
FEI STEWARDS MANUAL



FEI™
VAULTING

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PREAMBLE

International equestrian Competitions have developed rapidly in recent years and Stewarding must therefore be developed to the highest standards.

This Manual is intended to provide guidance to anybody concerned as an FEI Steward at an International Vaulting Competition.

The Manual for Vaulting Stewards constitutes a specific provision of the FEI Rules and Regulations, and should be read in conjunction with the Statutes, the General Regulations, the Vaulting Rules and the Veterinary Regulations.

The rules must always be strictly observed and there are minimum standards that must be achieved at all FEI Competitions. This Manual includes many recommendations for 'best practice' which are the standards to be aimed at and are essential.

The first consideration for all Officials and the Organiser must always be the safety of the Athlete and the welfare of the Horse, closely followed by the need to ensure fair play in Competition.

Every eventuality cannot be provided for in this Manual. In any unforeseen or exceptional circumstances, it is the duty of the Ground Jury in consultation with the Technical Delegate to make a decision in a sporting spirit and to approach as nearly as possible the intention of the Vaulting Rules and the General Regulations.

In the event of conflict between the Manual for Vaulting Stewards and the Vaulting Rules, the Vaulting Rules shall prevail. The Vaulting Rules are not repeated in this Manual, but only referenced as they may change from time to time.

INTRODUCTION

FEI Stewarding Motto

"Help, Prevent, Intervene"

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 Athletes, often competing on borrowed horses, the services of qualified stewards are essential. Up and coming Athletes often imitate the well-known experienced Athletes, and proper training methods and behaviour are frequently learned by example. The stewards' principal aim is to endeavour to ensure that Athletes participating in events do so with the utmost respect for their horses, officials, the public, their fellow Athletes 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 Athletes and officials alike. The welfare of the horse is paramount.

FEI Code of Conduct for the Welfare of the Horse

The 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. Welfare of the horse must never be subordinated to competitive or commercial influences. The following points must be particularly adhered to:

1. General Welfare:

a) Good Horse management

Stabling and feeding must be compatible with the best Horse management practices. Clean and good quality forage, feed and water must always be available.

b) Training methods

Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to methods which are abusive or cause fear.

c) Farriery and tack

Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.

d) Transport

During transportation, Horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected

regularly and driven by competent personnel. Competent handlers must always be available to manage the Horses.

e) Transit

All journeys must be planned carefully, and Horses allowed regular rest periods with access to food and water in line with current FEI guidelines.

2. Fitness to compete:

a) Fitness and competence

Participation in Competition must be restricted to fit Horses and Athletes of proven competence. Horses must be allowed suitable rest period between training and competitions; additional rest periods should be allowed following travelling.

b) Health status

No Horse deemed unfit to compete may compete or continue to compete, veterinary advice must be sought whenever there is any doubt.

c) Doping and Medication

Any action or intent of doping and illicit use of medication constitutes a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before Competition.

d) Surgical procedures

Any surgical procedures that threaten a competing Horse's welfare or the safety of other Horses and/or Athletes must not be allowed.

e) Pregnant/recently foaled mares

Mares must not compete after their fourth month of pregnancy or with foal at foot.

f) Misuse of aids

Abuse of a Horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

3. Events must not prejudice Horse welfare:

a) Competition areas

Horses must be trained and compete on suitable and safe surfaces. All obstacles and competition conditions must be designed with the safety of the Horse in mind.

b) Ground surfaces

All ground surfaces on which Horses walk, train or compete must be designed and maintained to reduce factors that could lead to injury.

c) Extreme weather

Competitions must not take place in extreme weather conditions that may compromise welfare or safety of the Horse. Provision must be made for cooling conditions and equipment for Horses after competing.

d) Stabling at Events

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the Horse. Washing-down areas and water must always be available.

