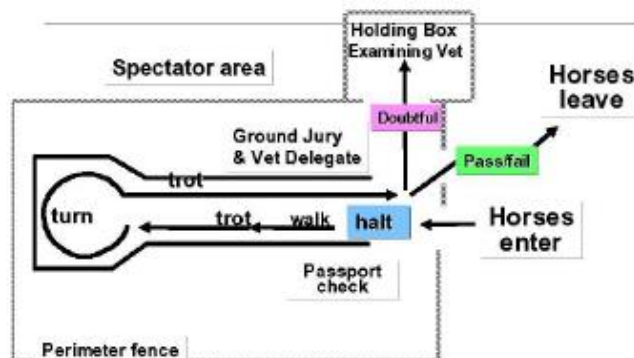
Passports, health certificates and travel documentation should be collected at the gate and checked on the arrival of the Horses by a treating Veterinarian

### 4.1. Examination on arrival

- a) This takes place upon arrival of the Horses at the Event and before the Horses enter the stabling and should be completed as quickly as possible see C1.
- b) Bridle numbers should be allocated for each Horse using the Athlete's number plus A – F for each Horse entered from a prepared list.

### 4.2. First Horse Inspection

- a) It is essential that the Technical Delegate liaises with the Veterinary Delegate and the FEI Chief Steward before the Inspection to ensure the smooth running of the Inspection.
- b) This takes place before the first competition, preferably on the previous day, and is performed under the direction of the President of the Ground Jury, together with the Veterinary Delegate, acting together as an Inspection Panel. For avoidance of any doubts, there may be two lanes for the First Horse Inspection if needed. One with the President of the Ground Jury and the other lane with a Member of the Ground Jury. When there is a doubt on a Horse, the Ground Jury's lane must be stopped and the President of the Ground Jury, in consultation with the Veterinary Delegate, must assess the situation and once it is done can return to his lane.
- c) The Inspection consists initially of an observation of the Horse/Pony standing. A Veterinarian may be allowed to handle a limb or other parts of the body. The Horse must be walked/trotted past and then towards the Inspection Panel.



Walk 10 meters  
 Trot on loose rein 35 meters  
 Turn to the right (counter clockwise)  
 Trot back on loose rein 45 meters  
*This distances can be less for the inspection of ponies.*

- d) The run up should be on firm ground or track whenever possible and must not be slippery. A small tent should be available so that passports are under cover.
- e) A collection area that allows a good one way system for the movement of Horses coming and going away from the Inspection is recommended. A holding area must be provided for Horses that need to be re inspected.
- f) Refer to 935.2.9 of the FEI Driving Rules for re-Inspection procedure. Experience has shown that in order to complete the Inspection within a reasonable time it is recommended that the Inspection takes place using two lines of Inspection.
- g) A timetable should be drawn up allowing 5 minutes per Team of Horses (4+spare); 3 minutes for pairs (2+spare); and 1 minute for singles. Allow break periods.
- h) Horses that are to be re inspected the following day can be sampled for Prohibited Substances before the competition starts.

### **4.3. In Harness Horse Inspection**

- a) This takes place at all Events prior to the start of section A/Controlled Warm-Up of Marathon. One Veterinarian is responsible for this Inspection, chairs should be provided for the Judge and Veterinarian and toilet facilities must be provided.
- b) As the Veterinarian and Judge need to observe the Horses in trot before the start of Section/A Controlled Warm-Up, there should be a section of approximately 50m of road or straight track. Athletes will be instructed to execute a figure of eight at the trot in the marked area.
- c) The Horses' heart rate, respiratory rate and temperature may be taken which must be recorded so in view of the limited time available Stewards to assist the Veterinarian should be arranged.

#### **4.4. In Harness Examination**

- a) This takes place between 10 and 15 minutes after the Athlete has entered the Cool Down area and must be performed under the supervision of a Treating Veterinarian. The Veterinarian reports to the Veterinary Delegate and President of Jury.
- b) For further information on the Cool Down Area, please refer to Article 12.6.

#### **4.5. In Harness Inspection before Cones Competition**

- a) This takes place in the Collecting Ring/Warm-Up area before Cones Competition in an area about 40 metres x 20 metres marked with Cones approximately an hour before the Athlete is due in the ring. This gives the Athlete time to substitute a Horse should it not pass the observation. The Horses are harnessed to the carriage. The Horses must be presented by the Athlete.
  - b) Athletes should be instructed to execute a figure of eight at the trot in the marked area under the supervision of the Veterinary Delegate and/or the President of the Veterinary Commission and the Steward, reporting to the president of the Ground Jury.
  - c) Horses/Ponies may wear bandages for observation; however they must be removed if requested by an Official. Over-reach boots are permitted.
  - d) Chairs should be provided for the Officials.



## **PRE-EVENT PREPARATIONS**

### **5. TECHNICAL DELEGATE'S FIRST VISIT**

The following should take place at least **twelve to six months** before the Event and will take the Technical Delegate approximately **two days** at the Event location.

The following should be the basis of an agenda for the Organising Committee. A checklist/report for this visit may be found in Annex A1.

#### **5.1. Meeting with Organising Committee and key personnel**

In order to establish budgets and funding sources, a logistical programme of the Event and identification of any influence that the local culture, police, landowners, etc. may have that will affect the running of the Event. Schedule content and availability.

#### **5.2. General layout of the site**

Facilities or proposals for stabling, accommodation for Officials, catering facilities, toilets, water, lighting and electrical supply for Athletes, spectators and sponsor facilities, Press and conference facilities, and layout design including parking and traffic flows and proposed Marathon course.

#### **5.3. Safety**

Police, fire protection, traffic control, parking and any relevant local regulations.

#### **5.4. Medical and Veterinary arrangements**

Proposals for Medical and Veterinary Teams. Hospital and Veterinary hospital accessibility.

The Guidelines for the Medical Coverage of Events must be followed at all times, those guidelines are published on the FEI website [here](#).

#### **5.5. Administrative arrangements and personnel**

Office space, copy, fax, radio and telephone service, personnel requirements including translators and Security arrangements.

#### **5.6. Sites**

Stabling, Dressage Arena and Cones Arena, training and exercise areas seating, crowd control and public address, catering and trade stand areas.

#### **5.7. Marathon**

Including proposed start and finish for each section, compulsory rest areas, sites for Obstacles and proposed design ideas and accessibility.

