FEI STEWARDS MANUAL

Annexes I to XIV
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ANNEX I – THE CHIEF STEWARD REPORT

The latest version of the Chief Steward Report can be found and downloaded at the FEI website using the following link:

http://inside.fei.org/fei/your-role/officials/dressage/forms

ANNEX II – THE HORSE INSPECTION

Veterinary Regulations, Article 1033

1. The Horse Inspection is to ensure the fitness to compete of all Horses participating in Competitions.

2. The specific requirements and level of fitness required to pass Horse Inspections may vary between and within Disciplines. A steward may be appointed to assist under the direction of the GJ.

3. In accordance with the GRs (Article 110), the time and place of the Horse Inspection(s) must take place as stated in the schedule.

4. The first Horse Inspection must not be held more than 24 hours prior to the start of the first Competition; for Jumping and Dressage, the Horse Inspection must be carried out not later than the afternoon of the day preceding the first Competition.

I. Inspection Panel

6. The Inspection Panel (except for Endurance) consists of a minimum of 3 members of the GJ and the VC/VD.
   a) For Driving and Eventing, one of the GJ members must be the President of the Horse Inspection Panel.
   b) In Endurance, the Inspection Panel will be formed by the Veterinary Commission and is comprised of EOVs only.

7. The Inspection Panel should meet with the Technical Delegate prior to the Horse Inspection to review the inspection protocol and procedures, including any specific arrangements that may be required.

8. The timing of all inspections should be decided at the first meeting of the Inspection Panel.

9. The Inspection Panel must approve the surface provided by the OCon which the Horse Inspection is to take place.

10. The Horse Inspection shall be open to public viewing, unless a specific rule or regulation provides otherwise.
II. Presentation

The following requirements are made for the Horse Inspection:

11. The Athlete, driver, lunger or groom should be suitably dressed to present the Horse for inspection (the “Handler”).

12. For all Dressage and Eventing competitions and for Jumping FEI World CupTM Finals, Championships and Games, the PR must present their own Horse(s) at the Horse inspection, unless the PR has been excused from this requirement in advance by the President of the GJ.

13. When present, Chefs d'Equipe must be present with their team Horses, in addition to their grooms and/or their Athletes.

14. All Horses must be presented for the Horse Inspection in a controlled and safe manner. This normally requires a bridle unless discipline regulations permit a halter. Any equipment used for presentation of the Horse must be in accordance with the FEI Code of Conduct for the Welfare of the Horse and its use is at the discretion of the GJ.

15. The Competition Identity numbers of all Horses must be clearly displayed.

16. A whip of up to 120cm only may be carried by the Handler, if required.

III. Procedure

17. Figure 1 illustrates how the Horse moves from the collecting area through the inspection area.

18. The identification of the Horse presented will first be verified by a VD.

19. The Horse Inspection will proceed as follows:

   a) The VD will walk around the Horse making a brief visual inspection of the Horse; during this time other clinical tests (such as flexion of a limb) may not be performed.

21. With the Handler on the left side of the Horse and the Horse on a loose rein, the veterinarian watches the Horse’s gait from the centre of the inspection track:

   a) the Horse will then be walked for a short distance, b) then trotted to the end of the track,
   c) slowing to a walk to turn (clockwise), before
   d) continuing to trot back to the start.

22. If the Horse cannot be presented for the Horse Inspection as described above within the time period of the Horse Inspection, the Inspection Panel, at its discretion, may not accept the Horse as fit to compete. It is the responsibility of the OC to provide a suitable and safe environment for the horse inspection. This must not be over ridden by any other considerations.

23. In Jumping, Art 280.2.1.1 of the Jumping Rules specifies that where circumstances warrant, the Ground Jury, in consultation with the Veterinary Delegate, may at its discretion allow another Horse Inspection to be held at a later time for Horses that could not be present at the first Horse Inspection due to exceptional, unforeseen circumstances.
24. In Driving, the FEI Driving Steward is the only person who may assist if a Horse refuses to trot.