4. Humane treatment of horses:

a) Veterinary treatment

Veterinary expertise must always be available at an Event. If a Horse is injured or exhausted during a Competition, the Athlete must stop competing and a veterinary evaluation must be performed.

b) Referral centres

Wherever necessary, Horses should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured Horses must be given full supportive treatment before being transported.

c) Competition injuries

The incidence of injuries sustained in Competition should be monitored. Ground surface conditions, frequency of Competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.

d) Euthanasia

If injuries are sufficiently severe, a Horse may need to be euthanized on humane grounds by a veterinarian as soon as possible, with the sole aim of minimising suffering.

e) Retirement

Horses must be treated sympathetically and humanely when they retire from Competition.

5. Education:

The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in areas of expertise relevant to the care and management of the Competition Horse.

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies.

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 at an event is to protect the welfare of the horse and to ensure that safe and fair conditions are provided for Athletes and horses. Consequently, the following points must be taken into consideration:

- Horses must be protected against abuse;
- Unauthorised veterinary treatment and doping practices are prohibited;
- Correct stable and working conditions, as well as good stable management, must be provided, including the availability of a treating veterinarian and a farrier;
- Treatment and conditions must be equally fair for all Athletes, thereby ensuring that the principles of good sportsmanship are respected;
- Organising Committees (OCs) must do their utmost to provide a well-run, safe event in order to minimize the risk of accidents and opportunities for infractions of the rules and regulations.

Stewarding is an organised control service provided by specific persons appointed and trained to supervise the conduct of those involved in the care and preparation of horses for competitions during an event. Those contravening the rules and regulations must be reported to either the President of the Ground Jury or the Appeal Committee or sanctioned by the Chief Steward in person.

Stewarding must be organised to complement the discipline taking into consideration the logistics, terrain and infrastructure specific to the event in question.

Stewards must be in possession of, or have access to, all current relevant FEI Rules and Regulations (FEI General Regulations, FEI Veterinary Regulations, as well as the Rules and Memorandum of their discipline) and must be familiar with the rules covering their areas of responsibilities. The rule books may be downloaded from the FEI web site.

It is, of course, impossible to know all the rules by heart, and is therefore essential to become familiar with the relevant articles and procedures relating to stewarding. The most important rules and regulations for stewarding at an event are included in this booklet; however, keep in mind that the rules and regulations are revised more frequently than the “Manual for Stewarding”! Therefore, stay informed!

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 Bureau 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 Bureau.

2.2.2. FEI Honorary Steward General

An FEI Honorary Steward General is appointed by the FEI Bureau 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 annually;
- Liaise with the Regional Stewards General;
- Liaise with the Vaulting Committee.
- Together with FEI HQ establish a list of courses each year for the education of Stewards;
- Supervise stewarding activities within Vaulting.
- Cooperate with the FEI Secretariat

2.2.3. FEI Regional Steward General FEI Regional Stewards General are appointed by the FEI for designated areas.

The FEI Regional Steward General's duties are:

- To report half yearly on stewarding in their area to the FEI Honorary Steward General

2.2.4. FEI Steward General

The Steward General is appointed by their NF and is responsible for the stewarding at international events within their NF, as well as for the training of stewards under their authority. Prior to their appointment as Steward General they must attend a seminar for FEI Stewards General and subsequent seminars when requested. In addition, they are required to keep in constant contact with the FEI Honorary Steward General to make suggestions for improvement relating to stewarding matters.

The Steward General is the contact person between their NF and the FEI concerning matters on stewarding. They are required to advise their NF on all FEI matters relating to their responsibility. The Steward General is required to be a specialist in their specific discipline and have a good knowledge of all FEI Rules and Regulations.

In addition, they must be familiar with the organisation of an international event and have a good knowledge of veterinary matters and the FEI legal system. They must be able to speak at least one of the FEI's official languages.

The Steward General must inform the OCs of international events under their jurisdiction of their responsibilities relating to stewarding and stable security.

Within large NFs, more than one Steward General may be appointed. Each Steward General may be responsible for a discipline or a geographical area within a country. However, in this case, the NF must designate one Steward General as the contact person with the FEI, who is responsible for the overall co-ordination of stewarding within the NF. Under certain circumstances Stewards General other than the contact Steward General may contact the FEI directly, providing that their NF is in agreement and providing that they remain in close contact with the contact Steward General.