## **6. TECHNICAL DELEGATE'S SECOND VISIT**

The following action should be implemented **at least two months before** the Event and will take approximately **two days**. A checklist/report for this visit may be found in Annex A2.

### **6.1. Review of the progress since first visit**

### **6.2. Equipment and signs**

Confirm availability of timing equipment, communications equipment, Course markers, Cones, balls and numbers, awards and ribbons, Athlete and bridle numbers, bulletin boards, score boards, signs for parking competitions and spectators, fencing for crowd control, accreditation facilities, weighbridge. Progress of competition paperwork.

### **6.3. Marathon route**

Agree on route and rest areas taking into account possible changes in the going, local traffic, local regulations and other possible local activities scheduled at the same time.

### **6.4. Marathon Obstacles**

Building in progress and materials available for completion on site. The designs are Horse friendly and conform to FEI rules.

### **6.5. Personnel**

Confirm the availability including Scorers and provisions for assembling and instructing Stewards, Ground Observers, timekeepers, Obstacle Observers, Veterinarians, Medical Teams, Farriers, traffic control, communication personnel and volunteers are arranged.

### **6.6. Horse Inspections.**

Agree positioning and surface for the area to be used for the Inspections and lay out of the area. Confirm the handling and care of passports, vaccination and health certificates. Agree positioning and surface for the area to be used for the Inspections and lay out of the area. Confirm the handling and care of passports, vaccination and health certificates.

## **6.7. Training and Collecting Ring**

The training area should be reasonably close to the main Arena but the public should be excluded. Ideally it should not be less than about 100m x 100m. A practice Dressage Arena must be provided. The OC must provide minimum 20 Cones per Cones Arena for the Warm-Up of the Cones competition.

The OC is free to mention in the FEI approved schedule that only the Cones provided by the OC are allowed for training.

The Collecting Ring needs to be big enough to allow 1 to 3 Athletes (four-in-hands of Horses) to move around freely, and should be adjacent to the main Arena.

## **6.8. Exercise and Training Areas.**

Some Athletes prefer to exercise by practising Dressage movements, while others prefer to use the time available to get their Horses acclimatised to the type of country expected on the Marathon course. It is therefore desirable to provide a large area for the former and either a circuit or an area of roads or tracks. (liaison with the FEI Chief Steward regarding monitoring). At least 5kms of tracks is advisable.

## **6.9. Dressage Arena and Cones Arena.**

Confirm that the Arena, collecting and warming up areas are in accordance with the FEI Rules and are well prepared. Establish other activities that will be taking place in the main Arena that could affect the going. There should be sufficient space for a straight entrance for Four-in-Hand Horses turnouts at A. The area for the Cones competition must be at least 5000 m<sup>2</sup> with a minimum width of 40 meters.

## **6.10. Opening and Closing ceremony**

(In principle only applies to Championships)

Finalise plans and arrange podiums and Stewarding for opening and closing ceremonies (maximum an hour) and/or prize giving and other displays to be included.

Check that medals, rosettes etc. are available and correct. Please see Annex A8 for a complete Prize-Giving Ceremony protocol.

## **6.11. Organising Committee.**

Register any uncertain or unsatisfactory situations with the Organising Committee, including financial elements.

## **7. TECHNICAL DELEGATE'S THIRD & FINAL VISIT**

The following actions should be completed **at least a week** before the arrival of any Athletes at the Event and will take **approximately two days**. A checklist/report for this visit may be found in Annex A3.

### **7.1. Review of the progress since last visit**

### **7.2. Approve Marathon course**

Assess the clarity of marking, measurement of the sections, placement of kilometre markers, and dimensions and construction of Obstacles.

If alterations are required, instigate these immediately. Check back-up routes to compulsory halts, including availability of water/ice at the rests.

### **7.3. Course Inspection times**

Finalise Course Inspection times for escorting Athletes and transport.

### **7.4. Personnel and Officials arrangements**

Ensure personnel arrangements are sufficient and notified. Confirm transport arrangements for Ground Jury and Officials. Check accommodation for Officials and catering facilities, if applicable. Check Scoring Office accommodation.

### **7.5. Dressage Arena**

Check Dressage Arena marking, dimensions and placement of Judges' boxes and that they are weatherproof and will be adequately equipped.

### **7.6. FEI Chief Steward**

Meet or contact the FEI Chief Steward and check training and exercise and Collecting Rings with them.

### **7.7. Opening and closing ceremonies**

Check details of opening and closing ceremonies (Championships).

### **7.8. Stabling facilities**

Check the progress of stabling facilities and availability of hay, site of isolation stable and MCP boxes, wash down facilities and Security arrangements.

### **7.9. Weighbridge**

Check that the weighbridge will be available for test weighing.

### **7.10. Veterinary Officials**

Meet or contact the Veterinary Team and confirm Veterinary matters.

### **7.11. Medical Team**

Meet or contact the Event Medical Team and confirm emergency procedures.

### **7.12. Paperwork**

Check the on going plans for Obstacle diagrams and maps for distribution to Chef d'Equipes for Athletes, including exercise routes plus any other paperwork including details of social functions. Check Event materials: make sure that paperwork, stopwatches, etc. are available.

### **7.13. Equipment**

Check availability of all materials and equipment for Cones competition, and construction of multiples.

### **7.14. Attend technical and administrative meetings.**

### **7.15. Facilities**

Check media facilities for Press, media and commentary. Check all public facilities.

### **7.16. Timetables and briefings**

Check timetables and briefing arrangements for Obstacle Observers, Ground Observers, Section Timers, Score Collectors, Timekeepers and Chef d'Equipe meetings. Check arrangements for the draw and Chef d'Equipe meetings.

### **7.17. Organising Committee.**

Register any uncertain or unsatisfactory situations with the Organising Committee, including financial elements.

## **8. PRESIDENT OF THE GROUND JURY'S INSPECTION**

The Technical Delegate and the Course Designer/Builder accompany the President on his Inspection of the Marathon Course as soon as is convenient after he arrives at the Event.

