

For all disciplines C o n f i d e n t i a l For the use of the FEI Secretariat	<i>Pour toutes les disciplines</i> <i>C o n f i d e n t i e l</i> <i>Destiné au Secrétariat de la FEI</i>	<b>2008</b>
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Event <i>Lieu du concours</i>	Country <i>Pays</i>
Category of Event <i>Genre de Concours</i>	Date
Chief Steward <i>Commissaire en Chef</i>	Discipline

The purpose of this report is to give the FEI an overall view of the organisation of the security and supervision of the stables and schooling areas of the Event. The report must be completed by the Chief Steward immediately following the Event and must be forwarded to the FEI secretariat **within 15 days of the Event, at the latest**. A copy must be sent to the Steward General of the NF.

Please use one separate form for each discipline of the event.

The powers, duties and responsibilities of the Chief Steward are mentioned in the General Regulations, 22nd edition, 2007, under article 144.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 7. Thank you for taking the trouble to fill in this report, either in English or French, in block letters or typed, as accurately and completely as possible.

**Please attach a plan of the show grounds outlining the different areas.**

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*Le but de ce rapport est de donner à la FEI une vue d'ensemble de l'organisation de la sécurité et du contrôle des écuries et des lieux d'entraînement du concours. Il doit être établi par le Commissaire en Chef, immédiatement après le concours et parvenir au secrétariat de la FEI, **au plus tard, dans les 15 jours après la fin du concours**. Merci d'envoyer une copie au Commissaire Général de la FN.*

*Veillez utiliser un formulaire séparé pour chaque discipline de la manifestation.*

*Les pouvoirs, obligations et responsabilités du Commissaire en Chef sont mentionnés dans le Règlement Général, 22<sup>ème</sup> Edition, 2007, à l'article 144.*

*Tous les incidents inhabituels, les irrégularités et/ou les statistiques d'un intérêt spécial doivent être notés en détail sous point 7. Nous vous remercions de bien vouloir remplir ce rapport, en anglais ou en français, à la machine ou en caractères d'imprimerie, le plus précisément possible.*

***Veillez joindre un plan général de la place de concours qui montre les différentes zones.***

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**All necessary follow-up action will be taken but this report will not be acknowledged unless specifically requested by placing a tick in the box. ( )**

***Il sera donné suite à toutes les remarques nécessitant une action, mais nous n'accuserons pas réception de ce rapport si cela n'est pas spécifiquement indiqué par une croix. ( )***

**1. Stewards / Commissaires**

- 1.1 Assistant to the Chief Steward  
*Assistant du Commissaire en chef* \_\_\_\_\_
- 1.2 Stable Manager  
*Chef d'écurie* \_\_\_\_\_
- 1.3 Practice Arena Stewards  
*Commissaires au terrain d'entraînement:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 1.4 Members  
*Members* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give total number of Stewards, including Chief Steward  
*Indiquer le nombre total de Commissaires, y compris le Commissaire en Chef*

**2. General / Généralités****Yes No**

- 2.1 Were you a member of the Organising Committee?  
*Faisiez-vous partie du Comité d'Organisation?*
- 2.2 If no, did you have sufficient contact with the OC?  
*Si non, vos contacts avec le CO ont-ils été suffisants?*
- 2.3 Was there a good communication system between you and the OC Secretariat, Ground Jury, Vet, Technical Delegate? Please describe system used:  
*Le système de communication entre vous et le Secrétariat, le Jury, le Vétérinaire, le Délégué Technique était-il bon? Veuillez décrire brièvement le système utilisé :*
- \_\_\_\_\_

**3. Stables / Ecuries**

- 3.1 Was there an adequate fence surrounding the stable area? If not, please describe what was used :  
*Y avait-il une barrière adéquate autour du périmètre des écuries? Si non, décrivez ce qui était utilisé :*
- \_\_\_\_\_
- 3.2 Were the stables satisfactory? If no, explain separately  
*Les écuries étaient-elles satisfaisantes? Si non, expliquez séparément*
- 3.3 Were the stables well ventilated?  
*Les écuries étaient-elles bien aérées?*
- 3.4 Were there sufficient emergency exits?  
*Y avait-il suffisamment de sorties de secours?*

