FEI SPORTS FORUM

FEI Working Group on Officials
Introduction

Timeline

• 4-5 April 2016, Sports Forum Panel on Officials
• August 2016, FEI Officials Working Group established
• October 2016, FEI Officials Survey conducted
• Total of 16 Working Group meetings (5 in-person meetings)
• 11-12 April 2017, Presentation of preliminary findings and recommendations at Sports Forum and FEI Bureau.
• 18-21 November 2017 presentation to GA and FEI Bureau.
• 26-27 March 2018 Update Sports Forum
13 Recommendations
Introduction of a single Code of Conduct for all FEI Officials.
FEI Officials’ Code of Conduct

As an FEI Official I undertake to respect all FEI Rules and Regulations at all times, and in particular the FEI Code of Ethics and Conflict of Interest Policy and the FEI Code of Conduct for the Welfare of the Horse.

I am aware that I am a representative of the FEI while officiating at any FEI Event (hereinafter the “Event”). I am also conscious of my role as an authority and of the associated obligations to have adequate knowledge of the principles of equestrian sport and the relevant FEI Rules and Regulations, and to apply them at all times in a fair and consistent way.

I will fulfil all FEI requirements (including maintaining the necessary qualifications) relevant to each Event to which I am appointed.

While I am officiating:
- I will act in an appropriate and respectful manner towards humans and animals, paying constant attention to their safety and I will carry out all duties in a professional manner.
- I will refrain from consuming alcohol and I will not use any substances and/or medications that would impair my judgement.
- I will not compete at the Event.
- I will be willing to answer the questions of stakeholders (including but not limited to Athletes, Owners and Trainers, Organisers, Grooms and my colleagues). I will take the time to politely and objectively explain my decisions where possible.
- I will be familiar with all the relevant FEI Rules and Regulations and will be well prepared for every Event.
- I will cooperate with the Organiser of the Event and with my colleagues.
- I will be punctual and dress appropriately.

I commit to avoid any actual or perceived conflict of interest. A conflict of interest is defined as any personal, professional or financial relationship, including relationships of family members that could influence or be perceived to influence objectively when representing or conducting business or other dealings for or on behalf of the FEI.

I will maintain a neutral, independent and fair position towards Athletes, Owners, Trainers, Grooms, Organisers, other Officials and stakeholders. Financial and/or personal interests will never influence my officiating duties and I will spare no effort to avoid any such perception.

I will not engage in nationalistic judging.

Activities that lead or may lead to a conflict of interest when officiating at an FEI Event include but are not limited to:
- Acting as a Chef d’Equipe or being responsible for selecting teams and/or individuals or training Athletes within a NF present at the Event, if the teams and/or individuals participate in a competition falling within the level and age group of the authority of the Official.
- Being the Owner/part-Owner of a Horse taking part in a competition that I am officiating at.
- Being in a situation of financial dependence or gaining financial profit from participating Owners, Athletes, Trainers or Organisers (excluding any payment(s) permitted under the FEI Rules and Regulations, such as per diems). The same rule applies with regard to National Federations or other organisations involved in the Event, if the dependence or gain is a regular employment. Employees of participating National Federations cannot act as President of the Ground Jury, President of the Appeal Committee, Chief Steward, Veterinary Delegates, or Course Designer at Official International Events, International Championships and Games.
- Having a close personal relationship with an Athlete competing in a competition at which I am officiating at.
- Having treated a Horse competing in a Competition that I am officiating at.

On becoming aware of a potential Conflict of Interest I undertake to promptly notify the FEI HQ (or where the conflict only arises and/or is identified on-site, the President of the Ground Jury) of any of the above or other possible conflicts of interest or circumstances that may be perceived as such.

Conflicts must be avoided whenever practicable. However, conflicts may be linked to experience and expertise that is necessary to qualify Officials. The specific balance between conflict and expertise is regulated by the General Regulations and the relevant Sport Rules.

In the course of my duties or when representing the FEI I will refrain from making any public statements, including to the media or in social media, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias.