- a) Once the President has accepted the Marathon course, it may be opened for Inspection as per the timetable. If there is an Athletes Course Inspection, it must be before the draw and at least 48 hours prior to the Marathon.
  - b) Once the Technical Delegate and the President of the Ground Jury have passed the Course it may not be altered except in exceptional circumstances with both the Technical Delegate and the President of the Ground Jury's agreement, when all Athletes must be notified.
  - c) The Technical Delegate and the Course Designer should be available at an appointed time following the Inspection by the Athletes to answer any queries, this could be at the first Chef d'Equipes meeting.

## **9. FIRST CHEF D'EQUIPE MEETING AT CAIO & CHAMPIONSHIPS**

A suitable room should have sufficient chairs to accommodate the chefs d'Equipe, Team trainers, Officials and (if invited) the Press. The meeting is chaired by the Technical Delegate.

### **9.1. Meeting Agenda**

The Agenda must include the following items.

- a) A welcome by the President of the Organising Committee.
  - b) The introduction of the Ground Jury and Officials.
  - c) Introduction or roll call of the Chef d'Equipes.
  - d) General information and timetables dealing with:
    - i. Domestic and social matters.
    - ii. Competition information including further Course Inspections, Horse Inspections, etc.
    - iii. Any other announcements.
      - e) Venue and time of next Chef d'Equipe meeting.

## 10. COMPETITION DUTIES

The following should be checked by the Technical Delegate before indicating to the President of the Ground Jury that everything is in order. Checklists are available in Annex B.

### 10.1. Draw

The draw must follow the procedure as set out in Art. 948 of the FEI Driving Rules.

### 10.2. Pre-Dressage Competition

The following must be checked:

- a) That the exercise and Dressage areas are roped/fenced off safely from the public and pedestrian crossings marked.
- b) After consultation with the President of the Ground Jury that the Dressage Arena is laid out for the appropriate tests and lettered correctly as per Art. 953.1:
  - Letters set 1 metre from the boards
  - The Judge's boxes set back 5 metres from the boards with tables and chairs and the President's box has a radio and whistle/bell.
  - That X, G and D, be suitably marked if required with spare marking material available, and a similar marking made in the Practice Arena.

That sufficient Stewards are available to call up the Athletes, supervise the training area, measure track widths and check bits.

- c) That running orders/time sheets are available.
- d) That Judge's writers are ready with their paper work.
- e) That the Scoring Office is operational.
- f) That Score Sheet Collectors are ready.
- g) That the public scoreboard can be kept up to date.
- h) That a Medical Team, Veterinarian and Farrier are all available and in radio contact.
- i) That commentary arrangements and background music are appropriate.
  - j) That refreshments are available for the Ground Jury.

### 10.3. Pre-Marathon Competition

The following aspects have to be checked:

- a) If any changes have had to be made to the Course check that it is marked and measured correctly.
  - b) That any information or amendments relevant to the Course should be given to the Chefs d'Equipe and/or Athletes, and are posted at the start and on the official notice board.
  - c) That timetables for the Marathon are ready and indicate any Athletes withdrawals.
  - d) That crowd barriers are in position.
  - e) That time clocks have been synchronised.
  - f) That timekeepers, referees, Ground Observers, and Obstacle Observers are in place with adequate paperwork and are instructed to remain after the Marathon to until released by the President of the Ground Jury,
  - g) That weighbridges are provided at the end of the Marathon with a Steward briefed.
  - h) That Stewards are in place at the start and road crossings.
  - i) That four-wheel-drive transport is available if appropriate for Judges, Officials, Medical and Veterinary staff, VIP's, OC and Sponsors.
  - j) That Veterinary Surgeons, Medical Teams and Farrier are in position and their location and radio call known by all Officials.
  - k) That water/ice is available at the halt, (40 litres of water per Horse as a guide in hot weather).
  - l) That the back-up route for vehicles to the halt are signed.
  - m) That the Scoring Office and the score collectors are ready and briefed on the correct route to use to and from the Scorer's office.
  - n) That a Judge's roster has been prepared if the "red dot" scoring system is to be used and that radios are available. A list of the Radio Channels must also be provided for the Jury.



## 10.4. During and After Marathon Competition

The Technical Delegate continues to supervise the technical conduct of the competition during the Marathon on behalf of the President of the Ground Jury including:

- a) If circumstances require, because of an accident or Course Repair, the Technical Delegate should instruct the timekeeper to hold up an Athlete at the start of any section. If a long delay is likely of more than 10 minutes then it may be best to hold the Athlete at the start of A as well as B.
- b) Regular checks should be made in the Scoring Office to make certain scores are being collected quickly and for any queries, this will ensure the speedy issue of Athlete's results. Class results should be completed within 30 minutes of the last Athlete finishing. It may be appropriate to use the 'red dot' system.
- c) Continue to supervise the Course Repairer's Team, weighing of vehicles etc.
- d) Keep in close radio contact with the President to report controversial scoring queries etc.
- e) After the last Athlete has finished assist the Ground Jury to deal with any unresolved scoring queries to ensure that results are posted on the official notice board within 30 minutes of the finish of the Marathon.
- f) Ensure that the President signs the scores sheet immediately they are posted.
- g) If appropriate complete any accident report forms that may be required to comply with local regulations.
- h) As soon as the President is satisfied that all queries have been dealt with, release the Stewards, timekeepers, Obstacle Judges, referees and Ground Observers, thanking them for their assistance.
- i) After the Marathon and before Cones, the Technical Delegate and Course Designer walk the Cones Arena and establish the distance of the track and the Cone width (Annex B-5), agree the Course and the paperwork. Then the President of the Ground Jury can satisfy himself, as to the length of the Course. (Art. 972.1.8)
- j) As soon as convenient the Technical Delegate should show the President of the Ground Jury the Course for his acceptance.
- k) The Course may then be open for Athletes to walk the Course as detailed in the timetable.

