



Fédération
Equestre
Internationale



**ANNEXES I TO XIV FOR VAULTING
STEWARDS**

Edition 1ST of January 2006

For all disciplines
Confidential

Pour toutes les disciplines
Confidentiel

For the use of the FEI Secretariat

Destiné au Secrétariat de la FEI

2006

Event :

Lieu du concours

Country

Pays

Category of Event::

Genre de Concours

Date

Chief Steward

Commissaire en Chef

Discipline

Address:

Email:

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, 21st edition, 2005, 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.

*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, 21^{ème} Edition, 2005., 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.

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. ()

Number of Stewards (including Chief Steward) ()

Number of Foreign Stewards: ()

Number of participation horses: ()

Annexes (tick box if annex included):

- Map or sketch of stable and general area/ vet gate area ()
- Information to competitors ()
- Incidents and warning cards ()

Please rate the following and provide as many details as possible, particularly concerning items that require improvements.

Attach additional page(s) if more space or further comments are required.

Marks on a scale of 1-10 with 1= very weak, 5 = sufficient, 10 = excellent

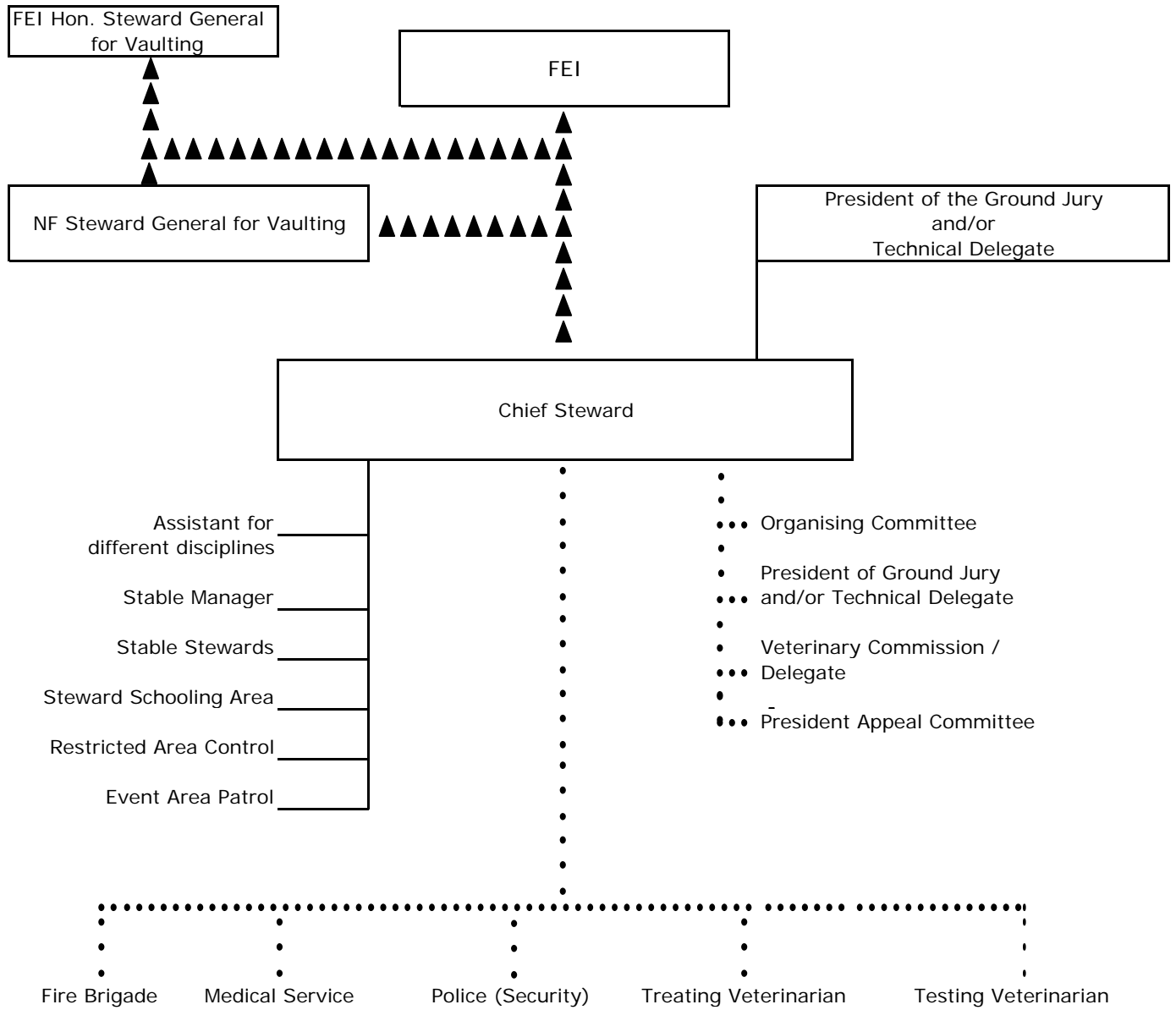
	Item	Directives: highlight problem points	Marks	Remarks: elaborate on positive and negative points as necessary (give reason for marks below 5!)
1	Arrival of horses	Organisation/ presence of Vet/documentations/ isolation boxes/		
2	Stabling	Security/ permanent or mobile boxes/ wash areas/ fencing/ services/ office/ info board/ smoking places/ fire precautions		
3	Horse inspection	Ground/ organisation/ separation from public/ collection area/ holding area/ officials		
4	Schooling & Warm-up	General exercise,/ lunging- / dressage-/ jumping-/ hacking- area/ space/ type & quality of ground/ grazing areas		
5	Competition	Warm-up/ competition arena/ type and quality of ground/ maintenance of footing/ timing/ inspection of tack/ logos/ vet gates		
6	Night controls	Closed stables/ permanent/ horse wash service/ incidents		
7	Steward/ assistants	Enough personnel/ reliability/ competitor info/ organisation/ communication system		
8	Cooperation with OC, GJ, TD etc.	Briefings/ programme/ running lists/ information/ communications		
9	Medical/ vet service	Daily services/ emergency response/ stable patrols		
10	MCP	Boxes/ separation/ stewards/ training		