	<b>Yes</b>	<b>No</b>
3.5 Were there NON-SMOKING signs and effective controls? <i>Y avait-il des panneaux INTERDIT DE FUMER et des contrôles?</i> - What kind of fire precautions were there? - <i>Quelles étaient les mesures prises contre les incendies?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
3.6 How many permanent boxes were there ? <i>Combien de boxes permanents y avait-il? _____</i> - How many temporary boxes were there? - <i>Combien de boxes provisoires? _____</i>		
3.7 Was a provisional list of allocated stables drawn up by the OC? <i>Une liste des boxes attribués a-t-elle été préparée par le CO?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Was there a proper control of entry into the security area? <i>Le contrôle de l'entrée dans la zone de sécurité a-t-il été bien effectué?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Was there additional proper control of entry into the stable area ? <i>Y avait-il un contrôle supplémentaire pour l'entrée dans le périmètre des écuries ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Was there a 24 hr security system? <i>Y avait-il un service de sécurité 24h sur 24?</i> Provided by whom? <i>Qui l'effectuait? _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Were the following officials available for 24 hr duty? <i>Les officiels suivants pouvaient-ils être atteints 24h sur 24?</i> - Treating Vet / <i>Vétérinaire de service?</i> - Red Cross - Doctor / <i>Samaritains - Médecins</i> - FEI Stewards / <i>commissaires FEI?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Were random controls organised during the day? <i>A-t-on effectué des contrôles à l'improviste pendant la journée?</i> At night? <i>Pendant la nuit?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.13 Who was in charge of "stable stewarding": <i>Qui était chargé du contrôle des écuries :</i> - Special stewards? - <i>Des commissaires particuliers?</i> - Practice arena stewards (in rotation)? - <i>Les commissaires au terrain d'entraînement (selon une rotation)?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.14 Was there a list drawn-up of those that visited during the night? <i>La liste des personnes entrant aux écuries la nuit a-t-elle été tenue à jour?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.15 Was a "horse-watch" service organised? <i>Un service de garde des chevaux était-il organisé?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.16 Were there isolated boxes for MCP? <i>Y avait-il des boxes isolés pour le MCP?</i> Were there adequate facilities provided for MCP Control? <i>Des installations appropriées étaient-elles fournies pour le MCP?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.17 Have you any special remarks or suggestions regarding stables: <i>Remarques particulières ou suggestions concernant les écuries _____</i>		
<hr/>		
<hr/>		

<b>4. Practice Area / Terrains d'Entraînement</b>	<b>Yes</b>	<b>No</b>
4.1 Was there more than one area used for schooling? <i>Y avait-il plus d'un paddock d'entraînement?</i> - Which special practice areas were there? (driving, eventing...) - <i>Quel genre de terrains? (attelage, complet...)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
4.2 Was the footing adequate? <i>Est-ce que le sol était satisfaisant?</i> Type of footing used/ <i>Nature du revêtement utilisé</i> : _____	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Were the obstacles adequate in the training area(s)? <i>Les obstacles étaient-ils réglementaires sur le(s) d'entraînement?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Was there a lunging place? <i>Y avait-il un endroit spécial pour longer?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Was there a grazing area? <i>Y avait-il un endroit pour faire brouter les chevaux?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Was the main arena used for schooling? <i>Le terrain de concours a-t-il été utilisé pour l'entraînement?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Were there directions and timetables established for use of the practice arena? <i>Des règles et un horaire ont-il été établis pour l'utilisation des terrains?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Did you establish a timetable for rotation of stewards? <i>Avez-vous établi un horaire de rotation des commissaires ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) <i>Des précautions avaient-elles été prises pour les cas urgents? (Médecin, ambulance pour chevaux, bâches, etc...)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Describe route and controls from stables to practice arena and main arena? <i>Décrivez les accès et contrôles entre les écuries, les terrains d'entraînements et le terrain de concours?</i>		
<hr/>		
<hr/>		
<hr/>		
4.11 Was a Member of the Ground Jury appointed to help supervise the practice arena? (for events outside Group I & II) <i>Un membre du Jury de Terrain avait-il été désigné pour assister à la surveillance du terrain d'entraînement? (Pour les concours hors des Groupes I et II)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Have you any special remarks or suggestions regarding Practice Arena(s): <i>Avez-vous des remarques particulières ou des suggestions concernant la(les) place(s) d'entraînement :</i>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<b>5. Veterinary Matters / Aspects Vétérinaires</b>		
5.1 Was the area for the horse inspection suitable for presentation of the horses? (i.e. Was it a flat, firm, non-slippery surface?) <i>L'enceinte pour la présentation des chevaux à l'inspection vétérinaire était-elle satisfaisante?</i> <i>(Était-ce une surface plane, ferme, non glissante ?)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

5.2 Was the footing suitable for this inspection?  
*La nature du revêtement convenait-elle à cette inspection?*  
 Type of footing used/ Nature du revêtement utilisé: \_\_\_\_\_

5.3 Was the organisation of the horse Inspection adequate?  
*L'organisation de l'inspection des chevaux était-elle bien établie?*

## 6. Competitors / Concurrents

6.1 Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy) *Avez-vous donné des informations écrites aux concurrents, Chefs d'Equipe? (veuillez annexer une copie)*

6.2 Did you have to report any incidents to the Ground Jury? If yes, please attach a copy. *Avez-vous dû dénoncer des incidents particuliers au Jury de Terrain? si oui, veuillez annexer une copie.*

6.3 Did you have to lodge any complaints? If yes, please give details. *Avez-vous dû déposer plainte? Si oui, veuillez donner des détails.*

6.4 Did you have to give any warning cards? If yes, please give details and attach the yellow warning card slip. *Avez-vous dû donner des cartes d'avertissement jaunes? Si oui, veuillez donner des détails et mettre en annexe le talon de la carte d'avertissement.*

6.5 Did you have a supply of yellow cards? If no, explain why. *Aviez-vous assez de cartes d'avertissement jaunes? Si non, expliquez pourquoi.*

6.6 Were FEI Regulations relating to use of logos respected by riders/drivers, If not give details. *Les cavaliers/meneurs ont-ils respecté le règlement relatif à l'utilisation des logos? Si non, veuillez donner des détails.*

### Use of sponsor logo by riders and drivers

The Chief Steward is responsible for ensuring that before allowing riders/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations Art. 136. Riders/Drivers not complying with Art. 136 will be reported to the Ground Jury and will not be permitted to compete until the use of the sponsor logo is in compliance with this article.