I will not place bets on Athletes and Horses competing at FEI Events or otherwise receive any financial or other gain as a product of a particular result.

The breach of any obligation assumed under this Code of Conduct and/or any breach of the FEI Rules and Regulations may lead to any of the following sanctions stipulated in the FEI Rules:
- Warning letter
- Obligation to attend an FEI course and/or to pass an exam
- Fine
- Suspension from officiating duties (provisional or for a stated period of time)
- Removal from the relevant and appropriate FEI lists of Officials.
- Any other sanctions as stated in the relevant FEI Rules or Regulations.
Introduction of job descriptions with check lists for all FEI Officials.
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Legend:
- Green: Ready
- Orange: In Progress
- Red: No JD
## Recommendation 2

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### Legend
- **Ready**
- **In Progress**
- **No JD**

### Source
- [FEI Sports Forum](https://www.fei.org/sports-forum)
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Recommendation 2

**PE-DRIVING**
2* Judges
3* Judges
4* Judges
5* Judges

Stewards L1
Stewards L2
Stewards L3

**VETERINARIANS**
Official Vets
Testing Vets
Testing Technicians
PTV (Permitted Treating Vet)
PET (Permitted Equine Therapist)
EVT (Endurance Treatment Official)

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Ready
In Progress
No JD
Draft Job Description – President of the Ground Jury (Jumping)

**JOB DESCRIPTION**

**Job Description:** FEI Level 4 Jumping Judge - President of the Ground Jury

**Job Title:** FEI Level 4 Jumping Judge

**As President of the Ground Jury of CSI*/CSO 1*-5*; CSI* 1*-5*; other Championships according to Appendix A:**

**Job analysis:**
- The FEI President is responsible for the running of the competitions according to the FEI Rules and Regulations and the conditions of the approved schedule.
- In order to achieve this, the FEI President will encompass the technical running of the competition as indicated in the key responsibilities below.

**Profile:**
- To have read and to agree to adhere to the FEI [official]’s Code of Conduct.
- To have attended FEI Referee Courses.
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Draft Job Description – President of the Ground Jury (Jumping)

- Managing protests and appeals
- Before the start of the first competition
  - Meet with, discuss:
    - OC/Event Director
      - Organization of technical meetings if required
      - Information about key responsible people within OC
      - Emergency contacts (who within the OC to get in touch with in event of accident etc)
      - Event timetable
      - TV requirements
      - Clarification of schedule if required (special classes, discrepancies)
      - Awards and presentation protocols
    - Show Office
      - Clarification of schedule if required
      - Declarations (including late entries)
      - Draws
      - Qualification procedures (inc pre-qualified entries
      - Compliance with FEI entry system
      - Compliance with FEI regulations
      - Collection of wall charts/track
      - Availability of cross rijit tickets and course plans for officials
      - Substitutions and change of riders
    - Master list (s)
  - The Foreign Judge
    - To clarify any questions arising from the schedule
  - Chief Steward
    - Organization of the Horse Inspection
    -马判 (contingent andLEASE judge in each competition where degrad & Bandage Control takes place
    - Boot & Bandage Control
    - Foot Check
    - Farmer
  - Course Designer(s)
    - Rules for ground maintenance during competitions
    - Jump-offs
    - Measuring the course
    - Sponsor fences
    - Use of natural obstacles
    - Judging issues (closed combinations, faulty elements etc)
    - Specific course requirements for certain competitions
  - Veterinary team
    - FEI Veterinary Delegate/Commissioner
    - Home Inspection
    - Passports
    - Veterinary Service Manager (VSM)
    - Treating Vets (s)
    - Testing Vets
    - Livestock Veterinary Vets
    - Home Inspection
  - Jury Box team
    - Timekeeper
    - Commentator(s)
    - Ringmaster

Draft Job Description – President of the Ground Jury (Jumping)