The Steward General must organise courses within their NF for persons to be appointed at international events as FEI Chief Stewards. Following such courses the Steward General nominates through their NF those to be included on the FEI list of Stewards.

2.2.5. The Chief Steward

FEI Stewards must have successfully completed a FEI Stewards course and have been nominated to the FEI through their NF by their Steward General for inclusion in the list of FEI Stewards. The number of FEI Stewards in any country should be in proportion to the number of international events held there. Only Stewards on the FEI list may act as Chief Stewards at international events.

FEI Stewards must be able to speak at least one of the FEI's official languages. The Chief Steward is required to be a specialist in their specific discipline and have a good knowledge of all FEI Rules and Regulations for Jumping, the General Regulations and the Veterinary Regulations.

An official list of FEI Stewards will be kept by the FEI and published in the FEI Directory to indicate the names and relative disciplines of those qualified to act as Chief Steward.

Each OC must appoint a Chief Steward from the list of FEI Stewards. If the event 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 event.

The Chief Steward should be integrated into the Organising Committee of the event. Their name must be printed in the event schedule. They are responsible for organising the stewarding at the event and is 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 (Annex II – The Position of Chief Steward).

The Chief Steward must report immediately to the President of the Ground Jury any act by anyone that they consider to be in contravention of the rules and regulations relating to their responsibilities. They must inform the Presidents of the Ground Jury and Appeal Committee and the Technical Delegate of any infractions that merit a Yellow Warning Card and/or additional action. The Chief Steward may issue Yellow Warning Cards to Athletes in accordance with General Regulations, for reasons including, but not limited to, abuse of horses and incorrect behaviour towards officials.

During the event the Chief Steward must wear a distinctive badge or arm band.

After any event at which they officiate, the Chief Steward must send a written report to the FEI, with copies to the President of the Ground Jury, the OC, the Steward General of the NF where the event took place and the NF where the event took place. Where appropriate, recommendations for improvement should be made (Annex I - Chief Steward's report form).

2.2.6. The Assistant Steward

According to the FEI Vaulting rules, the size and type of event, a sufficient number of assistant stewards with the correct Level must be invited by the OC and instructed by the Chief Steward. These persons (e.g. National Judges, Stewards, Instructors or Course Designers) should have some knowledge of the discipline in question and be well informed of their duties and any relevant rules and regulations.

2.2.7. 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. Briefing sessions must be organised every day by the Chief Steward.

A briefing meeting must be held by the Chief Steward with the assistant Stewards prior to the start of the International Event. Briefing sessions must be organised every day. The following topics must be covered:

- Supervision and security of the stables
- Control of schooling areas
- Patrolling of the event restricted area
- Veterinary assistance and Medical Control Programme
- 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 Vaulting Duties)
- Warming-up
- Checking the saddlery
- Competition Flow
- Prize-giving

2.2.8. Working place for Steward(s)

The OC must provide the Stewards with adequate working facilities. A room or trailer should be available with chairs, beverages and a table so that they have a place to rest from time to time. 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 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, collecting rings and all other areas under control of the OC.

2.2.9. The cooperation between FEI Officials and athletes (athletes, owners, Chefs d'Equipe, trainers and grooms)

Every effort should be made to have a good working relationship between Officials and athletes.

It should not be forgotten that athletes have their own interests at heart that may not be in line with the rules and procedures applicable to the event.

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.

2.2.10. Appointment of Chief Steward

The Chief Steward must be appointed from the FEI list and the Level of the Chief Steward must be according to the current Rules for Vaulting. It is recommended that the Chief Steward organises their stewarding team utilising daily work schedules which will help to keep all members of the team clearly informed of their duties. During certain events, daily meetings and debriefing sessions may also be appropriate.

Tasks should be clearly assigned and communicated on a daily basis. Depending on the size of the event, groups of assistant stewards with appointed leaders may be organised to perform certain tasks.