#### **Utilisation du logo du sponsor par les cavaliers et les meneurs**

*Le Commissaire en Chef doit s'assurer, avant que les cavaliers/meneurs soient autorisés à prendre le départ, que le logo du sponsor est en conformité avec le Règlement Général de la FEI, Art. 136. Les cavaliers/meneurs qui ne respectent pas l'Art. 136 seront signalés au Jury de Terrain et n'auront pas l'autorisation de concourir jusqu'à ce que le logo du sponsor soit en accord avec cet article.*

## 7. Unusual incidents, irregularities, suggestions: *Incidents inhabituels, irrégularités, suggestions:*

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8. **Annexes** yes / oui

- Sketch of stable and general area / *Croquis des installations*
- Information to competitors / *Information aux concurrents*
- Timetable rotation of FEI Stewards / *Horaire de rotation des Commissaires FEI*
- Timetable for use of practice arenas / *Horaire d'utilisation des terrains d'entraînement*
- Incidents
- Other, specify / *Autres, spécifiez:* \_\_\_\_\_

Name and address of undersigned:

*Nom et adresse du soussigné :*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Return to the Secretariat  
*A expédier au Secrétariat*

FEI  
Ave Mon-Repos 24  
CH - 1000 LAUSANNE 5  
Switzerland

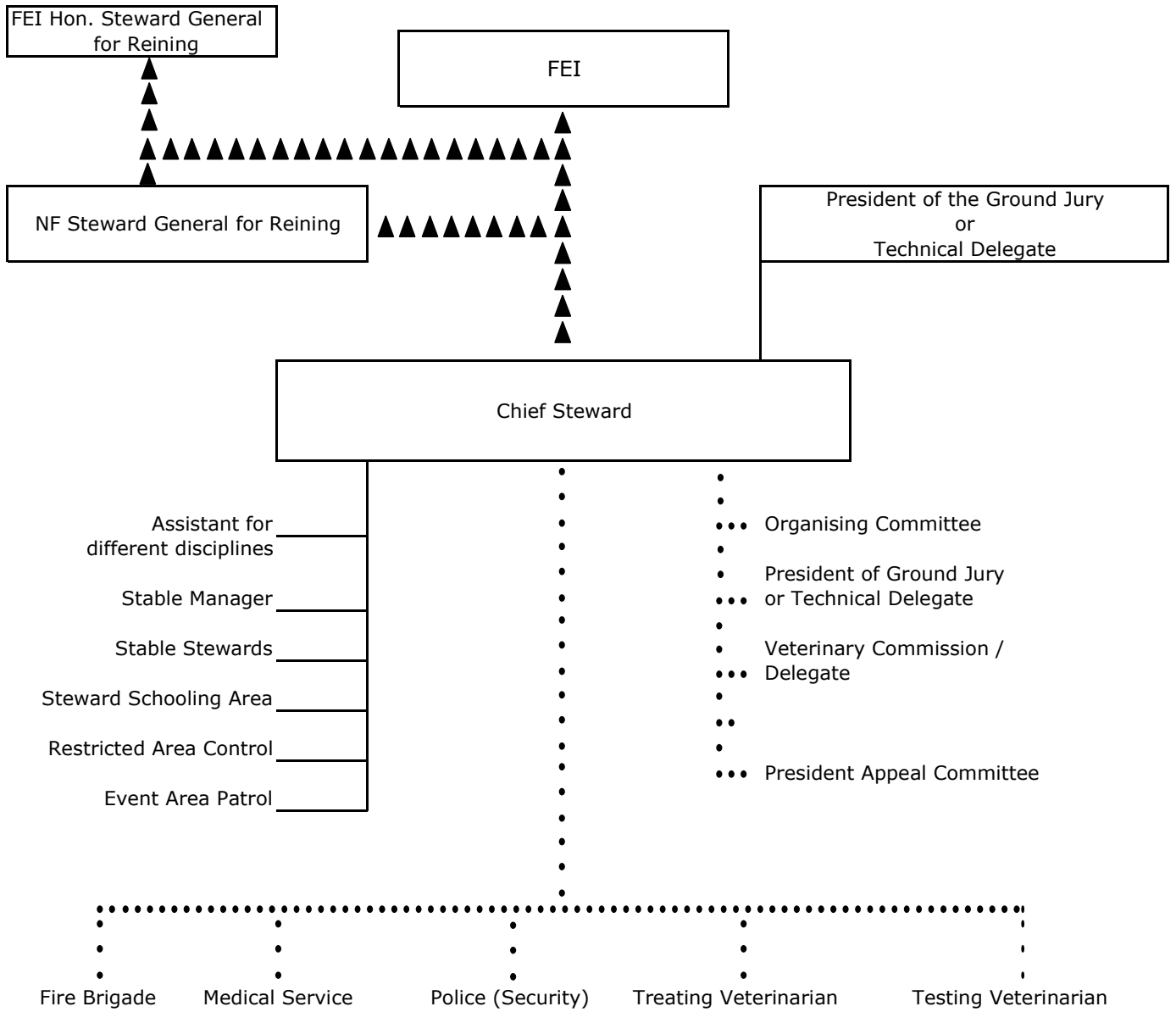
Copy to the Steward General of NF

*Copie au Commissaire Général de la FN*

\_\_\_\_\_

\_\_\_\_\_

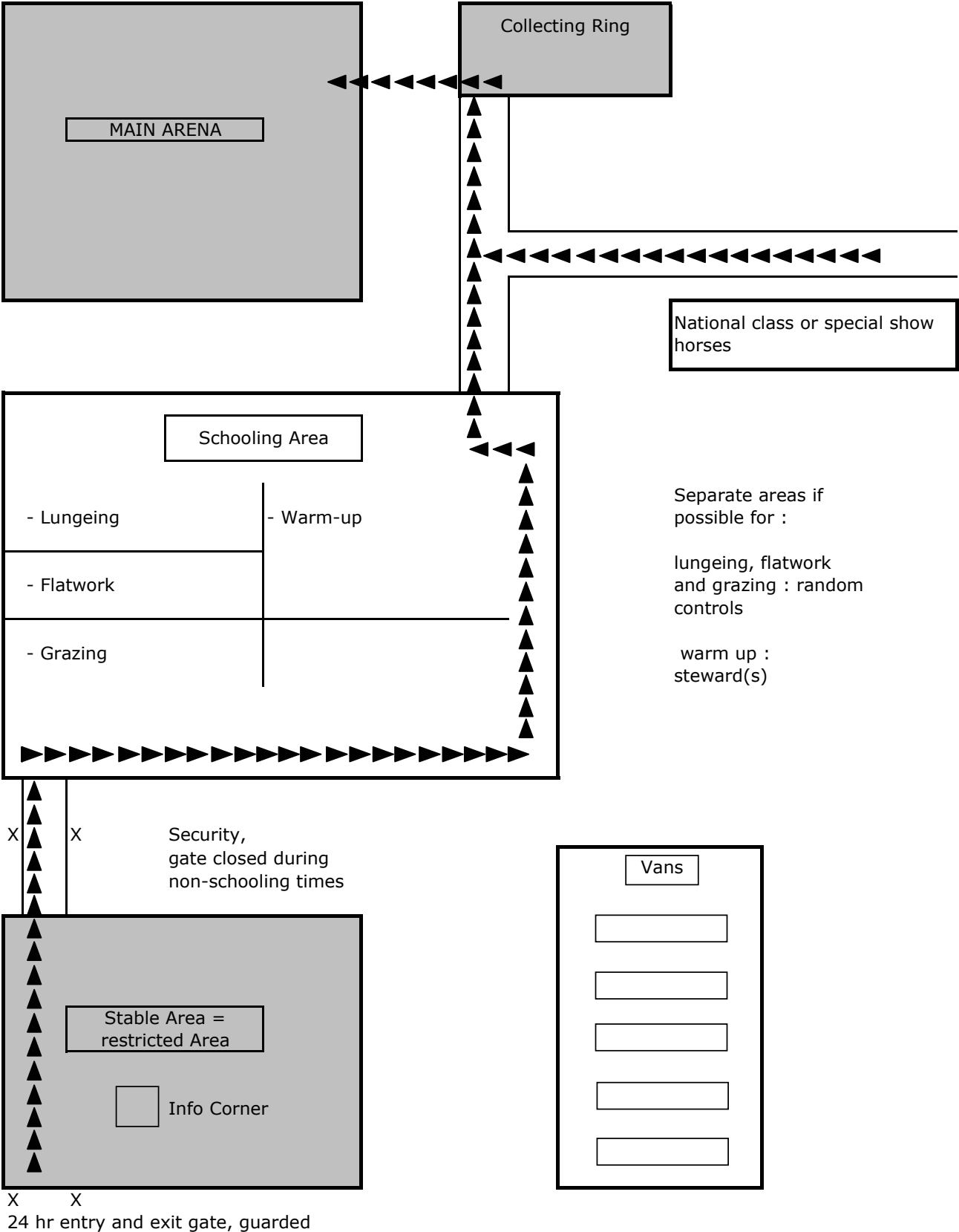
THE POSITION OF CHIEF STEWARD



\_\_\_\_\_ Subordination

..... Corporation, continuous contacts

SITE LAYOUT  
(example)



Separate areas if possible for :  
lungeing, flatwork and grazing : random controls  
warm up : steward(s)