25. In Endurance Horse Inspections must include assessment of: Heart Rate, Respiratory System, General Condition, Metabolic Status, Gait Evaluation, Soreness, Lacerations, Wounds, Range of Motion and other matters and items which from time to time may be added to the Veterinary Card.

26. The Inspection Panel will make a Decision based on the Horse’s fitness to compete, to either:
   a) accept,
   b) not accept (Eliminate) (if the Horse is unacceptably lame or clearly unfit), or c) refer the Horse to the Holding Box (if the fitness to compete is questionable).

27. The Decisions made by the Inspection Panel must be based on the professional opinion of the VDs involved; however, only a GJ member has the authority to Eliminate a Horse. In the event of a split Decision, the President of the GJ (as Chairman of the Inspection Panel) has the casting vote.

28. Announcements of the progress of the Horse Inspection must be made, this includes the name of the Athlete and Horse, their Competition number and when a Decision is made, whether the Horse has been accepted, not accepted or sent to the Holding Box.

29. If a horse is not accepted, the GJ will provide the reason for Elimination to the PR; in Eventing this must be the President of the GJ.

30. There is no Appeal against any Decision made by the Inspection Panel.

31. Illustration of the Horse Inspection Procedure (track should be a minimum of 30m but a recommended length of 50m):
Figure 1: Illustration of the Horse Inspection procedure
## ANNEX III – STABLE CARD INFORMATION

<table>
<thead>
<tr>
<th>STABLE INFORMATION CARD</th>
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<tbody>
<tr>
<td><strong>Name of Horse:</strong></td>
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<td><strong>ID # of Horse:</strong></td>
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<td></td>
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<tr>
<td><strong>Gender of Horse:</strong></td>
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<tr>
<td><strong>Name of Person Responsible:</strong></td>
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<td><strong>Telephone Number:</strong></td>
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<td><strong>Name of Groom:</strong></td>
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<tr>
<td><strong>Telephone Number:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Name of Chef d’Equipe:</strong></td>
</tr>
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<td></td>
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<tr>
<td><strong>Telephone Number:</strong></td>
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ANNEX IV – NIGHT CONTROL IN THE STABLES

Date:

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

EMERGENCY: FIRE Tel: ………………… VET Tel: ……………………… DOCTOR Tel: ……………………… POLICE Tel: ………………………
ANNEX V – TACK CONTROL DURING FEI EVENTS

Officials must use at least one disposable glove when checking boots or bandages, and horses' legs, flanks, mouth and nose for the presence of blood. The glove(s) must be changed for each horse.

To be able to check the presence of ear plugs, the ear hoods have to be removed after the test, when the bits and spurs are checked. The steward has to witness this.

(VRs 1035, see also VRs 1025.VI)

1. In addition to these Veterinary Regulations, the prohibitions and requirements regarding specific types of tack are also regulated according to the various Sport Rules.

2. Examination (control) of horse's tack material may be carried out by Stewards and/or Official Veterinarians at any time during the Period of the Event.

3. The President of the Ground Jury must be notified of any scheduled or unannounced examination/control that is to take place; the (Foreign) Veterinary Delegate should be informed and be available for consultation.

4. For controls carried out during the finals of major Events (Championships, Games, World Cups, etc.), a member of the Veterinary Commission should attend the control procedure.

5. If a problem is suspected, the horse and all examined items must be kept under strict surveillance until further examination by the (Foreign) Veterinary Delegate (FVD/VD).

6. The FVD/VD must verify the identification of the horse against the outline diagram in the passport and record the name and FEI Passport number of the horse and the Person Responsible.

7. For tack concerns the FVD/VD may be required to provide advice on welfare or health implications.

8. The FVD/VD must include the name and FEI Passport number of the horse, the Person Responsible and details of every examination in the FEI Veterinary Report completed at the end of the Event.

9. If the examination results in the finding of suspicious material, irritation, skin damage or blood, the President of the Ground Jury must be informed immediately.

10. Noseband control protocol:

It is the Chief Steward’s responsibility to ensure that the tightness of horses’ nosebands is checked at each FEI Dressage event.

Therefore the Chief Steward will brief all his assistant stewards on the correct conduct of the noseband check and will highlight the importance of horsemanship when performing the task.