## 10.5. Pre-Cones Competition:

The following aspects have to be checked:

- a) That a plan of the Course and Drive-Off Course if appropriate indicating the length, speed and time allowed for each class is available for all Athletes, Judges, Stewards etc. two hours before each class.
- b) This plan should be posted on the notice board and in the Collecting Ring at least one and a half hour before the start of the competition.
- c) That arrangements are satisfactory for the final Veterinary observation before Cones and a member of the Ground Jury has been allocated to officiate.
- d) That an FEI Steward is available for the bit Inspection and vehicle measurement.
- e) That the whole Arena is fenced off for crowd control. Advertising material, national flags, bunting and all decorations in the Arena are securely fixed against the wind.
- f) That the Course is set up correctly and exactly in accordance with the plan, and that the right hand Cone in single gates and all Cones in a zig zag are marked on the ground.
- g) That all markers are in the correct position and that the start and finish are marked with signs and red and white flags.
- h) Check the measurements of the multiple Obstacles are correct and ensure that the gates are correctly lettered. (NB No multiples allowed in a drive off)
- i) That the Arena Crew and Stewards on the Course have been correctly instructed in setting the distance between the Cones and elements of the multiples according to the specifications for each class.
- j) That the Arena Crew and Stewards are provided with measuring sticks and the dimensions for each class and starting orders.
- k) That the time-keeping equipment is in place and functioning, and that the Judges' box is equipped with a whistle/bell and a stopwatch, and that backup/spare watches are available.
- l) A separate radio channel is available for the sole use of the President of the Ground Jury and Jury member/s in the Arena.
- m) That the Speaker is briefed and the microphone and loudspeakers are working, including the communications in the training area.

- n) That Judges and the Speaker have a starting order indicating the penalty points of each Athlete to date, Course plan and speeds and times.
- o) That the Collecting Ring Stewards have a starting order and are briefed when to allow Athletes into the Arena and if and where Athletes should salute the Jury.
- p) That the prize giving is organised with national flags and anthem tapes available. Commentator and personnel who are presenting awards are briefed and the Athletes made aware of the format of the awards presentation and that awards are available with a well briefed Steward.

### **10.6. During and Post Cones Competition.**

- a) During Cones competition, the Technical Delegate continues to supervise the technical conduct of the competition, including monitoring of the Course Builder and the Arena Crew, the scoring and the operation of the Collecting Ring to maintain the timetable, including the measuring of the vehicles.
  - b) If a drive off is required the new Course must be inspected and agreed by the Technical Delegate. (Athletes are not allowed to walk the Course again)
  - c) On completion of the competition the Technical Delegate in conjunction with the Organising Committee and Chief Steward supervisor the Closing Ceremony and prize giving.
  - d) The Technical Delegate should ensure that the full results are available for Athletes, spectators, Press and the FEI Foreign Judge.
  - e) Ensure that any appropriate travel and Horse health documents are available for Chefs d'Equipe and that any financial items due are collected from Athletes before their departure.
  - f) The Technical Delegate should check that the conditions of the schedule were fulfilled and the FEI Foreign Judge has all the information needed to complete and return FEI reports, National Federation or accident report forms etc. if required.

## THE COMPETITIONS

### General:

Other non FEI-Competitions may be authorised by the FEI Driving Director in consultation with the Chair of the FEI Driving Committee, provided their conditions comply with the requirements set forth in the GRs and in the DRs. Detailed conditions of each Competition must be set out clearly in the Schedule and in the programme of the Event. OCs are not permitted to organise Competitions unless the FEI has approved the conditions according to which these Competitions may be run. The conditions according to which these Competitions may be run must be approved by the FEI in writing.

## 11. DRESSAGE COMPETITION

### 11.1. Dressage

- a) There should be one smartly dressed Steward responsible for opening and closing the Arena and replacing the letter A once the Athletes have entered the Arena. There should be sufficient room (about 10 metres) at A to allow a Four-in-hand a straight entrance into the Arena. The Steward should have radio contact with the President, the Collecting Ring and the Stable Manager.
- b) The maximum number of Athletes to be judged in a day is 45. If the judging is spread over 2 days the split will be as per the draw. The starting times should allow 10 minutes between Athletes for Dressage tests or less for short tests (see list of Dressage tests for driving Events : <http://inside.fei.org/fei/your-role/organisers/driving/dressage-tests>)
- c) It is recommended that a 10/15 minute refreshment break for Judges be included in the timetable after approximately every 10 Athletes.
- d) Each Judge has a writer. Ideally, Judges' sheets should be collected immediately after each test and passed to the Scorers so that the score can be announced after the next Athlete and posted on the scoreboard. If a computer display system for scores is available this is preferable.
- e) There should be a minimum area roped off of 3 meters between the Judges' box and the spectators. Athletes should not drive around the area before or after their test.
- f) Continuous white boards (not chain or rope) should mark the sides and ends of the ring with marker letters positioned 1 metre from the board. A centre line is not required but points X, D and G should be marked with sawdust and renewed during every break. If the ring is to be decorated with small trees or flowers, they should be placed at least one metre from the boards.
- g) Judges boxes designed with weather protection, providing sufficient room for three people to be seated with space for tables and chairs and a computer system (if appropriate), should be placed 5 metres from the Arena boards and with a raised floor.
- h) Spectators should not be able to overlook Judges.

- i) The President of the Ground Jury sits at C and the other Judges normally at R, S, V and P. If there are only three Judges, they will sit at C, P and V. The President of the Ground Jury decide the positions.
- j) The President of the Ground Jury should be provided with a whistle/bell or electronic sound and have radio contact with the T.D., Veterinarian, Collecting Ring Steward and Stewards at A.
- k) A demonstration Dressage test may be driven.

## **12. MARATHON COMPETITION**

### **12.1. General**

- a) Parts of the Course should be closed to motor vehicles if there is any danger of damage to the track. Motor vehicles, motor bikes and bicycles are not allowed inside Obstacle zones.
- b) On occasions it may be appropriate for the OC to grant a dispensation to Athletes with disabilities who need to use ATV motorbikes. The OC should issue a special card in these circumstances.
- c) The whole Course should be checked immediately before the start of the Marathon by the Course Designer reporting to the Technical Delegate.
- d) After the Cool Down area, a weighbridge should be available to weigh the vehicles.
- e) The President of the Ground Jury in conjunction with the Technical Delegate will determine whether all Athletes' vehicles are to be weighed or only a sample chosen at random.
- f) The Steward to be briefed by the Technical Delegate.
- g) The President of the Ground Jury will allocate duties to members of the jury for the Marathon.
- h) All Ground Jury members must have radios.
- i) Score collecting needs to be organised by the Technical Delegate in conjunction with the Chief Scorer. The most efficient system is to have at least 2 collectors on ATV quad motor bikes who pick up the Obstacle score sheets plus the Green Cards from the end of Section B by following every 5th Athlete.
- j) If appropriate, Ground Observer's cards also need to be either collected immediately after each class, or their observations obtained by radio or mobile telephone.
- k) A Marathon score board should be sited near the course.
- l) Minimum 2 bikes per nation are allowed up to 4 maximum with the approval of Technical Delegate.