2.3. Stewarding at International Events

2.3.1. Prior to the Event

Prior to the event the Chief Steward should meet with the OC to establish a budget, to ascertain and ensure the availability of communication equipment (e.g. walkie talkie radios), and to organise the facilities, such as stabling, on-site accommodation and sanitation facilities for grooms. The OC must give him a copy of the event schedule, and inform him of any special arrangements or requirements.

If possible the Chief Steward should visit the event site to discuss plans for the layout of the relevant infrastructure.

2.3.2. During the Event

Throughout the event, all areas to which horses have access on the show grounds must be supervised by the stewarding team. All restricted areas designated for use by competitors, grooms and horses, as well as exercise areas when in use, must be controlled.

The position of the Chief Steward at an event is of great importance. They ensure that the rules and regulations are respected, especially those concerning the welfare of the horse, fairness in competition and correct behaviour towards others. They are responsible for keeping up to date with all rules and regulations.

The OC must regard the Chief Steward as an important official and provide the appropriate support to all Stewards and assist them at all times in the performance of their duties. The OC must keep the Chief Steward informed at all times of any information relevant to their duties, and invite him to all technical and other relevant meetings.

The following matters should be addressed and agreed upon by the Chief Steward and the OC:

- Establishment of an efficient stewarding team with well-defined tasks;
- Stable management and security;
- Treatment, isolation and Equine Anti-Doping and Controlled Medication Program stables;
- If required, an area with WC for the testing of competitors for prohibited substances;
- Clear instructions for all security personnel;
- Establishment of a timetable for schooling and warm-up areas;
- Identification system for access to the restricted areas under the control of the Chief Steward.
- Identification system of horses (head/bridle numbers)

2.3.3. Arrival of Horses

Upon arrival, the reception of horses and horse transporters must be strictly and efficiently organized so that horses can be stabled and made comfortable as soon as possible. Parking facilities, loading and unloading areas need to be clearly defined and indicated. If an examination has been scheduled, the examining Veterinarians may need assistance in the collection of horse passports or to accompany horses requiring special attention such as treatment or isolation to the appropriate areas (Veterinary Regulations Article 1010).

3. STABLES

Please refer to Article 1008 of the FEI Veterinary Regulations for more details on stable area requirements.

3.1. Stable Facilities

3.1.1. Prior to arrival of the horses, the Chief Steward must ensure that stabling facilities are prepared with stables designated by country and that

sufficient bedding and fodder is available. They must also ensure that wash and manure areas are suitably located and easy to find.

3.1.2. Round the clock stable security must be provided in accordance with relevant FEI Regulations. In the case of a compulsory Stable Security the access of all persons to the stables must be strictly controlled and only those wearing the proper accreditation may enter the stable area. The OC must supply each horse at all international events with a head/bridle number upon their arrival so that it can be identified at all times when outside of its stable.

3.1.3. The OC must establish a clear identification system to enable stewards and security personnel to easily distinguish those authorised to enter the stable and any other restricted areas. Stewards are required to perform random patrols of the stables on a regular basis, to ensure that the safety and wellbeing of the horses is maintained. If authorized by the Chief Steward, or upon the request of the OC, visitors may enter restricted areas but they must be accompanied at all times by a steward.

3.1.4. One steward and one treating veterinarian must be available 24 hours a day.

3.1.5. Stables should be officially closed at night and the security team or stewards on duty must keep a list of all authorized people entering during this period, noting times of entry and exit and reason for visiting. A signature should be obtained from those entering the stable during this period (Annex XI - Night control of stables). All such persons entering the stables during this time must be escorted by a member of the security team or by a steward.

3.1.6. A list of names and contact details of the grooms, competitors, Chefs d'Equipe and/or Persons Responsible should be obtained for each horse. Forms with this information should be printed and posted on each stable, and the stable manager, the stewards and the security team should be in possession of this information. A list of any individuals entering the stables at night should be maintained.

3.1.7. A notice/information board must be set up near the stable manager's office or other appropriate location such as the entrance to the stables. Time schedules, maps, emergency contact numbers and other important information should be posted there.