The noseband check is part of the tack control when the horse is leaving the competition arena after having finished the test. One and the same steward must conduct the noseband check for all horses entered in the same competition. The tightness check must be done with the
steward’s index finger between the horse’s cheek and the noseband. The steward must wear gloves during this check.

Ideally the finger size of stewards appointed for the noseband check at different competitions throughout the event shall be of similar size.

In case of an apparent overtightened noseband during the horse’s warm-up, the appointed tack control steward is entitled to conduct the check also during the warm-up and, in case of the noseband being overtightened, ask the athlete to loosen the noseband. The noseband of the horse will be checked again by the same steward after the horse has finished the test. If the noseband is still too tight after the second check, the Chief Steward will give a Yellow Warning Card to the athlete.
ANNEX VI – AUTHORISED DRESSAGE BITS

Captions to plates showing permitted bits

Various double bridle bits

Bridoons:

1. Loose ring bridoon bit.
2. a, b, c Bridoon bit with jointed mouthpiece where the middle piece should be rounded. Eggbutt sides also allowed.
3. d Bridoon bit with rotating middle piece.
4. e Bridoon Rotary bit with rotating middle piece.
5. f Bridoon Rotary bit with rotating middle piece and looped rings
7. Bridoon bit with hanging cheeks.

Curbs:

5. Half-moon curb bits.
6. Curb bit with straight cheeks and port.
7. Curb bit with port and sliding mouthpiece (Weymouth). A curb bit with rotating lever arm is also allowed.
8. Variation of bits No 6, 7 & 8.
10. Curb chain (metal or leather or a combination).
11. Lip strap.
12. Leather cover for curb chain.
13. Rubber, leather or sheep skin cover for curb chain.

Various snaffle bridle bits:

1. Loose ring snaffle
2. a, b, c, Snaffle with jointed mouthpiece where middle piece should be rounded. Egg-butt sides also allowed.
3. Egg-butt snaffle.
4. Racing snaffle D-ring.
5. Egg-butt snaffle with cheeks.
6. Loose ring snaffle with cheeks (Fulmer).
7. Snaffle with upper cheeks only.
8. Hanging cheek snaffle.
9. Straight bar snaffle. Permitted also with mullen mouth and with egg butt rings.
10. Snaffle with rotating mouthpiece.
11. Snaffle with rotating middle piece.
12. Rotary bit with rotating middle piece.
13. Rotary bit with rotating middle piece and looped rings
**Various double bridle bits**

**Bridoons:**

1

2a

3

2b

4

2c

2d

2e
Curbs:

5

6

7

8

9

10

11

12

13

14
Various snaffle bridle bits

1

2a

3

2b

4

2c

5

6

7

8

9
Rotary bit
**Permitted nosebands**

1. Dropped noseband

2. Cavesson noseband

3. Flash noseband

4. Crossed noseband (pictured) / Mexican noseband

5. Combined noseband – no throat lash

6. Micklem bridle

1, 3, 4 and 6 are not permitted when a double bridle is used.

5, when used as a double bridle, the lower strap of the nose band is not allowed.
Example of Double bridle with cavesson noseband, bridoon bit and curb chain

Example of permitted Dressage saddle

Double sliding side reins (triangle/dreieck zügel)

Additional information on approved Tack and Equipment is available on the FEI website following the link: http://inside.fei.org/fei/disc/dressage/useful-docs
ANNEX VII – DRESSAGE ARENAS Large (60 x 20) and Small (40 x 20)

Points to note:
The width of the entrance must be at least two meters (2m).
Letters should be placed about 0.5m from the fence (see FEI Para-Equestrian Dressage Rules Article 8429).
ANNEX VIII – GUIDELINES FOR STEWARDING

1. **Be friendly, do not disturb the riders**

   Impartiality: same way of stewarding for all disciplines
   No politics: no influence from external factors (Press, Gossip...)
   A neutral, keen, watchful eye
   Presence more important than intervention
   Discretion in case of intervention
   Explain to the riders instead of negative remarks
   Police manner to be avoided
   In case of intervention: as soon as possible a psychological approach (do not wait until the rider has to go into the main arena)