Date:

Signature:

Name:

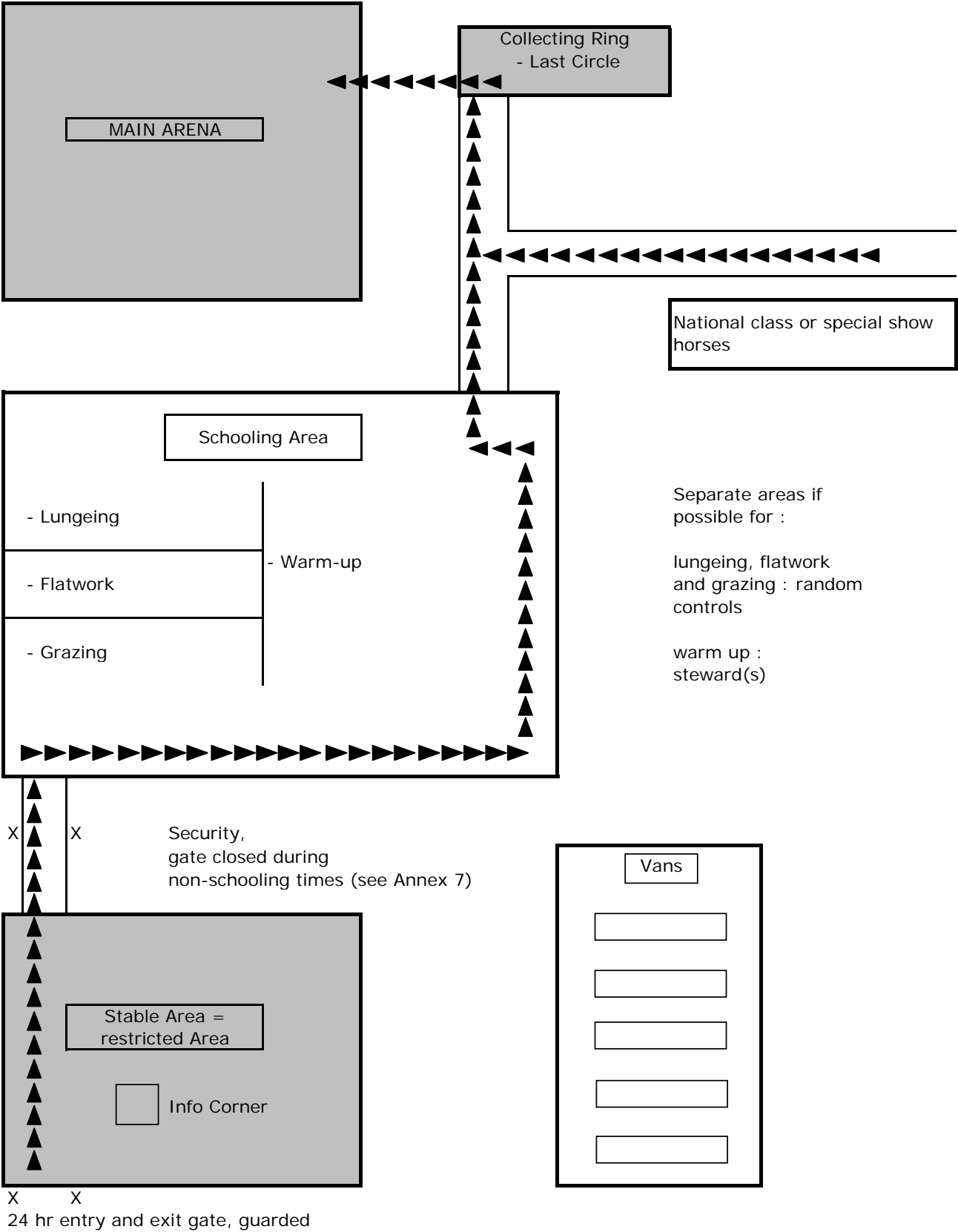
THE POSITION OF CHIEF STEWARD



_____ Subordination

..... Corporation, continuous contacts

SITE LAYOUT
(example)



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)

Competition Area Schedule
Official Training

From	Nation
08:00	BRA
08:14	CZE
08:42	DEN
09:24	ESP
09:31	FRA
10:34	GBR
10:55	GER
12:05	HUN
12:33	ITA
12:54	JPN
13:01	POL
13:15	RSA
13:22	SUI
14:11	SVK
15:07	SWE
15:21	USA
15:49	AUT
16:33	End

Every Nation can use the warm up area 30 minutes before the
scheduled time.

Horse which compete for more than on Nation are only
calculated once.

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.

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 & Security 6 - end of competition, Mr N and Mr O by night
 Group E : Mr P : 06-13, Mr Q : 13-21

Article 723 EQUIPMENT OF THE VAULTING HORSE

1. The equipment of the horse will be as follows:
 - snaffle bridle (rubber bit guards permitted)
 - two side reins
 - vaulting surcingle with under-pad and girth (see Appendix C)
 - longe rein and longeing whip.

Bandages and/or brushing/overreach boots are optional. Ear muffs and plugs are allowed. Standing reins or auxiliary reins are not permitted. Longe rein must be attached to the inner ring of the bit (not over the head or to the outer ring of the bit).

2. Back Pad (optional)
- 2.1. The back pad which may be checked by the steward and/or a judge at any time on the horse must have the following dimensions :
 - max. 80 cm from the back edge of the surcingle to the back
 - max. 25 cm from the front edge of the surcingle to the neck
 - max. 90 cm from side to side (If checked on the horse, the allowed tolerance may not exceed 3cm, i.e. 93 cm)
 - max. 3 cm thick including cover
 - max. total length 1.10 m, with no more than 25 cm in front of the surcingle.
3. The use of any other equipment and any other way of attachment of the equipment than described above, will entail elimination.
4. The surcingle and the back pad may be changed from test to test.
5. In the warm-up arena, a longeing cavesson standing reins or auxiliary reins are permitted. Any member of the Delegation entered in the definite entries by the NF may work the horse mounted.

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)

2.3.5 To check that the Official Measurement Certificate for Ponies (see Annex XV.6) is in order at a FEI events for ponies.

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.

2.5 If too many horses arrive at the same time, it is possible that the veterinary official limits the Examination to verification of identity and a health check; and carries out a detailed examination of the passports later.