- Checking the venue
  - Safe arena
  - Practice arena(s)
  - Competition arena(s)
  - Jury box
  - Holding meeting with the GI members and, if necessary, other Officials
  - Judges rotation
  - Schedule
  - Most recent version
  - Clarifications
  - Checking of all results and distribution of prize money
  - Organization of the jury boxes
    - Set up and optimization of layout
    - Correct function of bell and timing start/stop button
    - Visibility of the competition arena from the jury box
  - Before the start of each competition
    - Court with
      - FEI
      - GI members involved in the competition
      - Course Designer or his designated assistant
      - Discuss judging related issues with Course Designer and GI
      - Check visibility of all obstacles from giddy box
      - Remind GI of any timetable requirements for Competition (raw)
      - Assist GI members for unforeseen general duties
    - During each competition
      1) Filling the competition, refer to "Jumping Judge: Key responsibilities" along
      2) Provide judgement of the course or the animal that are not part of the competition in particular and the Event in general
    - After each competition
      - Ensure that all rights and prize money distribution have been checked
      - Don’t be late! If there’s another class

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24/03/2018 12:41 am L4 JI FGI for Sports Forum  Page 4
Recommendation 2
Recommendation 2

FEI Jumping Chief Steward’s check list

- Lumping
  - Dedicated arenas?
  - Dedicated times?
  - Lumping & Fallow taking place at same time in same arena (NB this should NOT happen)
- Who may school in Pony, Children, Juniors, Young Riders and U-12* (*FEI) competitions or events
- Use of social media by stewarding team members
  - Explain what should be discouraged (eg selfies with athletes) in order to preserve perception of integrity and independence
- Work relations of team – distribution of updated duty rosters
  - Punctuality and explanation of rotation system
  - Breaks and meals?
- Logistics and positions including
  - Arena staging
  - Stable Stewarding
  - Day stewarding
  - Night stewarding
  - Boot & bandage control
  - Head boot check
  - Media?
  - Vet assistance?
- Control of transit areas (eg from stables to arenas, arenas to competition arenas)
  - Explanation of expectations and requirements
  - Incident reporting procedures
  - Any other information relevant to the specific event

2. Check list for Jumping Chief Steward’s duties in single discipline CCI/Ds

General
- Create duty rosters for team
- Create timings for use of all practice areas, include lumping availability
- Complete and send Chief Steward’s report and annexes to FEI within 14 days of event

Preparation of arenas/arenas
- Horse Inspection
  - Identification of location including where to run holding box
  - Notification requirements for correct setup and running of Horse Inspection
  - Preparation of ground with holding areas
  - Number of lanes and their preparation
  - Tables, chairs
  - Boxes for collection of passports
  - How
  - Management of stalls and difficult horses
  - Dismantling of area when Horse Inspection is finished
- Warm-up arena
  - Number and type of obstacles and all relevant obstacle material

Meetings & items to be addressed

- Event Director
  - Specific requirements of stewarding team (eg involvement in prize giving)
  - General information on event relevant to stewarding team and duties
- Foreign Steward (if appointed)
  - Information regarding event and/or team members
  - Establish reciprocal expectations, requests, requirements
- Grounds Manager
  - Boot & bandage control plan
  - Head boot check plan
  - Reporting protocol in the event of irregularities/incidents
- Foreign Judge
  - Identify time for stable tour
  - Inform of any changes/additions to stewarding team not reflected in approved schedule
- FEI Veterinary Delegate/Commission
  - Boot & bandage control plan
  - Use of treatment boxes
  - EADOMP requirements
  - Procedure to follow in event of incidents during Boot & Bandage or other control (eg horses bleeding from nose or mouth, injuries to legs etc)
  - Information concerning horses being treated and used forms
  - Requirements of stewarding team in event of emergencies in stables, practice or competition arenas
  - Method of contact (radio?)
- Veterinary Services Manager
  - Use of treatment boxes
  - Location of Treatment vans during competition
  - Daily arrival & departure times
  - Emergency number(s)
- Feeding Veterinarian to establish any requirements
- Exercising Veterinarians to establish any requirements
- Medical team
  - Location during competition
  - Location of out of competition times
  - Eventual emergency protocol
  - Method of contact (radio?)
  - Daily arrival & departure times
  - Emergency - contact
- Stable Manager
  - General & licensing times
  - No strapping policy
  - Policy of signage and information board in stable area
  - Stable issues and list of allocated boxes
- Secretary/Manager
  - Access to policy
  - Access to restricted areas according to type of accreditation
  - MHP Register
  - Access to internal to ensure correct transfer of information
  - Stable night CCTV team
  - Times of operation and location of operators
  - Access to restricted areas where CCTV is operative
  - Introduction of night Stewarding personnel
- Rider
  - Location during competitions and Horse Inspection
  - Daily arrival & departure times
  - Contact details
  - Method of contact (radio?)

