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NOTE:

- The following constitute specific provisions of the FEI Rules and Regulations reprinted for ease of reference.

- Provisions not relevant to Jumping have been removed, and some of the provisions printed below may need to be interpreted in the context of other provisions of the Statutes, General Regulations (hereinafter the “GRs”), Internal Regulations or Sports Rules.

- Please note that in the event of conflict between this Stewards Manual and the Statutes, the General Regulations, Internal Regulations or Sport Rules, the Statutes shall prevail.

- Should there be any conflict between this Stewards Manual and the GRs and/or other Sport Rules, the GRs shall prevail, unless specified otherwise in the Sport Rules.
INTRODUCTION

1. FEI Stewarding Motto

"Help, Prevent, Intervene"

2. Fairness by means of a good FEI Stewarding Programme

International equestrian competitions have developed in recent years to a point that stewarding is now one of the most important aspects of any Event. The steward is called upon to make quick, informed judgements and to intervene in situations that require an official, authoritative but fair reaction. In line with most activities of equestrian officials, knowledge of accepted behaviour and of the rules and regulations combined with experience and common sense provide for the best stewarding.

From higher level Events where top professionals compete down to lower level Events with up and coming competitors, sometimes riding borrowed Horses, the services of qualified stewards are essential. Up and coming competitors often imitate the well-known experienced competitors, and proper training methods and behaviour are frequently learned by example. The stewards’ principal aim is to endeavour to ensure that competitors participating in Events do so with the utmost respect for their Horses, officials, the public, their fellow competitors and all those involved in the sport.

While no two Events are alike, stewards should always make fair and considered decisions. The FEI Chief Steward must be aware of the standards at each Event and should always aspire to help raise the awareness of competitors and officials alike. The welfare of the Horse is paramount.

3. FEI Code of Conduct

The Fédération Equestre Internationale (FEI) requires all those involved in international equestrian sport to adhere to the FEI Code of Conduct and to acknowledge and accept that at all times the welfare of the Horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition Horses, welfare must take precedence over all other demands. This includes good Horse management, training methods, farriery and tack, and transportation.

2. Horses and competitors must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.

3. Events must not prejudice Horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the Horses for onward travel after the Event.

4. Every effort must be made to ensure that Horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.

The FEI urges all involved with the sport to attain the highest levels of education in their area(s) of expertise.
1. THE IDEA OF FEI STEWARDING AND ITS PURPOSE

The terms “Stewarding” and “Steward” (and the included responsibilities) can have different interpretations and therefore need to be clearly defined.

1.1 What is stewarding?

It is the supervision at international Events by trained individuals to ensure that the welfare of the Horse is respected and that a level playing field is provided for all Athletes participating at the Event.

2. STEWARDING

2.1 The aim of FEI stewarding

The purpose of Stewarding is:

- To protect the welfare of the Horse and ensure fair play;
- To support the Organising Committee (OC) in the successful running of the Event in line with the FEI rules and regulations.

2.2 Organisation of stewarding within the FEI (structure and hierarchy)

2.2.1 FEI Director Stewarding

The FEI Director Stewarding is appointed by the FEI Board from a member of FEI HQ. The FEI Director Stewarding duties are:

- To coordinate all matters relating to Stewarding for each discipline;
- To liaise between the FEI Honorary Stewards General for each discipline;
- To report to the Board.

2.2.2 FEI Honorary Steward General

An FEI Honorary Steward General is appointed by the FEI Board for each discipline and is responsible for stewarding throughout the FEI for that specific discipline. The FEI Honorary Steward General’s duties are to:

- Liaise with the FEI Director Stewarding and produce a report on stewarding every year;
- Liaise with the Regional Stewards General;
- Liaise with the Jumping Committee;
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Jumping.

2.2.3 FEI Regional Steward General – FEI Regional Stewards General may be appointed by the FEI for designated areas.

The FEI Regional Steward General’s duties are:

- To report half yearly on stewarding in his/her area to the FEI Honorary Steward General.

2.2.4 FEI Steward General

The FEI Steward General is proposed to the FEI by their NF and is responsible for the stewarding at international Events within their NF. Prior to their appointment as FEI Steward General they should be at least a Level 3 Steward. In addition they are required to report to the FEI Regional Steward General to make suggestions for improvement relating to stewarding matters. The duties of a Steward General are to:

- Act as the contact person between their NF and the FEI Regional Steward General and if necessary directly with the FEI Honorary Steward General in matters relating to their discipline’s stewarding;
- Advise their NF on all matters relating to their responsibility;
- Be familiar with the organisation of an international Event;
• Have a good knowledge of veterinary matters plus FEI Veterinary Regulations (VRs) and the FEI legal system;
• Speak and write English fluently;
• The Steward General must inform the OCs of international Events in their country of their responsibilities relating to stewarding and stable security under their jurisdiction.

Within smaller NFs, one Steward General may act as Steward General for a number of disciplines providing that they are qualified in the disciplines for which they have been appointed.

2.2.5 FEI Jumping Job Descriptions Stewards

Please refer to the following link for an overview of all FEI Jumping Stewards job descriptions: https://inside.fei.org/fei/your-role/officials/jumping/education-system

2.2.6 The Chief Steward

To be eligible to act in the capacity as Chief Steward at an international Event the Chief Steward must be included on the FEI list as at least a Level 3 steward. Level 2 Stewards may act as Chief Steward under the following conditions: The Stewards newly transferred up to Level 2 on 1 January 2021 cannot be appointed as Chief Steward in 2021, as they had been transferred up in view of the new Jumping Education System that has 4 Levels; however, given the existing Jumping Rules, the possibility to officiate as Chief Steward must be limited only to the Stewards who already held at least Level 2 status in 2020. The number of FEI Stewards in any country should be in proportion to the number of international Events held there.

A Chief Steward should be able to speak English as the FEI’s official language and must be a person experienced in equestrian sports, particularly in the Discipline of Jumping and have a good knowledge of all FEI Rules and Regulations for Jumping, the General Regulations and the VRs.

Each OC must appoint a Chief Steward from the list of Level 2*, Level 3 or Level 4 FEI Stewards. If the show includes more than one discipline, a Chief Steward must be appointed for each discipline. One of these must be appointed as overall Chief Steward of the entire show.

*The Stewards newly transferred up to Level 2 on 1 January 2021 cannot be appointed as Chief Steward in 2021, as they had been transferred up in view of the new Jumping Education System that has 4 Levels; however, given the existing Jumping Rules, the possibility to officiate as Chief Steward must be limited only to the Stewards who already held at least Level 2 status in 2020.

The Chief Steward must be integrated into the Organisation Committee of the Event. Their name must be printed in the Event schedule. They are responsible for organising the stewarding at the Event and are under the authority of the President of the Ground Jury. If a Technical Delegate is appointed they must work together closely prior to and during the Event (see Annex II).