3. Horse Inspections (VR Article 1011)

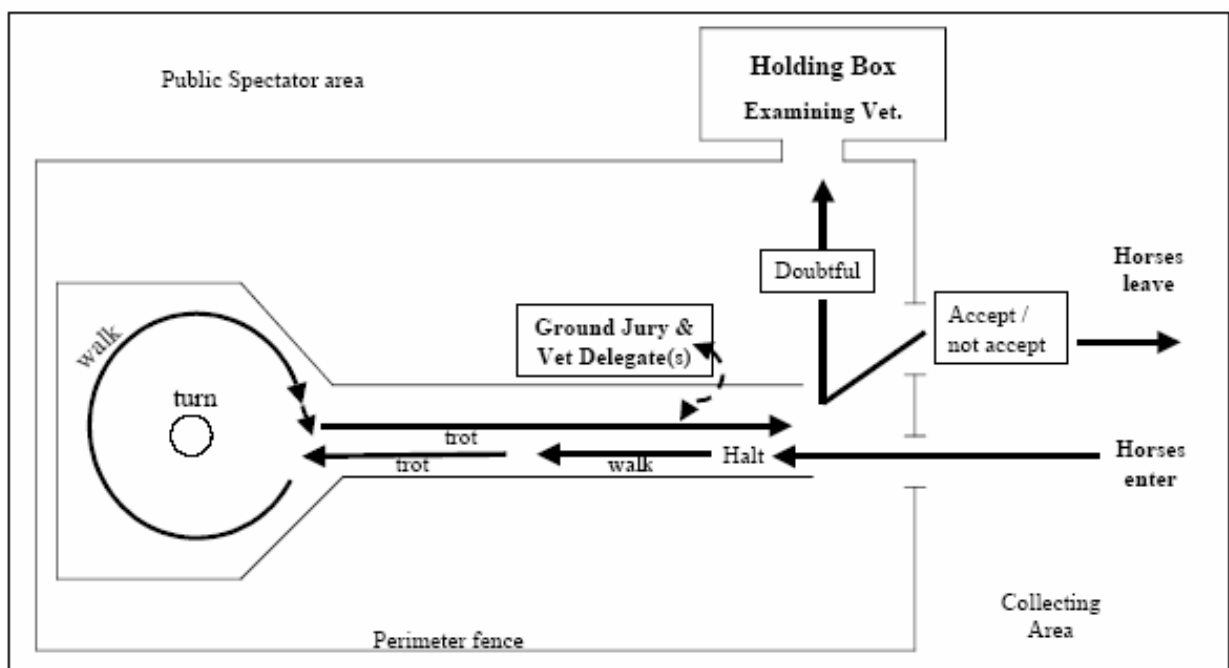
3.1 The aim of the standardised Horse Inspection protocol is to ensure the 'fitness to compete' of horses taking part in FEI competitions by providing the same objective protocol for all disciplines except Endurance Riding (see 9.1).

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 involved (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 II)

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. The first three letters or two numbers (three if the numbers commence 100, 101, etc.) on the FEI Passport identify the National Federation which issued the passport. In principle numbers applied up to and including 1992, letters applied subsequently, e.g. 17=GER, 40=FRA etc., therefore prior to and including 1992 a German registered horse carried the number 17 12345 and a French registered horse 40 12345. Subsequent to this date the registrations would read GER 12345 and FRA 12345 respectively.
3. National Federations are responsible for the accuracy of all information entered in the passport when issued.
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. Owners are required to enter their names and addresses and the name(s) of the horse and to sign the passport where specified. (Please refer to Article 140 of the General Regulations). National Federations should also be aware of European Commission or other national or international legislation.
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 in accordance with the ruling currently in force. This must be administered and the entry in the passport dated, stamped and signed by the veterinarian who vaccinated the horse.
7. The passport with all the entries duly completed by the owner and approved veterinarian must be returned to the National Federation to be checked, authenticated by the signature of an official of the National Federation, have the National Federation's official stamp applied to the owner's page and at the top right-hand corner of the description and diagram page, and be recorded.
8. National Federations are obliged to make two photocopies of the description diagram and ownership pages, retain one and send the second copy to the FEI for registration and record purposes. For Recognition Cards a copy of the cover page (showing the FEI number as well as the national passport number) must be included.
9. Owners:
 - 9.1. resident 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. 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 cover.

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. for the registration of leasing agreements or changes in leasing agreements.

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

10.4. the endorsement of any changes in the description and diagram page.

10.5. death of the horse.