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## FEI Jumping Chief Steward's Check List

- **Press/Media manager**
  - Requests for media to enter stables or timing of any VIP tours.
  - Timing of media/VIP access (when and for how long).
  - Procedure for handling media found in stables without authorization or unaccompanied.
  - Media access to practice arena(s).

- **Ringmaster**
  - Flow from practice arena(s) to in-gate.
  - Announcements of tack, hind boot or boot & bandage controls.

- **Course design**
  - Set-up of warm-up arena(s) (wings, poles, safety cups, flags).
  - Spare material if needed (poles, safety cups, flags).
  - Quality of material for practice arena(s).
  - Availability of water tray (avonpost).
  - Building of course plans in practice arena(s).

- **Riders**
  - Timings of footing breaks.
  - Availability of sales or personnel.
  - Preparation of footing for Horse Inspection/re-inspection.

## Chief Steward’s Report

- Information required for completion of report.
Recommendation 3

Develop a competency-based evaluation system with the goal of replacing the age limit.
• Will vary from Discipline to Discipline and role to role. Discipline controlled.
• Based on Capability:
  – Performance - Measured through peer review. Check list, behaviors.
  – Knowledge - Measured through peer review and refresher course.
  – Physical abilities - Measured in real time, peer review and self assessment. In future, possible certification for mobility, eye-sight etc.
  – English language skills - Appropriate to role, peer review and on-line diagnostics.
• Establish specific, cross-discipline working group. Trial in 2019.
To have an FEI-controlled rolling education calendar.
Principles (based on close collaboration NFs – FEI)

- NFs communicate their needs to FEI.
- NF statistics serve as planning tool (134 spreadsheets).
- FEI creates courses (mutually agrees where, when).
- FEI allocates course venues.
- FEI appoints and pays Course Directors.
- Organisation of education under cost efficiency considerations.
- All disciplines to be enabled delivering education with same quality.
- Initiate programme in 2018.
To improve the quality of the education material and course delivery.
- All courses based on syllabi
- All course syllabi based on job descriptions
- All Course Directors use standardized material
- Departments will have budget to produce state of the art course material (FEI owned).
- Course delivery will be monitored.
- Horsemanship education on FEI Campus.
- Potential to reduce course delivery length.
FEI to establish a new Course Director education program and funding.
For the first time FEI will provide funding for Course Director Education.

Course Directors can now:

- Be evaluated and educated before being nominated
- Be paid by FEI
- Be paid the same amount across all disciplines
- Can meet on a regular basis in order to discuss course delivery and material
Re-structuring of the Veterinary Education System 2015–2018

Göran Akerström, Veterinary Director
2015-2016 – Analysis and Planning

• FEI Veterinarians’ Status Review - Extraction from Database (Excel)
  – Assessment of the situation, statistics, needs for education
  – Gain control, build trust
  – Support the NFs’ work
  – Compliance
  – Clean the list: quality vs. quantity (goal: all vets up-to-date by 31.12.2016)
  – Planning tool, support the new education system
2015-2016 – Analysis and Planning