The Chief Steward is to meet with the Foreign Judge prior to the start of the Event (or with the President of the Ground Jury if the Foreign Judge has not been appointed or is not yet present) to discuss stewarding in general and in particular the protocol for checking hind boots in the practice arena (see Annex XIV).

The Chief Steward must organise a meeting with the Veterinary Delegate / Veterinary Commission with a view to arranging any matters that need to be coordinated.

The Chief Steward must report immediately to the President of the Ground Jury (GRs Art 147.1) any act by anyone that they consider being in contravention of the rules and regulations relating to their responsibilities. They must inform the President of the Ground Jury and the Technical Delegate of any infractions that merit a Yellow Warning Card and possible additional action. The Chief Steward may issue Yellow Warning Cards in accordance with General Regulations Art. 164.3, for reasons including, but not limited to, abuse of Horses and incorrect behaviour towards officials. Once a Yellow Warning Card has been issued the Chief Steward must inform the President of the Ground Jury and the OC.

During the Event the Chief Steward and Assistants must wear, along with the Event’s Organising Committee’s accreditation, the FEI Steward badge in a clearly visible manner.

The Chief Steward is responsible for stewarding and the organisation of the stewarding team during the entire Event.
Following each Event, the Chief Steward must send a written report to the Jumping Director at FEI HQ, with copies to the President of the Ground Jury, the OC, the Steward General of the NF and the Secretary General of the host NF where the Event has taken place. If necessary, recommendations for improvements should be made in the Chief Steward’s report (see Annex I).

2.2.7 The Foreign Steward

A Foreign Steward will be appointed by the FEI for all 5* Events and for all Events of Tours (FEI Jumping Events organised by the same OC at the same venue on at least two consecutive weekends), regardless of the star level; the Foreign Steward is an additional member of the Stewarding Team consisting of the Chief Steward and the Assistant Stewards. As Foreign Steward at these Events, he/she represents the FEI within the Stewarding Team. He/she is responsible for ensuring that the Chief Steward and the whole Stewarding Team execute their duties in full accordance with current FEI Rules & Regulations and the conditions of the approved schedule in all areas that come under the control of the Stewarding Team. The Foreign Steward is a full and active member of the Stewarding Team and must be integrated into the duties rotation of the same. See Annex XVII for the job description of the Foreign Steward.

2.2.8 The Assistant Steward

According to the size and type of Event, a sufficient number of Assistant Stewards must be appointed by the OC. For Events running with 1 warm-up arena, there must be a minimum of four Assistant Stewards and all must hold at least Level 1 Steward status. For Events running with more than 1 warm-up arena, the number of Assistant Stewards should be increased accordingly in order to provide for the possible simultaneous execution of all stewarding duties (eg boot and bandage control, hind boot check).

2.2.9 The Stewarding Team

The OC together with the Chief Steward are responsible for the selection of a competent stewarding team capable of providing the appropriate stewarding service during the Event. Daily briefing sessions must be organised by the Chief Steward.

The Chief Steward must hold a meeting with the Assistant Stewards prior to the start of the Event and cover the following topics:

- Supervision and security of the stables
- Control of schooling areas
- Patrolling of the Event restricted area
- Veterinary assistance and EADCMP (Anti-Doping)
- Timely intervention to prevent abuse
- Horse Inspection
- Procedure for reporting incidents
- Correct behaviour towards Athletes, grooms and trainers
- Work timetable
- Meals
- Accommodation
- Areas of responsibilities
- Stewarding Groups
- Arrival
- Stable Duties
- Schooling (specific Jumping Duties)
- Warming-up
- Tack check (eg Ponies)
- Competition Flow
- Prize-giving
- Boot and Bandage Control
- Hind boot check

2.3 Working place for Steward(s)

The OC must provide the Stewards with adequate working facilities. A room or trailer must be available with soft drinks, chairs and a table. At Events where they have to work outdoors every effort should be
made to provide them with a sheltered area in the middle of, or immediately adjacent to, the exercise arenas from where they can effectively supervise the activities of the Athletes. For purposes of communication the entire team must be equipped with walkie-talkie radios.

All Stewards officiating at an international Event must wear distinctive identification such as badges or armbands, bibs, etc. and must have complete freedom of access to all restricted areas such as, but not limited to, all parts of the stables, schooling areas, warm-up arenas and all other related areas under control of the OC.

2.4 The cooperation between FEI Officials and Athletes and Athletes’ entourage

Every effort should be made to have a good working relationship between officials and the above-mentioned stakeholders. It is much better to prevent a rule being broken rather than having to react afterwards. To be able to intervene at the correct time, a good knowledge of the rules and regulations is necessary.

3. STABLES

3.1 Access to the Stable Area

For a high level of stable security, the stables must be completely enclosed by adequate fencing or walls. Access to the stable area must be controlled and restricted. This serves as a deterrent to the entry of unauthorised persons and the uncontrolled exit of Horses. The area must be sufficiently large to allow Horses to be evacuated from the stables in an emergency.

All Horses must be stabled in the Event stables. Horses may not leave their stables without their Event ID number.

Strict stable security is of paramount importance. Admission to the stables is limited during an Event. The only persons authorised by the OC to enter the stable area are the following so long as they are in possession of the required accreditations (See VRs Art. 1009):

- Athletes plus one accompanying person
- The Technical Delegate or Foreign Judge
- Members of the Ground Jury
- Chief Steward and assistant stewards
- The Veterinary Commission/Delegate
- Treating Veterinarians
- EADCMP officials
- The Official farrier, Team farriers and individual Athletes’ private farriers
- Not more than two owners per Horse as per those registered within the Horse’s passport
- The Chefs d’Equipe, trainers, grooms
- The Team Veterinarians and veterinarians accompanying individual Athletes
- Permitted Equine Therapists (PET) who have given their registration form to the Veterinary Commission/Delegate at the Event
- Presidents and Secretaries General of National Federations may also visit the stable area under certain conditions

It is essential that the OC official responsible for authorising access to the stable area is a senior person within the OC with knowledge of the appropriate rules.

Control of access

A control system must operate at all entrance gates to the stable area so that there is an efficient and reliable method of identifying those who enter and leave the stable area at all times. Please see below for further information.

3.2 Stewarding of the Stable Area

At least one steward reporting directly to the Chief Steward must be present or readily available in the vicinity of the stable area 24 hours a day for the entire duration of the Event. He/she may be assisted by additional stewards as deemed necessary.

During the time that the stables are officially closed nobody has the right to stay inside the stable area. Any persons requiring access to the stables during the hours of closure must report to the steward on
duty. They must be in possession of the required accreditation. They must sign in on the ‘Night Control in Stables’ form (ref. Annex VIII of this Manual) and they must be escorted by an FEI Steward at all times during their visit until they have left the secured stabling area. The ‘Night Control in Stables’ form must be submitted to the Chief Steward each morning.