11. A passport in which all available space has been used up must be returned by the owner to the National Federation who will issue a duplicate passport. The vaccination history in the old passport must be checked and, if correct, a statement must be entered on the vaccination page of the duplicate passport as follows: "The vaccination history of this horse is correct to date. Last vaccination on ... (enter date)." To be stamped, dated and signed by the veterinarian approved by the National Federation who is completing the description and diagram page. This statement may also be used in the first passport issued to older horses that already have an extensive vaccination history. In these cases, the document that lists the complete vaccination history must accompany the passport.

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 (see Annex X) 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.

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 their National Federation for recording. The National Federation is responsible for informing the FEI and the original National Federation of the horse of the change of name.

2. The Original Name of the horse entered in its passport is the name under which it is first registered with its 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. The name in the passport must be followed by the FEI abbreviation (see FEI Directory) of the country of birth (e.g. Marian [SUI] for Switzerland).

3. After a change of name (either the ordinary or the commercial name, or both) the horse must always be referred to in the terms: New Name, ex Original Name; and the change must be recorded in the passport in the following manner:- Cover the Original Name and Number of the horse on the first page and on the Identification page with the label illustrated below:

The Original Name and the FEI Passport number of the horse must be copied into the spaces provided.

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. To provide for this eventuality National Federations may order un-numbered duplicate passports from the FEI.

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.

3. If a duplicate passport is issued for a horse whose name has been changed, the label shown in par. IV must be appended to the first page of the passport and, if possible, on the identification page.

VI. INFORMATION TO BE SENT TO THE FEI

1. As soon as a completed passport and/or duplicate passport is registered and recorded by the National Federation, the National Federation must send the following information to the FEI on the form provided:

1.1. the name (or names) of the horse and the number of its passport;

1.2. the sex, colour and year of birth of the horse;

1.3. the name and nationality of the owner(s) (if joint ownership, see General Regulations);

1.4. a photocopy of the description/ diagram and ownership page

The name of this horse has been officially changed.....

New name of horse.....

Original name of horse.....
Passport no. of horse.....
FN Stamp and Signature of Official of NF
Date

1.5. for recognition cards, a photocopy of the cover page showing the FEI number as well as the national passport number.

2. National Federations must inform the FEI:

2.1. of any change of nationality of the horse;

2.2. of any leasing agreement between people of different nationalities, for registration by the FEI;

2.3. of any change of name of the horse or the addition of a second (commercial) name;

2.4. of any changes in the description and diagram page, (e.g. castration);

VII. EXTENSION OF HORSE PASSPORTS

1. Horse/pony passports are valid for four years after which period they require an extension stamp affixed to the front page. Extension stamps must indicate the passport number and the expiry date of the stamp and are valid for four years.

2. National Federations must order extension stamps from the FEI.

3. National Federations administer the extension procedure in accordance with the administration system within their country.

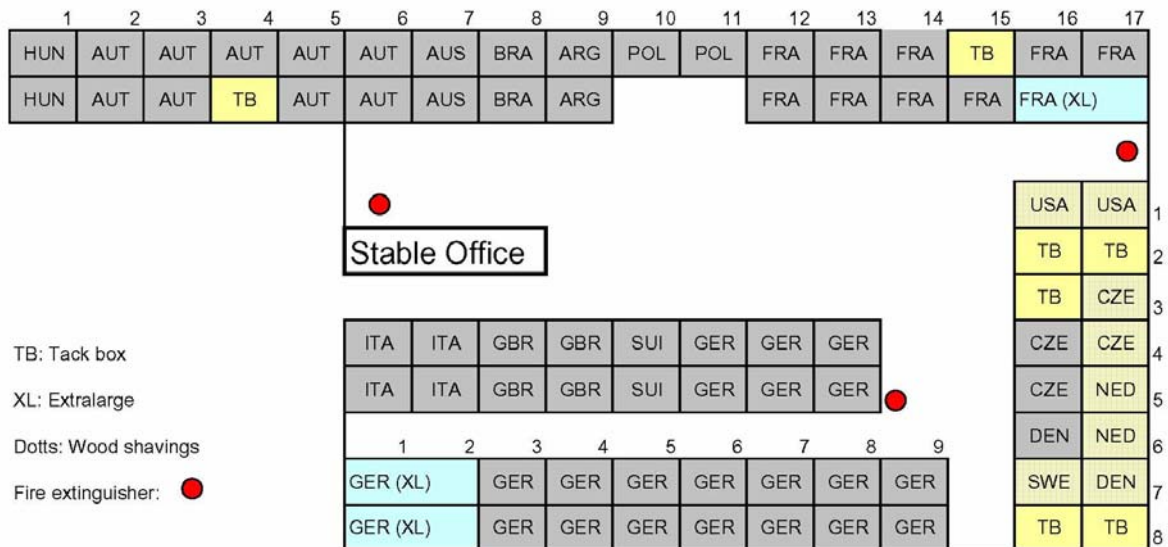
4. It is strongly recommended that National Federations make every effort to ensure that Persons Responsible obtain extension stamps from their National Federations in due time before their horses compete.