**CHECKLIST**

**1. Stable (Restricted) Area**

- 1.1 Entrance to Stables
- 1.2 Adequate Stalls
- 1.3 Availability of Tack Rooms
- 1.4 Ventilation of Stable Area
- 1.5 Adequate Electricity & Water
- 1.6 Wash Areas
- 1.7 Grazing Areas
- 1.8 Feed & Bedding
- 1.9 Trash & Manure Removal
- 1.10 Information Boards
- 1.11 Stall Cards
- 1.12 Telephones
- 1.13 Toilets
- 1.14 Grooms Accommodations/Facilities

**2. Welfare**

- 2.1 Security
- 2.2 Fire Protection/Precaution
- 2.3 First Aid
- 2.4 Treating Veterinarian
- 2.5 Veterinary Clinic
- 2.6 Horse Ambulance
- 2.7 Night Watch
- 2.8 Farrier
- 2.9 MPC Boxes
- 2.10 Quarantine Stables

**3. Exercising/Schooling**

- 3.1 Footing
- 3.2 Areas for Flatwork
- 3.3 Exercising Areas
- 3.4 Schooling Areas
- 3.5 Lungeing Areas

**4. General**

- 4.1 Fencing Around All Restricted Areas
- 4.2 Accreditation
- 4.3 Communication
- 4.4 Stewards Office
- 4.5 Shelter for Stewards

## EXERCISE AREAS TIMETABLE

(examples)

### Indoor

Day of week / opening time	Main Arena	Warm-up	Flatwork Lungeing	Remarks
MONDAY	-	10-18	10-18	
TUESDAY	10-14	10-18	10-18	
WEDNESDAY	-	8 - End of competitions	8 - End of competitions	
THURSDAY	-	8 - End of competitions	8 - End of competitions	show horses near collecting ring from 20.00
FRIDAY	-	8-12 & 16-end of competitions (12-16 National)	8 - End of competitions	
SATURDAY	7-9	7-10 & 16-End of competitions (10-14 National 14-16 Special)	8 - End of competitions	
SUNDAY	-	8 - End of competitions	8 - End of competitions	

### Outdoor

Day of week / opening time	Arena A	Arena B	Lungeing	Flatwork
TUESDAY 7-19	Stable blocks A + B	Stable blocks C + D	Stable blocks A + B : 7-13 C + D 13-19	All
WEDNESDAY 7-19	Stable blocks C + D	Stable blocks A + B	Stable blocks C + D : 7-13 A + B 13-19	All
THURSDAY	7-19	*Comp.	7-19	7-19
FRIDAY	7-19	*Comp.	7-19	7-19
SATURDAY	7-19	*Comp.	7-19	7-12 & 18-19
SUNDAY	7-19	*Comp.	7-19	7-11

\*Comp. = X number of competitors next to go into current competition (X depending on discipline and size of arena)

### Remarks

**It is better to prepare a sheet for each day on a daily basis, to avoid later changes.**

If improving the footing takes a long time, it should be mentioned under remarks.

Good liaison with person responsible for special shows must be maintained, in order to avoid show horses impeding competition horses (especially in case of jump-off or lateness)

**WORK SHEET**

(example with 2 different exercise areas)

Date \_\_\_\_\_ Briefing for group leaders at \_\_\_\_\_

Work / Steward	Group A	Group B	Group C	Group D	Group E
Horse Inspection	10-12.30 14-15.30				
Area A		7-19			
Area B			7-19		
Stables				24 hours	
Random					6-21
Tack check					

Group B and C

Time / Steward	Mr A Mr F	Mr B Mr G	Mr C Mr H	Mr D Mr I	Mr E Mr J
7 - 9	X				
9 - 11		X			
11 - 13			X		
13 - 15	X				
15 - 17				X	
17 -19					X

Group A : Mr K and Mr L

Group D : Mr M &amp; Security 6 - end of competition, Mr N and Mr O by night

Group E : Mr P : 06-13, Mr Q : 13-21

### **Veterinary Examinations (VR Article 1011)**

2.1 The (Foreign) Veterinary Delegate or a deputy must examine all horses entering the event stables, whether for competition, exhibition or any other reason.

2.2 The first Veterinary Examination ('Examination upon Arrival') should be carried out as soon as possible after arrival, but in any case before the horse enters the event stables.

2.3 The object of the Veterinary Examination is to:

2.3.1 Verify the identity of each horse from its passport.

2.3.2 Check that the vaccination status of the horse is in accordance with the current Veterinary Regulations.

2.3.3 Verify whether all other details are correctly recorded in the passport.

2.3.4 Check that the animal has not been in contact with other animals suffering from infectious or contagious disease (e.g. strangles) or has come from an establishment that is not free of such disease (see Art. 1004.4)

2.3.6 Carry out a clinical examination to ensure that the horse is not suffering from any infectious or contagious disease. This examination may include the palpation of limbs and body, monitoring heart and respiratory rate, body temperature and any other pertinent clinical parameters necessary. The limbs may be palpated or lifted to examine a suspected abnormality. However, an examination for any lameness (i.e. flexion tests or a trot-up) is not part of this examination. A record of the clinical findings must be made which should follow the horse through successive examinations and inspections.