There must be constant patrolling of the secured stable areas by official FEI Stewards (or security team employed by the OC). This patrolling must be obvious and clear for all people to see. It must take place 24 hours a day, even when the stables are closed. A random pattern should be used in order to discourage any form of forbidden practices or abuses. Any misdemeanours must be reported immediately to the steward responsible in the stable area, who must, in turn, report to the Chief Steward, who in turn reports to the President of the Ground Jury. Stewards may also ask for the appropriate Veterinary Form if a Horse is seen to receive treatment of any kind, even if this takes place in the Treatment Area/Boxes.

Any persons found within the secured stable areas during the hours of closure who has not followed the correct protocol might have their accreditation removed for the remainder of the Event.

The duty of the stewards is to safeguard the welfare of the Horses and to prevent any form of forbidden practice.

Stabling must:
- If possible, be on the Showground
- Satisfy requirements of local authorities
- Have specifically marked emergency exits that are kept clear
- Have appropriate and sufficient fire-fighting equipment
- Have ‘no-smoking’ signs
- Be checked for safety and solidity
- Be allocated by the OC to Athletes’ Horses
- Be numbered and labelled
- Have adequate ventilation, water and bedding
- Have clean yards, adequate manure disposal
- Have an area for storing fodder and bedding
- Have at least one entrance open 24 hours a day
- Have a passageway of a minimum of 2 metres, although minimum 3 metres is highly recommended.

Stabling – Minimum Requirements:
- Clean and disinfected prior to Horses’ arrival
- Well ventilated
- Be a restricted area
- Sufficient washing facilities for Horses
- Sufficient electricity and power points
- Space for tack and equipment
- Sufficient and well-maintained number of showers and toilets for grooms
- No cars or motor bikes may be parked in the stable area. Push bikes and electrically powered bikes may be allowed at the discretion of the OC.
- Office(s) in the vicinity of the stables for the Stewards, Stable Manager and Treating Veterinarian for assistance
- Information Board
- Minimum 2 EADCMP (testing) boxes (VRs Art. 1008.I.2) that must be secured after having been appropriately cleaned
- Minimum two treatment boxes (VRs Art. 1008.I.3)
- Minimum two isolation stables and one additional isolation stable for every 100 Horses (VRs Art. 1008.I.4)
- Adequate lighting
- There must be hot water
- Dedicated Smoking Area away from any flammable material or items
- Stables must have a roof overhang

3.3 Grooms

Grooms, or other persons, are not permitted to sleep within the stable area, unless exceptional authorisation has been granted by the Chief Steward and the Veterinary Delegate e.g. in case of illness of a Horse.
The Person Responsible must ensure that his/her groom, or any other authorised person with access to his/her Horses, is familiar with the security and stewarding procedures for the Event in question.

3.4 Movement throughout the Showground

Movement of Horses between the stables, practice area, grazing area and main arena must be strictly controlled. The optimum layout for the Jumping discipline may be found in Annex III of this document. It is understood that flexibility will be required depending on the requirements of other disciplines and layout of showground, but wherever practicable the optimum layout should be followed.

3.5 Stewarding of the Practice Arenas

The practice arenas refer to all arenas used for warming-up, training, schooling or lunging etc. From here onwards, all of these arenas/areas will be referred to as practice arenas.

The Chief Steward must ensure that each practice arena is adequately stewarded at all times when officially open. He/she must also ensure that all practice arenas are subject to random control when they are officially closed.

3.6 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 and their Event ID number must be clearly displayed.

4. WARNING CARDS

In accordance with the FEI General Regulations, 24th edition, updates effective 1 January 2021 (Art. 164.3), a Yellow Warning Card may be issued to a Person Responsible by the President of the Ground Jury, the Chief Steward or the Technical Delegate during the Period of the Event for the following offences:

- Abuse of Horse
- Incorrect Behaviour by the Person Responsible and/or Incorrect Behaviour by a member of their entourage. For the purpose of this article, the term “entourage” shall mean the Person Responsible's parent, spouse or partner, family member, coach, trainer, groom, crew or other person directly connected with the Person Responsible and includes the owner(s) of the Person Responsible's Horse.
- Non-compliance with applicable Sport Rules
- Non-compliance with Protective Headgear Rules

The Yellow Warning Card may be delivered either by hand or by any other suitable means. If after reasonable efforts the Person Responsible cannot be notified during the Period of the Event that he/she has received a Yellow Warning Card, the Person Responsible must be notified in writing within fourteen (14) days of the Event.

If the same Person Responsible receives one (1) or more Yellow Warning Card(s) at the same or any other International Event within one (1) year of the delivery of the first Yellow Warning Card, the Person Responsible shall be automatically suspended for a period of two (2) months after official notification from, or on behalf of, the FEI Secretary General.

NFSs must ensure that the President of the Ground Jury and the Chief Steward at all international Events are in possession of sufficient Yellow Warning Cards.

The FEI keeps a record of all penalties imposed under the FEI legal system. An up to date list of Athletes who have received a Yellow Warning Card can be found on the following link:

http://www.fei.org/fei/your-role/athletes/warning-cards

5. VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL

Please refer to Articles 1011, 1030-1039 of the FEI Veterinary Regulations for full details.
5.1 Requirements for the Horse Inspection

The OC must consider all the necessary requirements for the Horse Inspection. It must also liaise with the Technical Delegate / Veterinary Commission / Veterinary Delegate and will discuss the protocol for the inspection well in advance with the Chief Steward.

5.1.1 Surface

It is important that the inspection surface allows a fair evaluation of the Horse’s fitness to compete. The surface should always be firm, level, clean and not slippery. This can be accomplished in three ways:

- Freshly laid asphalt; if this surface is old and has become slippery, it can be improved by adding a light cover of sand.
- A competition or practice arena where the surface has been watered and rolled so that it is sufficiently compact to prevent it cutting up during the inspection.
- A firm gravel or stone dust road that has been swept to remove all loose stones.

There should be a minimum of 30 metres of surface available to inspect the Horses at walk and trot, but a shorter surface of no less than 25m may be acceptable under exceptional circumstances for indoor Horse Inspections. In some circumstances the Horse Inspection may, of necessity, be carried out on the competition surface, in which case the OC must discuss the conditions with the Inspection Panel and the TD if appointed beforehand. In such a situation the surface must be firmly rolled to provide the appropriate conditions. Please refer to Annex VII of this manual for further details.

5.1.2 Organisation

Strict stewarding is required during Horse Inspections, especially in the collecting area, to ensure the safety of all participants. The area must be stewarded so that Horses are ready for inspection at the scheduled time and quickly led away afterwards.

5.1.3 Holding Box

The Holding Box area must be a separate fenced off area, located close to the Horse Inspection area and where possible out of sight of the main Horse Inspection area; the Holding Box surface must be similar to the surface of the main inspection track. Stewards must accompany Horses to the Holding Box.