2. **All Depends on the way you intervene**

   It is impossible to make exact rules in relation to what can be accepted and what cannot be accepted.
   To deal with the tension of competition as well as trainers and competitors (and owners) the intervention has to be done with diplomacy, with a kind eye towards the horses.
   All depends on:
   * The behaviour of a rider, on a specific day, in specific weather and footing conditions?
   * Knowledge of the rules by the rider/trainer?
   * Do they know they are violating rules?
   * Do they violate the rules on purpose?
   * What will be the reaction when you intervene:
     - Do they agree with the remark you made?
     - Do they want some more explanation?
     - Do they not accept? Do they protest? Are they rude?

3. **In case of abuse or maltreat: no excuse**

   Where there is an abuse or ill-treatment of horse: act immediately with discretion and tact;
   Immediately put a stop to the abuse and explain to the rider the reason for the intervention;
   Inform the President of the Ground Jury of the incident and of the action taken;
   Draw the attention of the Treating Veterinarian (define exactly the circumstances) to the incident (injuries, irregular breathing, excessive sweating, general health problems);
   Carry out the decision of the President of the Ground Jury.
   The Steward must understand the difference between “abuse” and “correction”.
   The Steward must be able to go into the schooling area and stop rough riding, rough and discourteous behaviour.
   Always immediately act in cases of exaggerated sweating, irregular breathing (take into account the weather conditions).
   Always immediately act in case of overriding, signs of exhaustion (if necessary ask the assistance of the Treating Veterinarian).
   Long, deep and round riding is accepted, unless used excessively or prolonged (hyper-flexion of the neck). There is a danger when copied by unskilled riders.
   There is a fine line between training and overtraining!
   Stewards must be vigilant in the stables, reporting to the FEI Veterinarian/ Ground
Jury items with which they feel uncomfortable, such as the use of poultice on a horse's lip to reduce swelling and pain. Trainers are not permitted to ride horses at events in the back arena using prohibited tack etc...
It is not permitted to return to the schooling arena following a poor performance in the competitions arena and school the horse abusively. The Steward should intervene if the whip is used three times.

What are injuries:
- Blood on the spur(s)/ flank(s)
- Blood in the bit/ mouth
- Swelling on the flank(s) (spurs)
- Burn behind the ears (from sweating/ scouring)
- Swelling on the flanks/ hind quarters (use of the whip)
- Burn at the girth (from sweating/ scouring)
- Wounds on the leg/ feet/ hoofs
- Blood coming from the nose

4. **Team spirit**

- Cooperate with athlete/ trainers
- Cooperate with other Officials
- Cooperate with Organisation Committee

Each member, within her/his own responsibilities, has to try to work together with the others with only one idea in mind: To participate in an event, where everybody wants to help each other, and where horses and sportsmanship are more important than personal profit. We must understand that we also represent the rights of the riders to ensure fair competition for all.

5. **The athlete should understand that Stewards are there to help/ assist**

General information
Starting order (call up)
Paddock schedule
Stable security
Help in solving personal problems
Help with contacts (names, telephone numbers, addresses...)
Intermediary to help and solve problems between riders-organizers-Ground Jury
Help with information concerning the Rules (FEI Dressage Regulations, FEI General Regulations, FEI Dressage Stewarding Manual...)

6. **A Steward has an educational role**

Making the athletes apply the Rules minding the spirit behind those Rules;
Strict but human;
Impartiality;
Give them the benefit of the doubt;
Never discuss when feelings start running high;
Keep in mind that athletes/ trainers are under a lot of pressure and that they don’t need much to overreact.
Your behaviour will be crucial here!!! (control yourself).
Avoid a quarrel that will end up in having a blazing row.
If you have to make a remark:
- Be polite
- Be discrete
- Not in public

7. **External factors in stewarding**

Third party (family, fans, friends): Partiality
Press and television: Sensation
Other athletes/ trainers: Jealousy
Contradiction in communication: Be Clear and unanimous
Organizer: Conflict regulations – Rules
EADCMR control: Apply the Rules

Extreme weather conditions:
In close consultation with the President of the Ground Jury and the Organizer, we can make propositions (very early warming up, change of training areas, longer training sessions in the main arena...).