2.4 If the veterinarian's opinion is that the horse should not be allowed to be in contact with the other participants or should not take part in the event, the case must be referred to the Ground Jury and the Veterinary Commission/Delegate for a final decision.

### 3. Horse Inspections (VR Article 1011)

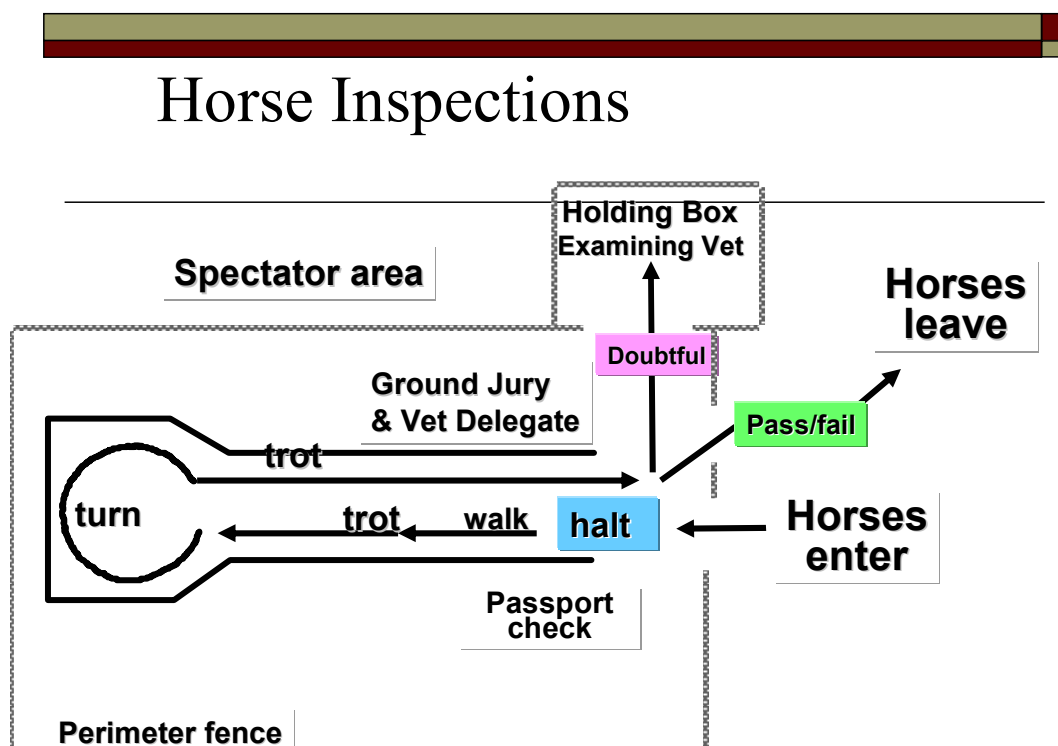
3.1 The aim of the standardised Horse Inspection protocol is to ensure the 'fitness to compete' of horses taking part in FEI competitions by providing the same objective protocol for all disciplines except Endurance Riding (see 9.1).

3.2 Horse Inspections are not intended to be of an equivalent standard to a veterinary examination for soundness or a pre-purchase evaluation.

3.3 The specific level of fitness required to pass Horse Inspections may vary between disciplines and even within some disciplines (e.g. 1st and 3rd Horse Inspections in Eventing).

3.4 The implementation of the 'fitness to compete' principle is essential to the fairness and objectivity of these inspections.

3.5 The decisions at a Horse Inspection (i.e. accept/not accept or referred to the Holding Box) must be made by a panel of judges and veterinarians (i.e. the Inspection Panel).



Walk 10 meters  
 Trot on loose rein 40 meters  
 Turn to the right (counter clockwise)  
 Trot back on loose rein 50 meters

### HORSE PASSPORTS (VR ANNEX XIV)

**EVERY HORSE ENTERED FOR ANY COMPETITION AT CRI1\* AND 2\* IN A FOREIGN COUNTRY, AND ALL HORSES ENTERED FOR CRIS3\* AND4\* AND CHAMPIONSHIPS WHETHER AT HOME OR IN FOREIGN COUNTRIES, MUST HAVE AN OFFICIAL FEI PASSPORT, OR A NATIONAL PASSPORT APPROVED BY THE FEI, AS A MEANS OF IDENTIFICATION AND TO ESTABLISH OWNERSHIP.**

**HORSES TAKING PART IN CRIS1\* AND 2\* AND IN COMPETITIONS LIMITED TO HORSES FROM THE HOST NATION OR WHERE NO FOREIGN HORSES ARE TAKING PART, ARE NOT REQUIRED TO HAVE A PASSPORT. ALL SUCH HORSES MUST BE PROPERLY REGISTERED AND UNLESS THERE IS NO NATIONAL REQUIREMENT FOR VACCINATION IN THE HOST COUNTRY OF ORIGIN, ALL HORSES MUST HAVE A VALID VACCINATION CERTIFICATE.**