5.1.4 Announcements to the Public

Announcements of the Horse Inspection’s progress should be made and include the Athletes’ and Horses’ names, their Event ID numbers, nation they are representing and whether the Horses have been accepted, not accepted or referred to the Holding Box.

5.1.5 Safety of Horses and handlers

Special care is necessary with strict stewarding at Inspections where there are a large number of Horses in the collecting area. The same applies if there are stallions present for the Inspection, as they can create a significant safety risk. Whenever possible stallions should be presented separately, especially from mares.

5.2 Horse Inspection protocol according to the Rules

The Horse Inspection should be held not more than 24 hours prior to the start of the first competition.

5.3 Procedure of the Horse Inspection

5.3.1 General Remarks

- The Veterinary Delegate or a designated assistant will identify the Horse from its passport and microchip where applicable.
- Handlers must stand the Horse in front of the Inspection Panel facing the end of the inspection track. The Veterinary Delegate must walk around the Horse and make a brief visual inspection. Any other examinations (e.g. palpation or limb flexion) may not be performed. Handlers must
lead the Horse from the Horse’s left side on a loose rein whilst the Veterinary Delegate watches the Horse’s gait from the centre of the inspection track. Handlers must:
- a) walk the Horse for a short distance;
- b) trot the Horse to the end of the track;
- c) walk the Horse and turn in a clockwise direction at the end of the inspection track; and
- d) trot the Horse back to the starting point.
- The Inspection Panel will assess the Horses’ fitness to compete, and decide whether Horses are:
  - a) accepted;
  - b) not accepted (if Horses are unfit to compete); or referred to the Holding Box (Horse’s fitness to compete is questionable).

5.3.2 Rules for Horse Inspections
- Horses must be presented in a bridle with a bit and with Event ID number clearly displayed, no other tack or equipment may be worn
- Handlers neatly dressed
- No rugs or bandages
- No dye or paint on Horses or hooves
- A whip of up to 120cm only may be carried by the handler, if required

6. ANTI-DOPING TESTING FOR ATHLETES AND HORSES

6.1 Equine anti-doping and controlled medication testing (EADCMP)

Following a request from the Testing Veterinarians the Chief Steward may allocate the following tasks to a member of the Stewarding Team:
- a) Notify the PR that the Horse is to be tested; and/or
- b) Chaperone the Horse to the Testing Box.

6.2 Athletes’ testing

In accordance with the FEIs’ Anti-doping Rules for Human Athletes (ADRHA), FEI Athletes (riders, drivers, vaulters, lungers) can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction (Anti-Doping Organisations who wish to conduct Athlete testing at FEI Events must first obtain the FEI’s permission).

Where FEI Testing is planned, Organisers have the responsibility to provide facilities and staff/volunteers if requested by the FEI (article 22.3 of the ADRHA). The FEI makes all necessary arrangements with the Organiser and the TD or Foreign Judge. Stewards may be asked to provide assistance if necessary.

If a Steward receives a query on human anti-doping, he/she should direct the person:
- to a medical person with knowledge in anti-doping, or
- to the FEI, or
- to the local National/Regional Anti-Doping Organisation.

Additional information and contact details can be found in the “Clean Sport Humans” section of the FEI’s website.
The ADRHA are published on the FEI’s website at http://inside.fei.org/content/anti-doping-rules.

7. ABUSE OF HORSES

No person may abuse a Horse during an Event or at any other time. ABUSE means an action or omission which causes or is likely to cause pain or unnecessary discomfort to a Horse. This includes, but is not limited to, any of the following:

- To whip or beat a Horse excessively;
- To subject a Horse to any kind of electric shock device;
- To use spurs excessively or persistently;
- To jab the Horse in the mouth with the bit or any other device;
- To compete using an exhausted, lame or injured Horse;
- To “rap” a Horse;
- To abnormally sensitise or desensitise any part of a Horse;
- To leave a Horse without adequate food, drink or exercise;
- To use any device or equipment which causes excessive pain to the Horse upon knocking down an obstacle.
Any person witnessing an Abuse must report it in the form of a Protest (Art. 161) without delay. If an Abuse is witnessed during an Event or in direct connection with an Event, it should be reported as a Protest (Art 161) to an Official. If the Abuse is witnessed at any other time it should be reported as a Protest (Art 161) to the FEI Secretary General who, following a review of the Protest, shall take a Decision as to whether or not to refer the matter to the FEI Tribunal.

Excessive use of the whip (JRs Art. 243.2.2):
- The whip may not be used to vent an Athlete’s temper. Such use is always excessive;
- The use of a whip on a Horse’s head is always excessive use;
- A Horse should never be hit more than three times in a row. If a Horse’s skin is broken, it is always considered excessive use of the whip;
- The whip is not to be used after Elimination;

An Athlete identified as misusing or excessively using the whip will be disqualified and may be fined at the discretion of the Ground Jury.

8. BE PRO-ACTIVE

SITUATIONS NOT ALLOWED INCLUDING BUT NOT LIMITED TO...
- Any behaviour or training method that could be considered as abusive to the Horse;
- Persons in charge of Horses causing dangerous situations due to a lack of consideration to others;
- Horses bleeding in the mouth (in minor cases of blood in the mouth, such as where a Horse appears to have bitten its tongue or lip, officials may authorise the rinsing or wiping of the mouth and allow the Athlete to continue; any further evidence of blood in the mouth will result in Elimination);
- Marks indicating excessive use of spurs or of the whip anywhere on the Horse; additional sanctions may also apply (see JRs Art. 243);
- Riding or walking with Horse in hand in the main arena, without authorisation;
- Riding in a Practice Arena when in use without authorisation or outside the allowed time.

9. MISCELLANEOUS

9.1 Public

For safety reasons, the public must be separated and kept away from the areas where Horses transit and exercise. The entire Event area under control of the Stewarding Team should be patrolled randomly.

9.2 Footing

The footing of all exercise areas is of great importance. Horses spend much more time in Practice Arenas than in the competition arena. The OC must be prepared to maintain, and if necessary, improve the footing (watering, sand, shavings, etc.) and even move to another area if this is available should the footing of the designated areas become or be considered inadequate by the Foreign Judge/Technical Delegate/Chief Steward.

9.3 Practice Arena(s) Timetables

Timetables for the use of Practice Arenas must be established, posted on the notice board in the stable and adhered to. Whenever possible, flexibility is required and the Practice Arenas should be opened outside the established times on receipt of reasonable requests. Horses must always wear their Event ID number. Practice Arenas must always be stewarded when in use.