- Roadmap presented to the Veterinary Committee
  - FEI Veterinarians’ Role Review, job descriptions
  - Proposals on mentoring, promotion, evaluation, status maintenance, career progression
  - Vet role to syllabus (needs for basic or specific/advanced education, online vs. on site courses)
  - Course administration and organisation (application, deadline, directors, minimum requirements, number of participants, evaluation, etc.)
  - Course contents (hands-on training, scenarios, problem-solving, team work, communication, crisis management, media training, discipline specifics)
  - Renewal of the Course Directors’ pool (application- language skills, IT skills, academic qualification, clinical experience, oversees experience, teaching experience, officiating experience, etc.)
2017 – Implementation

• Course Directors
  – Nomination of the new pool, objective criteria
  – Course Directors’ meeting, work on course objectives, scenarios and material; trainings on media and teaching adults
  – Appointed to the courses by the Vet Department, flights booked by CWT, fees paid by FEI after completion of all paperwork, evaluation.
2017 – Implementation

- Courses
  - Deadline for course application set to 20 January 2017 (later submissions accepted)
  - Courses allocated by Vet Department (geographic distribution, needs)
  - Calendar published on 01 March 2017
  - Participant registrations processed and checked by Vet Department (max 25 participants for 1 Course Director)
  - Sign-in sheets, participant toolkit, evaluations
  - New course material (“a day in a VD’s life”, more practical and scenario-based)
  - Harmonised course delivery
2018—Consolidation

• Course Directors
  – Course Directors’ meeting; review and improve material; further training on teaching methods

• Courses
  – Deadline for course application to 15 February 2018 (no exceptions accepted)
  – Reviewed course material to reflect the 2018 Vet Regulations

• Education System
  – Publish the education system for the various types of FEI Veterinarians
  – Implement a new system for mentoring and evaluating candidate Official Veterinarians
All Disciplines should make extensive use of the new e-Learning platform FEI Campus.
3'120 registered users
From FEI 27%
Outside FEI 73%

72% female
28% male

Top NFs
GBR
AUS
USA
GER
ITA
FRA
Plan for 2018

Language Training
Complemented by:

Equine Glossary with about 1200 terms
WELCOME TO FEI CAMPUS
Certified learning from the FEI anywhere, anytime

On the FEI Campus you can:

- ACQUIRE new knowledge and obtain an official certificate.
- CONNECT to tutors and peers at the touch of a button, from any device.
- EXCHANGE with an international panel of FEI-accredited experts.
Compulsory NF recommendation only upon entering first level of FEI qualification.
Recommendation 8

• Letter of recommendation only required during transition from national to international level.

• No NF confirmation required for higher levels of qualification.

• If more candidates from one NF than FEI can accept: NF to be asked.

• Application for promotion courses to be submitted by NF or Official. FEI to inform NF, so NF can object (with good reasons).
FEI to establish a common fund to support developing Officials in getting more officiating experience.
Recommendation 9

**Officials Development Fund** *(replacing Exchange Programme and GEP)*

- Helps FEI Officials financially in getting more experience in areas where there are few or no events.

- It allows FEI to subsidize travel, accommodation and other costs.

- Additional Discipline specific criteria may apply.

- Fund will be distributed proportional to the number of functions a department administers.
Officials Development Fund (ODF) for FEI Officials

The FEI recognizes the need for FEI officials to gain experience through officiating at events in a higher level than those being available in their own country. To enable National Federations to encourage the entry of their FEI officials into the FEI’s International Junior Programme, the FEI has a programme called the "Officials Development Fund (ODF) for FEI Officials".

The ODF is available for FEI Officials at FEI Level 1 or above. Each FEI Discipline Committee will contribute to ODF funds and may decide to implement additional criteria.

The renumeration must be paid on the official application form (available on the main page of the FEI website under "Officials Development Fund (ODF) for FEI Officials"

The applicants must submit the application to the respective FEI Discipline Committees, as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Eireland, John Smith</td>
</tr>
<tr>
<td>Contact</td>
<td>John Smith,</td>
</tr>
<tr>
<td>Email</td>
<td><a href="http://www.fei.org">www.fei.org</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>0123456789</td>
</tr>
</tbody>
</table>

The purpose of the process to be followed:

**Step 1** The applicants should contact the FEI Discipline Committee (FDC) of the event they wish to gain experience from, and they must notify the FEI official for the particular event.