## 12.2. Layout of the Course

- a) The Course where possible should be varied in character including, roads, tracks, hills, water crossing, woods and open fields.
- b) Rest areas need to be accessible by back up crew without having to use any section of the course. Toilet facilities, water, ice if appropriate, and a Farrier should be present.
- c) The areas should provide some shade and be large enough to accommodate at least three Horses four-in-hands plus the additional motor vehicles used by back up crews.
- d) Section B should be arranged so that the Obstacles are accessible to spectators without too much crossing of the course. The Obstacles themselves should whenever possible make use of natural features.
- e) The distance between the last Obstacle and the end of B should be not more than 300 metres. It is beneficial if this part of the track can be enclosed by rope and that it is possible for the Judge at the end of B to observe this area of the course.
- f) In exceptional circumstances the Technical Delegate may reduce the distance from the last Obstacle to the end of B.
- g) He may also authorise a greater length than 300m in which case a sign must be placed 300m from the end of B to indicate that Athletes must either walk or trot and not deviate from the track.
- h) 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.

### 12.3. Marking the Course

- a) It is the responsibility of the Course Designer to mark the Course with red and white compulsory turning flags (CTF) so that Athletes cannot cut any
- b) Significant corners whilst still allowing them, where appropriate, to have some choice of route.
- c) The Course markers must be numbered consecutively for each section. Directorial yellow arrows should be placed on the right hand side and used after every significant turn of the Course and must also be used to clarify the track.
- d) Caution signs should be placed where appropriate.
- e) The kilometre white markers should be placed in sections A & B.
- f) If the end of a kilometre is reached inside an Obstacle the distance marker should be placed on the post supporting the Red Exit Flag.
  - g) Any other Event directional markers should be marked with black letters on white markers.

### 12.4. Measuring the Course

- a) The total length of the Course must not exceed the distances referred in Art. 960.
- b) Each section of the Course must be accurately measured. When measuring Section B, the distances inside the Obstacle, taking the shortest 2.5m route, should be included in the overall measurement.

## 12.5. The Obstacles

- a) The number of Obstacles should equate approximately to one per km of Section B with a maximum of 8 and a minimum of 5 depending on the star level of the Event, as per Art. 960.2. For Championships there must be 8 Obstacles.
- b) The principle to be adopted in the construction of all Obstacles is that there should always be an alternative route or an easier but longer way round any tight turns.
- c) For Fixed Obstacles, the minimum width of a compulsory gate is 2.50 m. For Heavy Mobile Obstacles, please refer to Art 961.6.2. All 'gates' must be at least 1.30 m high. Description of Fixed, Heavy Mobile and Light Mobile Obstacles are defined in Annex 10 of the FEI Driving Rules.
- d) Up to six gates are allowed per Obstacle, lettered in sequence, marked with red and white letters so that Athletes drive them in alphabetical order.
- e) It is an advantage for both Athletes, Obstacle Observers and spectators to have the letters on the gates marked on the reverse side (in lower case) and marked all round posts or trees.
- f) A maximum number of 24 dislodgeable elements on Fixed Obstacles may be used. Heavy Mobile Obstacles must have one dislodgeable/detachable element each, not counting in the 24. The elements may be of any design, but preferably balls, approved by the Technical Delegate. The cups must be between 45 – 55mm.
- g) The entrance and exit of Obstacle are marked with red and white flags and the number of the Obstacle is placed on the red flag at the entrance. The spectators should be kept at least 20m away from any 'gate' within the Obstacle by barriers. Exceptions are allowed subject to the approval of the Technical Delegate.
- h) Entry and exit gates, ideally using the same gate for in and out, should be placed at least 20m from the nearest lettered gate.
- i) It is important that the construction of the Obstacles is Horse friendly.
- j) Bridges should have a slatted floor for grip that will be safe for the Horses in all weather conditions. Bridges should have a wooden running board fixed at the base of the sides.
- k) Electronic timing is recommended for the Obstacles, and a visual display unit at each Obstacle should be used at Championships.
- l) Constructed water Obstacles should have a depth of not more than 30 cms. Natural water Obstacles should have a depth of not more than 50 cms. A substantial fence must surround water deeper than 50 cms.



## 12.6. The Cool Down Area

- a) The Cool Down Area has been implemented in order to have a constant control on Horses directly after the end of the Marathon Obstacles. No further penalties can be incurred in this area, as the Green Cards have been given back to the Athlete. The only sanction that can be imposed is the Elimination should the Athlete go directly to the Stables and not present their Horse(s) or Pony(ies) between 10 and 15 minutes after the finish of B. The turnouts must walk in this area, but they may momentarily halt (for example to cool the Horses with water) or trot for Welfare reasons.
- b) The track of the Area must be marked with directional arrows on a different colour. The track should not be marked with Compulsory Turning Flags or start and finish flags, as this may be confusing to Athletes.
- c) The Horses or Ponies must be presented between 10 to 15 minutes after the finish of B to an Official (Veterinarian, Judge or Steward). The Horses/Ponies must be presented In-Harness. If the Horses/Ponies are not sufficiently cool, the Athlete will be asked to continue in the Cool Down Area and present their Horses/Ponies again.
- d) The Green Card must be showed and signed to the Judge at the end of the Cool Down to indicate the Athlete has passed this control.
- e) ~~Athletes and Grooms may remove their Helmets and body protectors in the Cool Down area.~~ Grooms may walk besides the Carriage. Supporting Personnel is allowed after the finish of Section B to cool the Horses/Ponies and remove brushing boots and bandages.