9.4 Advertising on Athletes and Horses and Promotion (GRs Art. 135)

At all Events, except Regional and Olympic Games under the patronage of the IOC (see Olympic Regulations for Equestrian Events at Olympic Games), Athletes may wear clothing and use equipment which identify the manufacturer, the Athlete’s sponsor(s), the Athlete’s team sponsor(s), the NF’s sponsor(s), the Athlete’s nation, and/or the Athlete himself/herself, but only under the specific conditions set forth below:

9.4.1 Identification of a Non-Sponsor Manufacturer
While present in the competition area and during the prize-giving ceremonies names or logos identifying a non-sponsoring manufacturer of the clothing and equipment may appear only once per item of clothing and equipment and solely on a surface area not exceeding:

- 3 cm$^2$ for clothing and equipment

If the manufacturers of clothing and equipment act as sponsors, the provisions under paragraph 9.4.2 of this article apply.

### 9.4.2 Identification of Sponsors

While present in the Competition area and during the prize-giving ceremonies the name and/or logo of the Athlete’s sponsor(s), his/her team sponsor(s) and/or his/her NF’s sponsor(s) may appear on a surface area not exceeding:

a. 200 cm$^2$ on each side of the saddle cloth.
b. 80 cm$^2$ on each of the two sides of jackets or top garments at the height of breast pockets.
c. 80 cm$^2$ (maximum 20 cm long, maximum 4 cm wide) only once lengthwise on the left leg of the riding breeches. In any case, the surface area on the riding breeches should be dedicated to the visibility of the following only: the Athlete’s name, identification of the Athlete’s nationality, the name and/or logo of the Athlete’s sponsor(s), his/her team sponsor(s) and/or his/her NF’s sponsor(s).
d. 16 cm$^2$ on both sides of the shirt collar and of the hunting stock or centrally in the middle part of the collar on the ladies’ blouses.
e. 125 cm$^2$ (maximum 25 cm long, maximum 5 cm wide) vertically in the middle part of the hard hat.
f. 75 cm$^2$ for the logo on ear hoods.

### 9.4.3 Team and/or NF Sponsor Logo

Athletes shall wear the official clothing of their NF in the Nations Cup Competition at CSIOs and throughout all stages of competition (team and individual) at Regional, Continental and World Championships and, subject to the approval of each relevant National Olympic Committee, during the Competitions at Olympic and Regional Games.

Should a NF not have an official clothing, the Athlete(s) of such NF shall be entitled to wear their own clothing, subject to the Jumping Rules and requirements.

### 9.4.4 Competition / Event Logo / Advertising

1. The OC may display the name and/or logo of a Competition and/or Event sponsor(s) on members of the OC crew present in the competition area and on the numbers worn by Athletes and on stable rugs while present in the competition area and during the prize-giving ceremonies at all FEI Events. The size of name and/or logo on the Athlete’s number shall not exceed 100 cm$^2$.
2. Advertising may appear on the outsides of the arena provided the TV agreement allows for it.
3. For the purposes of this article, the competition area shall include all areas where the Athlete is being judged or his/her Horse is undergoing a Horse Inspection.

### 9.4.5 Athlete’s National identification

While present in the Competition area and during the prize-giving ceremonies the name or logo of the Athlete’s nation, its national symbol and/or its national flag, and/or the Athlete’s NF logo or name may appear on a surface area not exceeding:

a. A reasonable size on each of the two sides of jackets or top garments, at the height of breast pockets and on the collar.
b. 200 cm$^2$ on each side of the saddle cloth.
c. Vertically in the middle part of the Protective Headgear.
d. 80 cm$^2$ (maximum 20 cm long, maximum 4 cm wide) only once lengthwise on the left leg of the riding breeches.
e. 75 cm$^2$ for the logo on ear hoods.
f. Either 200 cm$^2$ on one arm of jackets or top garment or 100 cm$^2$ on each arm of jackets or top garment for Events in all Disciplines.

In addition to the above, the Athlete’s national flag or the official three letter IOC abbreviation for the nation, may appear on the back of the Athlete’s jacket, centred between the shoulders. The top
of the flag, respectively the three letter abbreviation, must be placed 4cm below the collar. The flag may not be more than 25cm wide, with a height in proportion to the width; the three letter IOC abbreviation must appear in standard IOC typeface and not exceed a height of 8 cm.

9.4.6  Athlete’s Name

While present in the Competition area and during the prize-giving ceremonies the Athlete’s name may appear on a surface area not exceeding:

   a. 80cm² (maximum 20 cm long, maximum 4 cm wide) only once lengthwise on the left leg of the riding breeches.

The Chief Steward is responsible for ensuring that the above provisions are respected by Athletes before entering the arena. Athletes not complying with the above will not be permitted to enter the arena during competition. An official clothing approved by a NF not complying with the requirements of Article 135 will not be authorised by the FEI.

Athletes may also be subject to a Yellow Warning Card issued by the President of the Ground Jury, the Chief Steward or the Technical Delegate. Please refer to Art. 240 of the FEI Jumping Rules:

Article 240  Fines and Yellow Warning Cards

1. In addition to any other sanction(s) that may be issued in accordance with these JRs and/or GRs, the President of the Ground Jury, the Chief Steward and the Technical Delegate are each authorised to issue a Yellow Warning Card in accordance with GRs Art. 164.3:

   2.9 to an Athlete who violates the advertising rules (see also GRs Art. 135) or does not comply with the rules regarding dress and saddlery (see JRs Art. 256.1 and 257)

9.5  Falls

In case of a fall of an Athlete and/or Horse at any time in the Competition arena, in the practice arena or elsewhere within the grounds of the Event, the Athlete must be checked by the Event’s medical service (or by a medical doctor if the medical service is not available) before the he/she may be permitted to take part in the round in progress or in the next round or Competition at the Event, respectively the Horse must be cleared by the Veterinary Delegate before it may be permitted to take part in the next round or Competition at the Event.

Please refer to JRs Art. 224.4.1 for full details.

9.6  Dogs

If allowed at the Event, all dogs must be leashed and affixed to a human or stationary object. Violation of this rule will incur a fine of CHF 100 per offence and, in case of a repeated offence at the Event, may lead to exclusion from the Venue. (GR Art. 109.13)

9.7  Headgear

The FEI List of applicable international testing standards for protective headgear can be found on the General Regs & Statutes page:

FEI List of applicable international testing standards for protective headgear

10. LEGAL PROCEDURE AND SANCTIONS

10.1 The Legal Base

The following rule books and regulations describe the basic tasks, responsibilities and organisation of the FEI. The Chief Steward must be in possession of the following rule books and know the rules which cover their responsibilities.

- General Regulations (GRs)
- Veterinary Regulations (VRs)
- Jumping Rules (JRs) and any other appropriate Rules for the relevant Jumping Event
It is of course impossible to know all the rules by heart. Therefore the first priority is to become familiar with the relevant articles, in order to understand how to proceed.

The First Principles are:

HELP

PREVENT

INTERVENE

In accordance with the maxim that prevention is better than cure, the first principle of Officials is to ensure that everything is organised and run according to the rules.