5. The checking of extension stamps is part of Passport Control conducted by the Veterinary Commission/Delegate at all international events.

6. If a passport does not contain the relevant extension stamp the Veterinary Commission/Delegate will instruct the Person Responsible to purchase an extension stamp 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.

ANNEX XII

Stable Plan



STALL INFORMATION CARDS

STALL INFORMATION CARDS	
Horse: _____	
Horse Number: _____	
Person Responsible: _____	
Phone: _____	
Veterinarian/Trainer/Chef d' Equipe: _____	
Phone: _____	
Groom: _____	
Phone: _____	
11/30/2005	54

STABLE SECURITY/STEWARDING AT INTERNATIONAL EVENTS (VR ANNEX XII)**MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VETERINARY REGULATIONS ART. 1005.2.5****1. ACCESS TO STABLE AREA**

For a high level of stable security, the stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter. However, in some disciplines (see discipline rules), lower levels of stable security are permitted.

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in Veterinary Regulations Art. 1005.2.5.2. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee.

2. CONTROL OF ACCESS

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.

3. 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.

4. 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.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. An example for a layout for Jumping and Dressage disciplines is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

6. 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.

7. 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.

BANDAGE CONTROL DURING FEI EVENTS (VR ANNEX XV)

The control of boots, bandages or tack material for the presence of foreign bodies and/or application of irritating or prohibited substances may be carried out by Stewards during a class or an exercise/schooling period. The above inspections should be carried out with the approval of the President of the Ground Jury and after consultation with the (Foreign) Veterinary Delegate/Veterinary Commission. Generally, horses should only be stopped for this procedure when they are exiting the arena or the practice ring.

Although it is not mandatory for the Veterinary Delegate to be present during these bandage controls, he must be informed of any scheduled bandage check or limb inspection in order to be immediately available for consultation should this become necessary. If unannounced bandage checks seem to be warranted, it is crucial that the Veterinary Delegate be informed, in order that he may make himself immediately available. For bandage checks during the finals of major events (i.e. Championships, Games, World Cups, etc.) a member of the Veterinary Commission must attend the bandage checking procedure.

If the stewards carry out the above inspection, at least two stewards must be present; of which one must be a Chief Steward. The horse should stand on a clean surface (e.g. a rubber mat which should be kept clean). The steward should normally remove any or all boots, bandages or item of saddlery the horse is wearing, to enable a close inspection. The Stewards may inspect the limbs of the horse; however, detailed palpation of the legs to assess irritation, skin damage or hypersensitivity in the region of the coronary band must be performed by the FEI Veterinary Commission/Delegate.

If the inspection results in the finding of suspicious material or a possible case of hyper sensitisation, the President of the Ground Jury must be informed immediately. The horse and all inspected items must be kept under strict surveillance until arrival of the Veterinary Delegate, who will inspect the horse and advise further. The FEI Veterinary Delegate must verify the identity of the horse against the outline diagram and include the name of the horse and the FEI Passport number in his report.

It is recommended that material for forensic screening (bandages, tape, applied substances, etc.) be kept in a secured plastic bag and be sent, with official barcode labels for identification, to the designated laboratory. The above means that, where possible, a medication control sampling kit should be used for inserting bandage/tape material into the sampling bottles or bags. It is essential that the material be put in a closed bag or sampling bottle as soon as possible, since the substances which had been used could be volatile. It is strongly advised to make photos or a video recording showing the limbs involved, and to have all written reported material signed by witness(es).