#### COMPLETION OF PASSPORTS

1. A passport, which must be extended every four years, in accordance with section VII of this Annex, must remain with the horse throughout its life and must accompany it at all times.
2. National Federations are responsible for issuing FEI passports and must transmit the following information to the FEI before they receive the FEI passport number:
  - 2.1 Original horse name, and/or current horse name;
  - 2.2 UELN and/or MICRCHIP number;
  - 2.3 Sex, color and date of birth of the horse;
  - 2.4 Name, nationality and address of the owner(s);
  - 2.5 Copy of the description/diagram;
3. National Federations are also responsible to transmit the following changes without delay:
  - 3.1 Change of the National Federation administering;
  - 3.2 Change of owner and nationality;
  - 3.3 Change of name of the horse or the addition of a second (commercial) name;
  - 3.4 Changes in the description and diagram page, (e.g. castration)
4. The horse must be present when the description and the marking of the diagram in the passport is completed. Only veterinarians approved by the National Federation are authorised to complete this page and the description must be in accordance with the FEI booklet on Identification of Horses.
5. The National Federation is required to enter name and address of owner(s) of the horse and the owner must sign the passport where specified (Please refer GR Art. 141). National Federations should also be aware of European Commission or other national or international legislation relating to identification of horses.
6. National Federations must inform owners that they are responsible for any special entries required to be made, such as recording the full equine influenza vaccination history of the horse (see point 11) in accordance with the ruling currently in force. The vaccination history entered in the passport must be dated, stamped and signed by the veterinarian who vaccinated the horse.
7. The passport completed by the National Federation approved veterinarian must be returned to the National Federation to be checked, authenticated by the signature of an official of the National Federation and the National Federation's official stamp and be recorded by the National Federation.
8. For passports and recognition cards, National Federations are obliged to make two photocopies of the description diagram, retain one and send the second copy to the FEI for registration and record purposes.

## 9. Owners

9.1. Residents abroad and whose horses are kept in their country of residence must apply to the National Federation of their country of residence for passports, in accordance with the procedure laid down in this section. The National Federation of the owner's country of residence must inform the owner's home National Federation of such action.

9.2. Owners living in their own country whose horses are kept in a foreign country must apply to the National Federation of the country where the horses are kept for the issue of a passport or the validation of a national passport with recognition card.

10. The passport should be held by the Person Responsible or the person accompanying the horse, but it must be returned to the National Federation for endorsement in the following cases:

10.1. Change of ownership. The new owner is responsible for informing and sending the passport to the National Federation for registration.

10.2. Change of name of the horse or the addition of a second (e.g. commercial as a pre or a suffix) name.

10.3. The endorsement of any changes in the description and diagram page.

10.4. Death of the horse.

11. Vaccination history: The horse's vaccination history has to be checked by an approved National Federation's veterinarian and, if correct, the following statement may be used: "The vaccination history of this horse is correct to date. Last vaccination on...(enter date)" in the cases mentioned below:

- \* Newly issued passports
- \* Duplicates

The veterinarian authenticating such a statement has to be the same who filled in the description and diagram pages.

## II. NATIONAL PASSPORTS

1. National Federations or National Equestrian Authorities that issue their own passports may apply to the FEI to have their passports approved for use instead of the FEI Passport. The names of countries for which National Passports have been approved will be published in the FEI Bulletin.

2. The completion of approved National Passports must be in accordance with the procedure as laid down in section I. (see FEI booklet Identification of Horses, 4th edition)

3. Following approval, National Passports become International with the addition of an FEI plastic cover and recognition card. Only with such a cover and valid recognition card may a horse compete internationally.

4. At least the sex and colour of the horse must be completed in one of the official FEI languages; it is strongly recommended that for the description of the horse the English language is used.

## III. CHANGE OF OWNERSHIP AND NATIONALITY

When a horse is sold to an owner of another nationality, the new owner must send the passport to his National Federation for registration and recording as required in section I. The new National Federation is responsible for informing the FEI, and the original National Federation, of the change of ownership and nationality.

## IV. CHANGE OF NAME

1. When the name of a horse is changed, the owner must send the passport to his/her National Federation for recording. The National Federation is responsible for registering the change of name which must be stated in the FEI passport.

2. The Original Name of the horse entered in its passport is the name under which it is first registered with its Studbook National Federation. If the horse's name has been changed before it receives an FEI or FEI Approved Passport, the Original Name must be entered first and must be retained as the Original Name throughout the life of the horse.

## **V. ISSUE OF DUPLICATE PASSPORT**

1. If a passport is lost or irreparably damaged, or if some or all pages are fully completed, a passport marked duplicate may be issued by the National Federation following the procedure in section I (see FEI booklet Identification of Horses 4th edition). The period of validity of the duplicate passport will be for the remaining period of validity of the original passport. The horse retains the same passport number that must be entered by the National Federation in the duplicate passport.

2. If the original passport is found, both passports must be returned to the appropriate National Federation. The original passport will be re-registered and returned to the owner. The duplicate passport is to be destroyed and the FEI duly informed.