Athletes for their part have a duty to ensure that they observe the rules with regard to their Horses and in relation to their own preparation for, and participation in, the Event.

The legal system is fairly complex even for a professional lawyer. Therefore those concerned with applying it, while they must know what rule to look for and where to find it, ought not to try to learn the system by heart. When a difficulty arises, it is wise even for the well-informed to read the relevant articles carefully before tackling the problem.

If someone wishes to protest a decision by an official, the official should inform him/her of the correct procedure, refer him/her to Articles 161 and 162 of the GRs, and inform him/her on where to find the FEI Protest Form on the FEI website at the following link:
https://inside.fei.org/content/general-regs-statutes

If the person protesting is not the appropriate person, this should be pointed out. The Ground Jury President must always be advised if a person informs a member of the Stewarding Team of an intention to protest.

10.2 Some practical advice

The facts of a case, if not already agreed, must first be established. A decision must then be reached on the agreed or proven facts. Witnesses to any incident under examination are of great importance.

Except when making a quick decision, a quiet place should be found where the proceedings will not be overheard. A courtroom atmosphere should be avoided, but order must be maintained and interruptions discouraged. Each interested party must receive a fair hearing and be allowed to state his/her case regarding the facts and, where necessary, the law.

Officials present during an incident may be required to give relevant evidence. Where cruelty is alleged, this must be reported to the President of the Ground Jury and the VD/VC, who should see the Horse as soon as possible.

Even if you have seen an act of cruelty take place, ask the accused person for his/her comments before reaching a decision.

If an incident has to be reported, do not forget the officials will need written statements from those involved and witnesses. These papers must be signed and dated (with the time noted, if possible).

Finally, while a lay person cannot expect to be a legal expert, it is important to be fair and patient, to give each party an opportunity to state his/her own case and ask any questions of the witnesses, to weigh the evidence (where it is disputed) and reach an impartial decision in a sporting spirit.

The following Officials must have a good knowledge of the rules:

- The President of the Ground Jury
- The Foreign Judge
- The Technical Delegate
- The Chief Steward
- The Foreign Steward
- The Veterinary Delegate/President of the Veterinary Commission
GENERAL REGULATIONS – CHAPTER VIII – THE LEGAL SYSTEM

10.3 Protests (GR Art. 161 Excerpt)

(i)

General Principles

161.1 Protests may be lodged against any person or body involved in any capacity in an International Event or otherwise subject to the jurisdiction of the FEI including for failure to observe the Statutes, GRs or Sport Rules or violation of the common principles of behaviour, fairness, or accepted standards of sportsmanship, whether occurring during or in connection with an International Event or, in the case of Abuse of Horse, at any other time.

Decisions not subject to Protest

161.2 There is no Protest against:

(a) Decisions of the Ground Jury arising from the field of play, which are final and binding, such as, but not limited to:

(i) where the Decision is based on a factual observation of performance during a Competition or the awarding of marks for performance;
(ii) whether an obstacle was knocked down; whether a Horse was disobedient; whether a Horse refused at an obstacle or knocked it down while jumping;
(iii) whether an Athlete or Horse has fallen;
(iv) whether a Horse circled in a combination or refused or ran out; (v) the time taken for the round;
(vi) whether an obstacle was jumped within the time; and/or (vii) whether, the particular track followed by an Athlete caused him/her to incur a penalty under the applicable Sport Rules.

(b) The Elimination or Disqualification of a Horse for veterinary reasons, including non-acceptance of a Horse at a Horse Inspection unless otherwise specified;

(c) The Elimination or Disqualification of an Athlete for medical reasons/fitness to compete;

(d) The imposition of a Warning without additional sanctions or of a Yellow Warning Card, an Eventing Recorded Warning or an Incorrect Behaviour Card.

Protest Deadlines and Status of Decisions

161.3 In order for a Protest to be validly filed, the following deadlines must be complied with regardless of whether the person filing the Protest is on-site at the relevant Event or not:

<table>
<thead>
<tr>
<th>Protest Concerning:</th>
<th>Applicable Deadline (i.e. no later than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The eligibility of an Athlete or Horse for a specific Competition or Event</td>
<td>Thirty (30) minutes before the start of the relevant Competition</td>
</tr>
<tr>
<td>The condition of the Arena</td>
<td>Thirty (30) minutes before the start of the relevant Competition</td>
</tr>
<tr>
<td>An obstacle, or the plan or length of the course for a Jumping Competition or the obstacle Phase of a Driving Competition</td>
<td>Fifteen (15) minutes before the start of the Competition</td>
</tr>
<tr>
<td>The cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance</td>
<td>18:00 (local time) on the day before the relevant Competition</td>
</tr>
<tr>
<td>Irregularities or incidents during a Competition</td>
<td>Thirty (30) minutes after the announcement of the results of the relevant Competition</td>
</tr>
<tr>
<td>The results of a Competition</td>
<td>Thirty (30) minutes after the announcement of the results of the relevant Competition</td>
</tr>
<tr>
<td>A Challenge to the procedures followed in the application or implementation of any FEI Rule.</td>
<td>Thirty (30) minutes after the notification of the application or implementation of such rule</td>
</tr>
</tbody>
</table>
Authority to File Protests

161.4 Protests may only be lodged by:
- the FEI,
- Presidents or Secretary Generals of NFs,
- Officials,
- Chefs d’Equipe or, if there is no Chef d’Equipe, by a Person Responsible or a Team Veterinarian responsible for Horses taking part in the Event.

161.5 Protests concerning an abuse of Horse may be lodged by any person or body. See Article 142 (Abuse of Horse).

Procedure for Filing a Protest

161.6 All Protests must be in writing, signed by an authorised person within the meaning of Article 161.4 and be accompanied by any supporting evidence, including the names of witnesses (if any).

161.7 Protests to the Ground Jury shall be presented within the applicable time limit to the President of the Ground Jury or to any member of the Ground Jury if the President is not available together with the necessary deposit.

Deposit

161.7 A deposit of CHF 150 (or the local currency equivalent) must be paid on site in order for the Ground Jury to have jurisdiction to consider the Protest.

161.8 No deposit is required for Protests claiming Horse Abuse of any nature.

161.9 If the Protest is successful, the deposit will be refunded.

161.10 If the Protest is dismissed, the deposit will not be refunded.

Protest Review by Ground Jury

161.11 Before reaching a Decision on any Protest, the Ground Jury must:
- consider if it has jurisdiction or not (see Article 161.14 below)
- examine the available evidence, whether written or oral;
- hear all the parties concerned where appropriate under the rules (and provided they are available); and
- take into account all relevant material, in every case trying to reach a fair and equitable Decision.

161.12 In Protests involving veterinary matters during Events the President of the Veterinary Commission or the Veterinary Delegate at an Event may provide advice to the Ground Jury.

161.13 The Ground Jury may request the advice and assistance of a representative of the FEI in order to ensure the correct Protest procedures, as set out in this Article 163, are complied with.