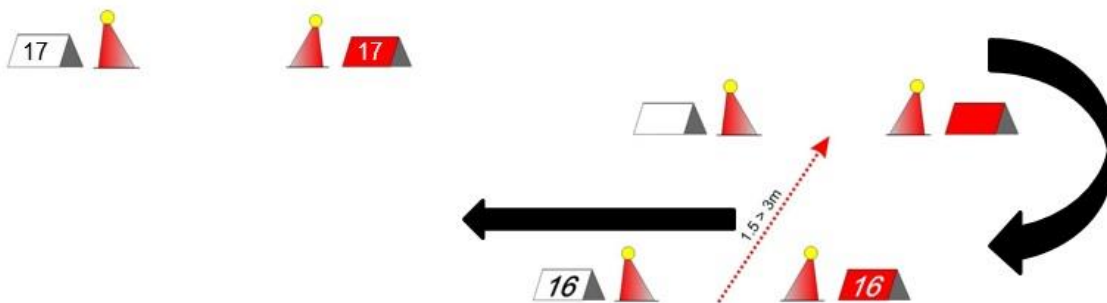
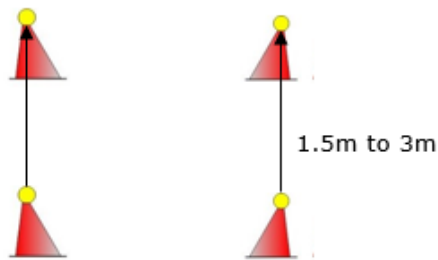
## **13. CONES COMPETITION**

### **13.1. Factors affecting the design of the course**

- a) The Course should make full use of the whole Arena so that all spectators get a reasonably close view of the Athletes.
- b) The track should be built to avoid any damaged ground and the start and finish should be in line with the Judges box.
- c) Not more than three multiple Obstacles excluding water and bridges are allowed. All Obstacles should be visible from the Judges' box.
- d) Electronic timing including a digital display must be used at all Events.
- e) The Start should not be more than 40m and not less than 20m from the first Obstacle. The Finish must not be less than 20m and not more than 40m from the last Obstacle. The last Obstacle and the finish should not be in a direct line with the exit.
- f) A finish that allows Athletes to gallop across the line is entertaining for the public, provided that there is plenty of room and a clear exit to the Collecting Ring.
- g) The positions of the right hand Cone must be marked on the ground to ensure that should it be displaced it can be replaced exactly as before and at the same angle. In zig zags all Cones must be marked.
- h) A pair of Markers (red on the right and white on the left) must be placed no more than 15 cm outside the elements, which form either single, or multiple Obstacles. If practical Obstacle numbers should be placed so that they can be seen as Athletes leave the previous Obstacle.
- i) Red and white markers and Obstacle numbers may be combined on the same board or post.
- j) Particular attention should be paid to objects, such as flapping screens or unexpected bits of equipment that are liable to cause Horses to spook.
- k) The Course should be measured taking into account the track which a Athlete would reasonably be expected to follow depending if the class is for singles or multiples.
- l) If a double box is included in the Course it is likely that up to 30 secs needs to be added to the time allowed.
- m) Where practical the Course design should be such that the direction of the finish allows the next Athlete to be entering the Arena while the previous is finishing.

## n) Oxer in Cone course

- An Oxer will be composed of 2 pairs of Cones in a straight line. The distance between the first set of Cones and the second set will be between 1.5 and 3 metres, at the option of the Course Designer. The Oxer counts as a single Obstacle and the maximum penalty points for knocking down up to 4 balls is 3 penalty points in total. The first set of Cones will have the number of the Obstacle and be marked with red and white flags and the second set of Cones will be marked with red and white flags. This Obstacle will be Judge as a single Obstacle. The Oxer may be crossed. A maximum of five Oxers are allowed in a Cones course. The distance between the two pairs of Cones has to be measured from the balls.
- Distance between the two pair of Cones: minimum 1.5, maximum 3 meters
- The width of the Cones has to be measured from the balls.



### 13.2. Plan of the Course

The plan of the Course must be published at least 2 hours before the competition both on the notice board and in the Collecting Ring at the entrance to the Arena. The plan should also be available to Athletes not less than one and a half hour prior to the competition.

### 13.3. Multiple Obstacles

- a) Multiple Obstacles must be constructed for each class according to the dimensions in the Rules.
- b) The Course may not contain more than three multiple Obstacles which does not include a water Obstacle and a bridge.
- c) For all classes water Obstacles must be at least 3m wide with sloping sides and a water depth of between 20cm and 40cm. Entrance and exit must be flagged A and B. These must be notified in the schedule
- d) For all classes, bridge Obstacles, not more than 35cm above the ground, should have an entrance and exit ramp of 2m each, and the overall length should not exceed 10m. The width must be at least 3m. Open or closed railings are permitted and fan-shaped wings at the entrance are recommended. Slipping slats and side boards should be fitted.
- e) Before construction commences the design should be approved by the Technical Delegate.
- f) If the bridge is of a permanent structure The Technical Delegate may grant an exception.
- g) Show-jumping supports are not recommended.
- h) The elements of a multiple should not touch another element and be between 40 and 60 cm in height.

## **ANNEXES A: CHECKLISTS /REPORTS**

The following checklists/reports may be removed or reproduced for use at any Event.

These have been proven in the field and satisfy the required recording of information for their intended purpose.

Once completed, the Technical Delegate shall provide copies to the Organising Committee, President of Jury and FEI. Subsequent meetings shall first review outstanding items for progress.

**ANNEX A1. TECHNICAL DELEGATE'S FIRST VISIT**

#	Action Item	Comments	Person Responsible	Date or Deadline
1	<b>Meeting with OC</b> -Budget -Logistical programme -Schedule			
2	<b>General layout of site</b> -Stabling -Accommodation -Catering -Toilets -Water -Lighting & Electrical -Spectator/Sponsor facilities -Press & Conference facilities -Parking / traffic flows			
3	<b>Safety</b> -Police -Fire protection -Traffic control -Parking -Local regulation			
4	<b>Medical/Veterinary</b> -Medical Team proposals -Veterinary Team proposals -Hospital accessibility -Medical & Veterinary			
5	<b>Administrative Services</b> -Office space -Office personnel -Copy service -Phone/Fax connections -Internet connections -Translators -Security			
6	<b>Site planning</b> -Athlete parking -Stabling -Warm-Up areas -Dressage Arena -Cones Arena -Public parking -Crowd control -Spectator viewing tribunes -VIP reception, access -Public address systems -Catering-Athlete/public -Trade stand areas			
7	<b>Marathon</b> -Start/finish for each section - Halt area -Sites for Obstacles -Proposed designs -Accessibility			