Epidemics:
Guidelines from the Health Department through the Treating Vet.

8. **Conclusion**

Do not forget you are at the event to help.
ANNEX IX - DRESSAGE FOR RIDERS WITH DISABILITIES

1. Grades and Profiles

GRADE    PROFILES
Ia        1, 2, 3, 5, 7, 12a, 13
Ib        4, 6, 9, 10a, 11a, 12b, 31a
Mainly wheelchair users with poor trunk balance and or impairment of function in all four limbs, or no trunk balance and good upper limb function, or moderate trunk balance with severe impairment of all 4 limbs.

Grade Ia and Grade Ib may be combined.

II         8, 10b, 11b, 14, 17a, 18a, 27, 31b, 32
Mainly wheelchair users, or those with severe locomotor impairment involving the trunk and with good to mild upper limb function, those with severe arm impairment and slight leg impairment or severe unilateral impairment.

III        15, 17b, 18b, 19a, 21, 25, 26a, 28, 36, 39
Usually able to walk without support. Moderate unilateral impairment, or moderate impairment in four limbs, severe arm impairment. May need a wheelchair for longer distances or due to lack of stamina. Total loss of sight in both eyes, or intellectually impaired. Blacked out glasses or blind fold must be worn by Profile 36 riders.

IV         16, 19b, 20, 22, 23, 24, 26b, 37a
Impairment in one or two limbs, or some visual impairment.

V          Not eligible        29, 30, 37b, 42, 48

ANNEX X - ASSISTANCE FOR RIDERS WITH VISUAL IMPAIRMENT

1. Riders with visual impairment may (in addition to their commander) have callers or bleepers at the letters. Such callers / bleepers are classified as special equipment and must be supplied by the rider or the rider's nation, and listed on the rider's I.P.E.C. / R.E.I. Card and Rider Profile form and Entry form at the time of entry.

2. No other tests may be called in the immediate area that could disturb a rider with visual impairment relying on callers or bleepers whilst competing.

3. Only one caller may be inside the arena. All other callers must be positioned outside the arena boards and may move from one marker to another, provided they do not restrict the vision of any of the judges.

4. There shall be no more than nine callers. Visually impaired riders are encouraged to use the least possible number of callers, one only if possible. If more than one caller is used, there must be a lead caller, who should be identified to the Judge at C.

5. Arena familiarisation for blind riders. Before beginning the test, riders with functional profile 36 (blind) may choose to ride one circuit of the arena in both directions with one change of rein. If the starting signal has not been sounded
after the familiarisation process has been completed, the rider may wait at the halt, continue inside the arena at any pace, or go round the outside of the arena. The rider may start the test from inside or outside the arena.

6. Any other outside assistance may result in elimination, at the discretion of the Judge at C.

7. A booklet, “Guidelines for Visually Impaired Riders and their Trainers” is available from I.P.E.C.

ANNEX XI – SAFETY CONSIDERATIONS AND SPECIAL NEEDS

Under this heading, experience has shown that attention must be paid when riders are at competitions. Some points for concern are as follows:

A. Horses should not be ridden in stable lines.
B. Mounting ramps are mounting areas must be easily accessible. In suitable locations for arenas and on safe surfaces
C. Trainers must stay on the outside of arena’s when riders are training. Unless for safety reasons they need to accompany their riders.
D. Riders should be made aware of rules for riding with other riders. Such as:
   1. Pass left to left.
   2. Give way to horses in a faster pace than your horse
   3. Give way to horses in lateral work.
   4. Make alternations to tack and clothing when at halt on centre line.
   5. Be conscious of riders with less experience. Remember

the above are not rules but common sense.