## **VI. EXTENSION OF HORSE PASSPORTS**

1. Horse/pony passports are valid for four years after which period they require a revalidation sticker affixed to the front page. Revalidation stickers must indicate the passport number and the expiry date of the sticker.

2. National Federations must order revalidation stickers from the FEI.

3. The validity of the revalidation sticker must be four years.

4. National Federations should make every effort to ensure that Persons Responsible obtain revalidation stickers from their National Federations in due time before their horses compete.

5. The control of revalidation stickers is part of Passport Control conducted by the Veterinary Commission/Delegate at all international events.

6. If a passport does not contain the relevant revalidation sticker the Veterinary Commission/Delegate will instruct the Person Responsible to purchase an revalidation sticker within the succeeding 30 days. This fact will be recorded in the passport and also in the Veterinary Report. The horse will be allowed to compete during this period without penalty. However, under no circumstances will it be permitted to do so following the expiration of the 30 days unless the passport has been correctly extended in the interim.

## **VII. PASSPORT ISSUING SYSTEM AS FROM JANUARY 2006**

As from January 2006, the system for issuing FEI passports or recognition cards by National Federations has been changes. Guidelines for this system can be found on the FEI website, section Members.



**ANNEX X**

**NIGHT CONTROL IN STABLES**

Date : .....

Time		Nation	Name	Horse Nr	Signature	Reason for visit Remarks
In	Out					

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. Random controls must be made 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 "authorization form" of that specific horse.
7. Maintain contact with the vet. on duty.

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

STALL INFORMATION CARDS

STALL INFORMATION CARDS

Horse: \_\_\_\_\_

Rider/PR: \_\_\_\_\_

Phone: \_\_\_\_\_

Trainer/Chef D'Equipe: \_\_\_\_\_

Phone: \_\_\_\_\_

Groom: \_\_\_\_\_

Phone: \_\_\_\_\_

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### STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS

#### THERE ARE TWO LEVELS OF FEI STABLE SECURITY AT REINING EVENTS: MINIMUM AND REDUCED

##### 1. MINIMUM FEI STABLE SECURITY

Requirements for CRI3\*, CRI4\*s AND CRIOs, Championships and Games refer to Article 1005 of the FEI Veterinary Regulations.

##### ACCESS CONTROL

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time. Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night.

##### STEWARDING OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward. The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

##### GROOMS

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the Organising Committee are permitted to do so. The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

##### 2. REDUCED STABLE SECURITY

The following provisional measures for minor Reining events (CRI 1\* and 2\*) and for CRIs outside Western Europe are implemented on an experimental basis and will be reviewed annually.

VR Articles 1005.2.4, 1005.2.5.1 and 1005.2.2 will not apply to CRIs outside Western Europe. However, reduced stable security requirements must always be met.

##### REQUIREMENTS

1. Horses must be stabled at the venue.
2. Whenever possible, stabling horses from the same country together. The provision of adequate isolation for horses particularly those arriving from other countries. In regard to Equine Influenza, if an event is held in conjunction with a National event (classes), the vaccinated horses must be separately stabled from the non-vaccinated ones.
3. The welfare of horses must not be compromised in any way.
4. Organisers will be required to ensure that the stable area(s) at their events are controlled by Stable Manager(s) and Stewards on a 24 hour basis, to guard against horses getting colic, being cast in their boxes and, e.g. the risk of fire, etc.
5. Security fences and access control will not be compulsory. However, the Veterinary Delegate or the Foreign Judge/Technical Delegate (GR 152.5) have the right to require these measures or that a rope limit be set in order to ensure that vehicles are not parked too close etc. should it be needed for practical reasons.

##### Simultaneous events

If two events of different categories/disciplines are held simultaneously, the higher level of stable security is automatically required.

### **3. MOVEMENT THROUGHOUT EVENT GROUNDS**

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. It is appreciated that flexibility will be required depending on the requirements of the facility and/or other disciplines.

### **4. STEWARDING OF PRACTICE ARENA**

The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

### **5. GRAZING AREA**

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

## **Annex XIII**

### **Article 143 - ABUSE OF HORSES**

1. No person may abuse a horse during an event or at any other time.

"Abuse" means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse, including without limitation any of the following:

- 1.1. To whip or beat a horse excessively;
- 1.2. To subject a horse to any kind of electric shock device;
- 1.3. To use spurs excessively or persistently;
- 1.4. To jab the horse in the mouth with the bit or any other device;
- 1.5. To compete using an exhausted, lame or injured horse;
- 1.6. To "rap" a horse.
- 1.7. To abnormally sensitise or desensitise any part of a horse;
- 1.8. To leave a horse without adequate food, drink or exercise;
- 1.9. To use any device or equipment which cause excessive pain to the horse upon knocking down an obstacle.

2. Any person witnessing an Abuse must report it in the form of a protest (Art 167) without delay. If an Abuse is witnessed during an event, it should be reported as a protest (Art 167) to an Official. If the Abuse is witnessed at any other time it should be reported as a protest (Art 167) to the Secretary