Jurisdiction

161.14 Where one party asserts that the Ground Jury does not have jurisdiction and/or the Ground Jury itself questions its jurisdiction, the Ground Jury must consider the arguments for and against jurisdiction and render a Decision on jurisdiction prior to considering the merits of the Protest. If the Ground Jury decides that it does not have jurisdiction, it shall not proceed to consider or comment on the merits of the Protest.

Use of Video Evidence

161.15 The use of all technical assistance available including, but not limited to, official videorecordings (an official video recording is considered to be a recording made by a broadcast network or a video company hired by the OC, except where specified otherwise in the relevant Sports Rules) is permitted to assist Officials in carrying out their responsibilities under FEI rules.

161.16 For a video recording to be accepted under FEI Rules for purposes of a Protest, it must be presented within the required time period as set out in Article 161.3 above.
161.17 If the Ground Jury relies on video evidence to alter the outcome of any Competition after the results have been communicated, such video recording must contain irrefutable evidence that the original ruling or Decision was incorrect. The use of video shall always be within the confines of the applicable rules and must never by its usage alter the Rules currently in effect.

**Communication of Decision**

161.18 Where possible, Decisions must be notified in writing to the parties concerned.

**Appeal**

161.19 Decisions of the Ground Jury arising from a Protest may be appealed to the FEI Tribunal according to the process set out in Article 162.3. Decisions covered by Article 161.2 are final and may not be appealed to the FEI Tribunal.

### 10.4 Appeals (GR Art. 162 Excerpt)

**General Principles**

162.1 An Appeal may be lodged by any person or body with a legitimate interest against any Decision made by any person or body authorised under the Statutes, GRs or Sport Rules, provided it is admissible (see Article 162.2 below):

(a) With the FEI Tribunal against Decisions of the Ground Jury or any other person or body.

(b) With the CAS against Decisions by the FEI Tribunal. The person or body lodging such Appeal shall inform the FEI Legal Department.

**Admissibility of Appeals**

162.2 An Appeal is not admissible:

(a) Against Decisions by the Ground Jury in cases covered by Article 161.2;

(b) Against Decisions made by the FEI Tribunal on Appeals arising from Decisions made by the Ground Jury.

**Process for Filing an Appeal against a Ground Jury Decision**

162.3 Appeals to the FEI Tribunal against a decision of the Ground Jury arising from a Protest must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must reach the FEI Tribunal no later than fourteen (14) days after the end of the Event.

162.4 A deposit to the FEI of the equivalent of CHF 500 must be paid in order for the Appeal to be admissible.

**Process for Filing an Appeal against other FEI Decisions**

162.5 Appeals to the FEI Tribunal against other FEI Decisions (i.e. other than an Appeal against a Decision arising from a Protest) must be dispatched to the FEI Tribunal (fei.tribunal@fei.org) and signed by the appellant or his/her authorised agent and accompanied by supporting evidence in writing or by the presence of one or more witnesses at a designated hearing and must reach the FEI Tribunal within twenty one (21) days of the date on which the notification of the earlier Decision was sent.

162.6 A deposit to the FEI of the equivalent of CHF 500 must be paid in order for the Appeal to be admissible.

**Process for Filing an Appeal to CAS**

162.7 Appeals to the CAS together with supporting documents must be dispatched to the CAS Secretariat pursuant to the Procedural Rules of the CAS Code of Sports-related Arbitration so as to reach the CAS within twenty-one (21) days of the date on which the notification of the FEI Tribunal Decision was sent to the National Federation of the Person Responsible.

162.8 Cross appeals and other subsequent appeals by any respondent named in cases brought to CAS under the FEI Rules and Regulations are specifically permitted. Any party with a right to appeal to CAS must file a cross appeal or subsequent appeal at the latest with its answer.
10.5 Sanctions (GR Art. 164 Excerpt)

Types of Sanctions

164.1 The Sanction(s) imposed in any given case can consist of any of the Sanctions set out in Articles 164.2 - 164.10 below. The level of the Sanction shall be decided according to the guidelines mentioned in Article 164.13 of the GRs and to the circumstances of the case.

164.2 Warning

An oral or written warning is appropriate in cases of minor violations committed unintentionally and without significant consequences. In the discipline of Eventing, a Recorded Warning may be issued for certain rule violations. If the same Person Responsible receives three Recorded Warning within a 2 year (24 month) period, the Person Responsible shall be automatically suspended for a period of two (2) months after official notification from, or on behalf of, the FEI Secretary General.

164.3 Yellow Warning Card

(a) A Yellow Warning Card may be issued to a Person Responsible by the President of the Ground Jury, the Chief Steward or the Technical Delegate during the Period of the Event for the following offences:

• Abuse of Horse
• Incorrect Behaviour by the Person Responsible and/or Incorrect Behaviour by a member of their entourage. For the purpose of this article, the term "entourage" shall mean the Person Responsible’s parent, spouse or partner, family member, coach, trainer, groom, crew or other person directly connected with the Person Responsible and includes the owner(s) of the Person Responsible’s Horse.
• Non-compliance with applicable Sport Rules
• Non-compliance with Protective Headgear Rules

(b) The Yellow Warning Card may be delivered either by hand or by any other suitable means. If after reasonable efforts the Person Responsible cannot be notified during the Period of the Event that he/she has received a Yellow Warning Card, the Person Responsible must be notified in writing within fourteen (14) days of the Event.

(c) A Yellow Warning Card may be issued in addition to any other Sanction(s) that may be issued in accordance with these GRs and/or the relevant Sport Rules.

(d) If the same Person Responsible receives one (1) or more Yellow Warning Card(s) at the same or any other International Event within one year of the delivery of the first Yellow Warning Card, the Person Responsible shall be automatically suspended for a period of two (2) months after official notification from, or on behalf of, the FEI Secretary General.

164.4 Incorrect Behaviour Card

(a) In the discipline of Endurance the President of the Ground Jury, the Chief Steward or the Technical Delegate may issue an Incorrect Behaviour Card to an Athlete or Trainer for Incorrect Behaviour. An Incorrect Behaviour Card will result in 100 penalty points, Disqualification, and a suspension of two-months.

164.5 Fine

(a) A fine is appropriate particularly in cases where the offender has acted negligently.

(b) All fines imposed under the Legal System are due to the FEI. They must not be paid to the OC or any other body but must be paid to the FEI on receipt of a demand.

(c) Where a fine is imposed on an individual the FEI may issue the corresponding invoice to either:

• that individual’s National Federation and it shall be the responsibility of the National Federation to ensure the payment of the fine within the relevant deadline; or
• to the individual directly.