**Step 2** The FDC will provide the contact details of the FEI official.

**Step 3** Where the applicants get a positive response about officiating at the event, the applicant should communicate the various aspects – arrival, meals, accommodation, etc. and the fees and costs in the application form.

**Step 4** The application must be sent to the FDC along with the application form and communication costs. The FDC should decide on the application and communicate the decision to the applicant within ten days.

**Step 5** The applicants should arrange for the travel and accommodation and also on the fees and complete the details in the application form. The FDC should approve the application.

March 2018

Officials Development Fund (ODF) for FEI Officials

Application Form

Please submit a self-addressed application form. The application will be considered.

1. First Name: John Smith
2. Last Name: Smith
3. FEI Code: 123456
4. Admissions Office: Smith

5. Contact details of applicant:
   - Email: john.smith@fei.org
   - Telephone: 0123456789

6. Discipline:
   - Dressage
   - Driving
   - Eventing

7. Category of official:
   - Dressage
   - Eventing

8. Letter of motivation

9. Level: Level 2, Level 3, Level 4, Level 5

10. Please complete the table below, providing information about all the events requested in points 1-9 above:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Date</th>
<th>Officiating as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equestrian</td>
<td>Equestrian</td>
<td>Event 1</td>
<td>FEI Official</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Accommodation</td>
<td>Event 2</td>
<td>FEI Official</td>
</tr>
<tr>
<td>Meals</td>
<td>Meals</td>
<td>Event 3</td>
<td>FEI Official</td>
</tr>
<tr>
<td>Drinks</td>
<td>Drinks</td>
<td>Event 4</td>
<td>FEI Official</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FEI to introduce “rotation” for FEI Officials at FEI events.
• Certain Disciplines already effect rotation.

• Disciplines will evaluate the needs for rule changes in order to encompass rotation.

• IT involvement is required, in order to develop a system that automatically flags a need for rotation within the preparation of the schedule.
Recommendation 10

Jumping  rotation applied but not in rules
Eventing  Ground Jury / TD rotate
Dressage  Ground Jury rotates
PE Dressage proposal to add rotation in 2019
Endurance  no rotation
Driving  Judge / TD /CD rotate
Vaulting  proposal to add rotation in 2019
Reining  no rotation / will be discussed in May 2018 with TC
Veterinarian rotation applied
Recommendation 10

- One person in the Stewards’ team and one in the Judges’ team should rotate every year among the officials’ team invited by the OC.

- In Jumping, an individual, having served 5 consecutive years in an officials’ team for an event would be ineligible to serve on either the Stewards’ or the Judges’ teams for a period of two years.

- This 5-year limit will not be implemented for a period of 5 years at CSI/CSIO 5* level, to allow development to occur.
FEI to create a “Development Pool” for FEI Officials.
Definition

- Judges and Stewards who have not had more than 5 officiating opportunities in the previous 12 months, or who have been promoted in the last 12 months.

- To create educational opportunities in $1^* \rightarrow 4^*$ events in Jumping. Similar application in other disciplines.

- One member of the Judges’ team and one of the Stewards’ team will need to be from the “FEI Development Pool”.

- An App will help to show the FEI Officials seeking appointments to vacancies (self nominated).
FEI to extend the number of FEI Officials appointed to FEI Events in all disciplines.
Recommendation 12

- FEI to appoint Foreign Judge and Foreign Steward (as applicable) at higher levels and in all disciplines.

- Jumping 3* level upwards.

- To create an online calendar for availability of officials.
FEI to create a top layer of FEI Officials for the professional sport.
• Create a new layer for Judges (L5) and Stewards (L4).

• L4/L5 requirements to be developed.

• Every year, the L4/L5 Judges and Stewards should pass a very extensive evaluation, not only on rules, but also on additional skills like communication, crisis management, time management.
Questions & Answers
THANK YOU