## ANNEX A2. TECHNICAL DELEGATE'S SECOND VISIT

#	Action Item	Comments	Person Responsible	Date or Deadline
<b>1</b>	<b>Review progress of prior visit</b>			
<b>2</b>	<b>Equipment and signs</b> -Timing equipment -Communications -Equipment -Course markers -Cones, balls, numbers			
<b>3</b>	<b>Marathon route</b> -Course -Rest areas -Map to Rest Area			
<b>4</b>	<b>Marathon Obstacles</b> -Construction progress -Completion material on site			
<b>5</b>	<b>Personnel</b> -Named and confirmed -Translators -Computers, printers, supplies -All in place			
<b>6</b>	<b>Horse Inspections</b> -Designated areas and -Layout -Footing for First Inspection -Security for passports -Handling paperwork			
<b>7</b>	<b>Training &amp; Collecting Rings</b> -Location, size -Letters for Dressage Practice -Cones for practice			
<b>8</b>	<b>Exercise areas</b> -Marathon exercise track -Large open area			
<b>9</b>	<b>Dressage &amp; Cones Arenas</b> -Confirm with FEI Rules -Check other activities -Entrance clearances			
<b>10</b>	<b>Opening and Closing</b> -Finalise plans & Stewarding -Prize giving ceremonies -Awards arranged and confirmed			
<b>11</b>	<b>TV &amp; Media</b> -Facilities for Press -Broadcast coverage -Winner interviews			
<b>12</b>	<b>Organising Committee</b> -Financial arrangements -Areas of concern ongoing			

## ANNEX A3. TECHNICAL DELEGATES THIRD & FINAL VISIT

#	Action Item	Comments	Person Responsible	Date or Deadline
1	<b>Review progress of prior visit</b> - -			
2	<b>Approve Marathon course</b> -Clear Course markings -Confirm measurements -Note alterations required			
3	<b>Finalise Course Inspection and transportation required</b> -Timetable for Jury -Timetable for Chefs d'Equipe -Timetable for Athletes			
4	<b>Ensure personnel arrangement</b> -Availability and confirmation			
5	<b>Check transportation arranged</b> -Officials -Volunteers			
6	<b>Check Dressage Arena marking</b> -Arena dimensions -Judges boxes weatherproof -Required equipment			
7	<b>Meeting with FEI Steward</b> -Check Collecting Rings -Exercise & Warm-Up rings -Ceremonies			
8	<b>Check Opening and Closing Ceremony details</b> -			
9	<b>Check stabling facilities</b> -Stable Manager -Availability of fodder -Isolation stable location -Washing facilities -Security arrangements			
10	<b>Check weighbridge</b> -Schedule for test weighing			
11	<b>Meet the Veterinary Team</b> -Contact and Meet			



	-Confirm all Veterinary matters			
<b>12</b>	<b>Meet the Medical Team</b> -Contact and Meet -Confirm emergency procedures			
<b>13</b>	<b>Information distribution to Chefs d'Equipe</b> -Routes to exercise area -Obstacle diagrams -Course maps -Social functions			
<b>14</b>	<b>Approve Obstacle-Cones plan</b> -Availability of materials -Measurements for each class -Map for distribution			
<b>15</b>	<b>Check Officials accommodations</b> -Catering facilities -			
<b>16</b>	<b>Check scoring Office</b> -Accommodation -Access for score runners			
<b>17</b>	<b>Chef d'Equipe meetings</b> -Arrangements for Draw -Printed materials -Schedule			
<b>18</b>	<b>Check Event materials</b> -Mailboxes -Paperwork -Stopwatches			
<b>19</b>	<b>Attend technical and administrative meetings</b> -Arrange Meetings -Attend Meetings			
<b>20</b>	<b>Check media facilities</b> -Press room/ Internet -TV media/photo access -Athlete interviews			
<b>21</b>	<b>Check all public facilities</b> -Obstacle safety barriers -Access to tribunes -Toilets -Catering			
<b>22</b>	<b>Check timetables and briefing arrangements</b> -Obstacle Observers -Ground Observers			

	<ul style="list-style-type: none"><li>-Section Timers</li><li>-Score Collectors</li><li>-Timekeepers</li><li>-Chef d'Equipe meetings</li></ul>			
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## ANNEX A4. CHECKLIST PRIOR TO DRESSAGE COMPETITION

#	Action item	Ready	Corrective action Required/Taken
<b>1</b>	<b>Exercise and Dressage Arena access</b> -Pedestrian crossings marked -Safety fencing in place		
<b>2</b>	<b>Dressage Arena</b> -Letters in place, 1 metre from boards -Judges box back 5 metres -Table and chairs in boxes -Radio, whistle/bell in box at C -X and G suitably marked -Spare marking material available		
<b>3</b>	<b>Stewards in place</b> -Supervise Warm-Up areas -Collecting Ring -Checking bits -Measuring wheels		
<b>4</b>	<b>Running Orders</b> -Available with revisions noted -Withdrawals		
<b>5</b>	<b>Judge's writers</b> -Briefed -Transportation -Paperwork		
<b>6</b>	<b>Scoring Office</b> -Operational		
<b>7</b>	<b>Score Collectors</b> -Briefed -Transportation		
<b>8</b>	<b>Public scoreboard</b> -Ready for updating		
<b>9</b>	<b>Communications</b> -Medical Team -Veterinarian -Farrier -Judge at C and T.D.		
<b>10</b>	<b>Public address</b> -Commentary ready -Background music		
<b>11</b>	<b>Refreshments</b> -Ground Jury -Stewards		

## ANNEX A5. CHECKLIST PRIOR TO MARATHON COMPETITION

#	Action item	Ready	Corrective action Required/Taken
<b>1</b>	<b>Course check</b> -Confirm required changes completed -Confirm marking and measurements		
<b>2</b>	<b>Timetables</b> -Withdrawals are noted		
<b>3</b>	<b>Crowd barriers</b> -In position		
<b>4</b>	<b>Time clocks</b> -Synchronised		
<b>5</b>	<b>Timekeepers, Ground Observers, Obstacle Judges</b> -Briefed and given paperwork -In place and ready		
<b>6</b>	<b>Weighing facilities</b> -In place at end of Cool Down -Stewards briefing		
<b>7</b>	<b>Stewards</b> -In place at start, rest areas, crossings		
<b>8</b>	<b>Four-wheel drive transportation for:</b> -Ground Jury -Medical Team -Veterinarian staff -VIP, OC and Sponsors		
<b>9</b>	<b>Emergency in position/ communications</b> -Medical Team -Veterinarians -Farriers		
<b>10</b>	<b>Water / ice available</b> -In halt area -At end of Section B		
<b>11</b>	<b>Rest Area</b> -Vehicles available -Access on off-track routes -Transport for Officials to Rest		
<b>12</b>	<b>Score Runners</b> -Briefing on access routes Vehicles		
<b>13</b>	<b>Route amendments if necessary</b> -Posted on Notice Board -Posted at Start of Marathon -Chefs d'Equipe notified		