ANNEX XII – STEWARDS TRAINING RECORD

DATE:

<table>
<thead>
<tr>
<th>Competitor Number</th>
<th>Nation</th>
<th>Trainer On (mounting time)</th>
<th>Competitors competition time</th>
<th>Trainer Off (dismounting time)</th>
<th>Trainer time remaining</th>
<th>COMMENTS</th>
<th>Tack checked against Master List</th>
<th>Bit checked</th>
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</thead>
<tbody>
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ANNEX XIII – STEWARDS NOTES

PLEASE ensure you read the Steward’s Training Record during any change of stewards to ensure you are aware of the state of play at the time of the takeover (there may not always be time for you to be fully briefed by the leaving steward).

Whip length to be checked a maximum of 1.2m.

Tack checks to be made against the FEI Classification Master List.

Horses for Grade Ia, Ib and Grade II may be ridden for up to 30 mins (per day) by the Trainer/Coach or another Athlete designated by the competing Athletes NF. (Note: this may be divided into more than one session during the day.). The trainer must be off the horse 15mins before the athlete’s starting time in the competition. Is there a time sheet on the clip board to record relevant times? **This time sheet is to be given to the Chief Steward at the end of the day.**

Horses may be lunged without an Athlete, by the Athlete/Trainer or his designated representative, but NOT during the 15 minutes before entering the competition arena.
ANNEX XIV – STEWARDS EDUCATION SYSTEM

FEI courses for stewards must follow the syllabus established by the FEI. The FEI has established a list of course directors. To be recognised by the FEI a course must be directed by one of the course directors on the FEI list of course directors.

National Education

It is intended that the National Federations use the FEI Level 1 Course syllabus to educate their national Stewards and by that achieve a certain level of self-sufficiency.

FEI Steward Level 3

Nomination

<table>
<thead>
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<th>Nomination Requirements</th>
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<tbody>
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<td>Must have been Level 2 Steward for at least three years.</td>
</tr>
<tr>
<td>Must have officiated as Chief Steward at a minimum of six events, within the preceding three years of which at least two events within the specific discipline.</td>
</tr>
<tr>
<td>Proposed by the NF Discipline Steward General or NF, via the National Federation and approved by HQ.</td>
</tr>
<tr>
<td>Must have a working knowledge of the rules as they are written.</td>
</tr>
</tbody>
</table>

Criteria to remain listed

In principle to have stewarded at any International event a minimum of 6 times within three years (of which at least 2 times as Chief Steward in the relative discipline).

To be to some degree actively involved in such activities as the FEI Education System for Stewards (criteria to be specified).

Refresher Seminar

Attendance at an FEI Refresher Seminar once every three years.
FEI Steward Level 2
Course (with Examination)

Entry Requirements for Participation
1. Successful completion of an FEI Level 1 Course.
2. a) FEI Groups 1, 2, USA, CAN:
   To have officiated as Level 1 Steward at any international event a minimum of 6 times within three years of which at least 3 times in the respective discipline.
b) All other NFs: To have officiated as Level 1 Steward at international events, minimum 3 times within 3 years.
3. Language skills as outlined in detailed description.
4. To have been a Level 1 Steward for at least 2 years.

Criteria to remain listed
a) FEI Groups 1, 2, USA, CAN:
   To have stewarded at any international event a minimum of 6 times within three years (of which at least 3 times as Chief Steward of which 2 times in relative discipline).
b) All other NFs:
   To have stewarded at any international event a minimum of 4 times within three years (of which at least 2 times as Chief Steward of which 1 time in relative discipline).

Refresher Seminar
Attendance at an FEI Refresher Seminar once every three years.

FEI Steward Level 1
Course (with Examination)

Entry Requirements for Participation
1. Minimum age of 21 years.
2. Language skills as outlined in detailed description.
3. To be physically able to carry out stewarding duties at events.
4. General attitude that mirrors the Stewards’ requirements.
5. Recommended in writing by his National Steward General or NF, via his NF.

Criteria to remain listed
To have officiated as Level 1 Steward at international events. Minimum three times within three years.

Refresher Seminar
Attendance at an FEI Refresher Seminar (to be organized at the discretion of the National Federation according to FEI specifications) once every three years.

National Stewards Education System
(if available)

Supporting documents for seminars / courses:

- FEI General Regulations
- FEI Para-Equestrian Dressage Rules
- FEI Veterinary Regulations
- Stewarding Manual