(d) Any person who has not paid a fine within thirty (30) days of receiving a demand for payment will be automatically suspended until the fine is paid in full. If Fines are not paid within ninety (90) days from the date of issue, interest will automatically be charged at the end of each month at the rate of 10% p.a. If fines are inadvertently paid to the OC or any other person such fines shall be remitted to the FEI.
164.6 Disqualification
(a) Disqualification is appropriate when it is specified in the Statutes, GRs or Sport Rules, or if the circumstances require an immediate action. Disqualification from the Competition or Event may be retroactive.

(b) Disqualification from a Competition means that the Athlete and/or Horse(s) concerned - even should they change ownership are removed from the list of starters and the classification and includes the forfeiture of prize money won in that particular Competition.

(c) Disqualification from an Event means that the Athlete and/or Horse(s) - even should they change ownership - may take no further part in that Event and it may include (in addition to what is mandated under paragraph 4.1.) the forfeiture of any prize money won in previous Competitions at that Event where provided for in the Statutes, GRs or Sport Rules.

164.7 Suspension
(a) During the period of a Suspension the person, Horse or body suspended may take no part in Competitions or Events as an Athlete, Horse or Official or in the organisation of, any Event under the jurisdiction of the FEI or any Event under the jurisdiction of an NF in accordance with the Statutes or in any FEI related activity (e.g. FEI courses, meetings, General Assembly etc.).

(b) If so specified in the relevant Notification/Decision, the person may be barred temporarily or for a specific period of time from participating in or attending, in any capacity, including as a spectator, any Competition or Event that is authorised or organised by the FEI or any National Federation.

(c) The Suspension may be provisional or final and may be imposed on such terms and subject to conditions as the FEI Tribunal, the FEI Headquarters or the FEI Secretary General, as the case may be, may impose. In certain cases a Provisional or Final Suspension may be automatic under the Statutes, GRs or Sport Rules.

(d) As a general principle, a Suspension will start as of the date of notification of the Suspension. However, the body imposing or applying the Suspension may postpone the start date of the Suspension in order to ensure the effectiveness of the Suspension.

164.8 Removal of an Official from an Event

164.9 Removal of an Official from the FEI List of Officials

164.10 Demotion of an Official

11. REPORT AND FOLLOW-UP

a. Reports (GR Art. 166)

1. Officials are required to send Reports to the relevant Sports Department at the conclusion of Events, in accordance with the GRs and the applicable Sport Rules. Matters giving rise to Protests must be included in such Reports.

2. Where an Official has failed to return the Report(s) within the designated time and without a valid reason, the Official shall be sanctioned by the FEI, first with a Warning (with a copy to the Official’s NF) and then by a Suspension until the outstanding Report(s) has been provided to the FEI or such other Sanction as the FEI deems appropriate in the circumstances.

b. After the Competition

The Chief Steward must complete the online Chief Steward Report form and submit it to the FEI as soon as possible after the Event, with copy to the Event’s OC, NF, and Steward General. For Events where the Chief Steward is required to complete the online Event Classification System (ECS) report, it is not necessary to also complete and submit the standard online Chief Steward Report. Details about any unusual incidents must be included in reports.

Communicate to the OC any points which need improving for the following year.

c. FEI Checklist for Chief Stewards
I  Administration

- Do you have the names of the other Officials?
- Do you have written information for the Athletes?
- Will the Information/Message Board give instructions in English and in the language of the host country? (General Map or Area, practice arenas, time-schedules, important telephone numbers, starting lists, results, attribution of boxes).
- Are distinctive stable badges and access passes distributed?
- Are telephone lists available?
- Are letter boxes (pigeon holes) for Chefs d’Equipe installed?
- Is there a list of all Horses entered available (master-list)?
- Are Event ID Numbers ready to deliver to the grooms at the arrival examination?

II  Logistics

Is the following satisfactory?

- Accommodation for grooms (outside stables)
- Accommodation for your Assistant Stewards
- Meals for your Assistant Stewards
- Availability of drinking water for the Assistant Stewards
- Availability of walkie-talkie radios, or telephones provided for you and your Assistants
- Is there a Steward’s Office (near to the entrance/exit of the stables; fully equipped)?

III  Medical and Veterinary Services

- Are ambulances, a medical service/medical doctor and a veterinarian available during training?
- Is a treating Veterinarian available 24 hours/day?
- Are isolation boxes available?
- Is there a specific place (e.g. clinic) organised for Vet treatments; have the Vets been informed of the location?
- Is there an adequate number of treatment boxes?
- Are there two separate boxes prepared for EADCMP (in a quiet place)?

- Are the EADCMP facilities ready (office, fridge, table, chair …)

IV  Stables

- Is there close cooperation with the stable manager?
- Are the trucks, lorries and vans outside the stables enclosure?
- Is the Stable Area properly fenced-off (Restricted Area)?
- Are the boxes safe and at least the minimum required size?
- Is there a list of stabled Horses?
- Are the boxes numbered and labelled accordingly (Stall Information Card)?
- Are the stables well ventilated?
- Is 24 hour security organised and well-informed?
- Is the ‘Night Control in Stables form (Ann. VIII) available?
- Are the water supply points and showers sufficient?
- Is the electricity working?
- Is a Horse Watch service for the night organised?
- Do the stables have enough fire-fighting equipment?
- Are there designated smoking areas outside the stables?
- Is there a special time and plan for grazing published?
- Is a farrier readily available?
- Is the passageway sufficiently wide?
- Are the stables equipped with working lights and sufficiently well-lit?
- Is the electric cabling out of the reach of Horses?

V  Horse Examinations and Inspections

- Are the Event ID numbers readily available?
- The site for the Horse Inspection:
  - Is it flat?
  - Is the ground firm?
  - Is it a non-slippery surface?
- Are there enough Stewards to help?
- Is the Holding Box area satisfactory?
- Are starting-lists, table, passports, loudspeaker system, manure collector organised?
- Is there enough room for the spectators?
- Are spectators/owners kept away from the inspecting panel?

VI  Practice Arenas

- Is there enough schooling space?
- Is lunging on a separate place or at special times?
- Are sufficient Stewards available for the daily schooling times?
- Is there a timetable for schooling?
- Is the ground maintained?
- Are the arenas numbered?
- Are the Stewards briefed?
- Are there shelters for the Stewards in adverse weather conditions?

- Has a meeting with the VD to discuss possible role of Stewarding Team if required for deployment of Horse Ambulance been organised?
- Medical services:
  - Has a meeting to discuss procedure in case of accidents been organised?
- Are screens available close to the practice arena(s)?

VII  Warm Up

- Are there sufficient spare obstacle material and (safety) cups?
- Are starting lists and course plans available before the start of the competition?
- How is the competition flow being organised? Should the Stewards help?
  (If YES, are there still enough Stewards?)
- Are the lunging/flatwork/jumping areas separated?
- Is a farrier readily available next to the warm-up during competitions?
- Is ground maintenance organised?
- Is there contact between the GJ and the Chief Steward?
- Is the prize-giving organised with GJ and OC?