## ANNEX A6. CHECKLIST PRIOR TO CONES COMPETITION

#	Action item	Ready	Corrective action Required/Taken
<b>1</b>	<b>Information</b> -Map, distance, time allowed checked -Distribute to Officials, Stewards -Post on Notice Board & Collecting Ring		
<b>2</b>	<b>Drive-off</b> -Course, speeds and widths confirmed		
<b>3</b>	<b>Final Veterinary Observation</b> -Confirm arrangements -Member of Ground Jury to be present		
<b>4</b>	<b>FEI Stewards</b> -Available for bit Inspection -Available for Measuring		
<b>5</b>	<b>Crowd and safety barriers</b> -In place		
<b>6</b>	<b>Cones positions</b> -Checked in accordance with map -Each Cone position is spray painted		
<b>7</b>	<b>Flags and markers</b> -In correct positions		
<b>8</b>	<b>Multiples</b> -Correctly measured and lettered		
<b>9</b>	<b>Stewards and Arena Crew</b> -Briefed with orders of start		
<b>10</b>	<b>Measuring equipment</b> -Checked		
<b>11</b>	<b>Timekeeping equipment</b> -Checked with backup stopwatches		
<b>12</b>	<b>Advertising material</b> -Secure from unexpected wind gusts		
<b>13</b>	<b>Announcer</b> -Available in public & Warm-Up areas -Equipment check		
<b>14</b>	<b>Current standings</b> -Available to Jury and Announcer		
<b>15</b>	<b>Collecting Ring Stewards</b> -Briefing with Running Orders -Radio communication		
<b>16</b>	<b>Prize giving ceremony</b> -National flags and anthem tapes -Presenters briefed -Presentation plan posted		

## ANNEX A7. DURING AND POST- CONES COMPETITION CHECKLIST

#	Action item	Ready	Corrective action Required/Taken
<b>1</b>	<b>Continuing supervision</b> -Monitoring Arena Crew -Monitor Collecting Ring operation -Monitor scoring -Monitor Vehicle measuring		
<b>2</b>	<b>Drive-off(if required)</b> -Inspect and approve revised course		
<b>3</b>	<b>Closing ceremony</b> -Overall supervision		
<b>4</b>	<b>Final results-ensure availability for:</b> -Athletes -Spectators -Press -FEI		
<b>5</b>	<b>Equine documentation</b> -FEI Passports and clearance papers -Event financial obligations settled		
<b>6</b>	<b>Schedule</b> -Confirm conditions were fulfilled -Complete and return FEI Reports -File NF reports as required		

## **ANNEX A8. PRIZE-GIVING CEREMONIES AT CHAMPIONSHIPS**

### **Protocol**

#### **Preparation**

- 1) The prize distribution table is prepared before the end of the last class.
- 2) The podium and the prize distribution table are to be positioned.
- 3) Flags and anthem for the medal/winning Athletes/Team are prepared.
- 4) Area for photographers is prepared.
- 5) The Presenting Party is informed of where to be positioned before entering the Arena.
- 6) Chef d'Equipes must be informed at a meeting or through the Show Office about the procedure of the Prize giving ceremony.
- 7) A person will be appointed by the organizing committee to perform the following:
  - a. Have the ribbons placed on all Horses attending the prize giving ceremony.
  - b. If the best Horses get special blankets, to give them to the Athletes/Grooms before the ceremony so that they can put them on their Horses.
  - c. To act as host/hostess and ensure the FEI medals are placed on a tray and are ready for the FEI Representative to distribute.

#### **Composition**

The composition of the line-up at the Prize-Giving Ceremonies will be as follows:

FEI representative (if any) – Title Sponsor (if any), Presenting sponsor, Show Sponsor, President of the Organizing Committee.

In addition the following may also assist: Royalty, President of the National Federation, Members of the Government (max. two) and the Mayor of the city.

**Arena set-up**

1. The podium will be placed in the centre of the Arena, or in another suitable position; the podium should face the audience (Honorary Box if available) and photographers.
2. The prize-giving table is positioned.
3. Flags for the three medal winners and Anthem for the Gold medal winner are prepared.
4. The Presenting Party and the hostesses enter the Arena and line up in prepared position. The Presenting Party will be FEI representative, President of the Organizing Committee and sponsors (if applicable).

**Photographers**

1. The photographers are placed in the Arena and their movement is restricted to a specific area. This area will afford them the possibility of excellent photographs of the presentations to the winner and the placed riders.
2. The official photographer is permitted to be roaming during the prize giving ceremony.

**Presentation**

1. The announcer invites all nations to enter the competition circle for the Prize Giving Ceremony and the nations will each be placed on the circular arch from the central line, behind the Podium.
2. The announcer introduces the presenters.
3. Announcement of Bronze medal winners.
4. The Bronze medallists enter the podium.
5. Announcement of Silver medal winners.
6. The Silver medallists enter the podium.
7. Announcement of Gold medal winners.
8. The Gold medallists enter the podium.
9. The hostess and the prize giving assistant are carrying the medals to the FEI representative. The Bronze medallists are given the medal first, then the Silver medallists and then the Gold medallists.



10. The FEI representative returns to the Presenting Party line. The National Anthem of the Gold medallists is played, at the same time the three flags are raised. Everyone turns towards the flags.
11. After the National Anthem the President of the Organizing Committee and the other Representative congratulate the medal winners with stable plaques and/or Flowers, Honour Prizes, etc.
12. Time for taking pictures, the medallists remain on the podium.
13. If an Athlete is unable to attend the Prize Giving Ceremony and somebody is to accept the medal on their behalf the medal should never be placed around the neck of the representative, simply handed to them.
14. Once all the medals have been presented the FEI Representative returns to his/her position accompanied by the host/hostess and the National Anthem of the winning Athlete/Team is played. At the same time the three flags are raised.
15. Victory lap of honour by the best Athletes.