3.2. Stable Security (FEI VRs Extract)

3.2.1. Stable security as described below is required at CRIO 4* and Championships.

3.2.2. All Horses participating in an Event must be stabled within a completely restricted stable area, consisting of the following minimum requirements:

- a) 24 hour security system;
- b) A system to check the entry and exit of all Horses and the accreditation required by all personnel entering the stables; and
- c) A system using a suitable "sign in" sheet to record the entry and exit of persons into the stables outside of stated working hours (e.g. overnight).

3.2.3. The restrictive perimeter around the stable area must serve as both a deterrent to the entrance of unauthorised persons and to the uncontrolled exit of Horses.

3.2.4. Whenever possible the stable area must include only stables, testing boxes and Treatment Boxes; lorries, caravans, and other vehicles should not be permitted within the stable area.

3.2.5. A CCTV system may be deployed by the FEI at some Events.

3.2.6. Athletes and/or NFs are permitted to install and use their own camera monitoring systems within the Event stables area for the sole purpose of monitoring their horse(s), provided that they have submitted their request to the FEI for approval. Any such use of camera monitoring systems must comply with the FEI's protocol.

3.2.7. Failure of the OC to provide adequate stable security shall not be a defence to any violation brought under the EADCMRs.

3.3. Stable Access (FEI VRs Extract)

3.3.1. Accreditation is provided by the OC for admission to all restricted areas, including all stables areas, training areas, paddocks, collecting rings and arenas during an Event.

Provision of accreditation to restricted areas must be specific, in accordance with the GRs (Article 132), limited and only provided to those persons directly involved in the competition, including support personnel (grooms, PTVs, coaches etc.) NHVs, all appointed Veterinary Officials, Testing Technicians and essential FEI Headquarters staff.

3.3.2. Any person accepting accreditation to enter the stables will by virtue of that acceptance agree to abide by all applicable FEI rules and regulations.

3.3.3. Any other person requesting access to restricted areas may be authorised by the VC/VD, OC or FEI Veterinary Department and must be under supervision when present within these areas.

3.4. 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. They may be assisted by additional stewards as deemed necessary.

During the time that the stables are officially closed nobody has the right to stay in the stables. 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 XI) 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 then 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. No predetermined pattern should be established in order to discourage any form of forbidden practices or abuses. Any misdemeanours must immediately be reported 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 Medication Form if a horse is seen to receive treatment of any kind; this also applies to the use of nebulisers.

Any persons found within the secured stable areas during the hours of closure without the required authorisation will have their accreditation removed for the remainder of the event. Also, at the discretion of the Ground Jury, the rider of the concerned groom etc. may possibly be disqualified from the remainder of the event.

The duty of the stewards is therefore 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 clear-kept emergency exits.
- Have appropriate and sufficient fire-fighting equipment
- Have no-smoking signs
- Be checked for safety and solidity
- Be allocated by the OC to athletes
- 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 an entrance open 24 hours a day
- A passageway of a minimum of 2 metres, although minimum 3 metres is highly recommended.

Stabling – Minimum Requirements:

- Cleaned and disinfected prior to horses' arrival
- Well ventilated
- Be a restricted area (Security)
- Washing facilities for horses
- Sufficient electricity and power points
- Space for tack and equipment
- Sufficient 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 for Stewards if possible in the vicinity of the stables, Stable Manager and Treating Veterinarian for assistance
- Information Board
- Minimum two EADCMR (testing) Stables
- Minimum two isolation stables
- Cafeteria - "Meeting corner" in the stables area.
- There must be hot water

- Dedicated Smoking Area away from hay/straw/shavings storage
- Stables must have a roof over hang

3.5. Grooms

Accommodation for grooms, if required, must be provided in the vicinity of the stables.

Only grooms, duly registered with the OC as a groom, who wish to remain with their horses during the night, may possibly be permitted to do so. This permission may only be granted under exceptional circumstances i.e. ill horse etc.

The Person Responsible must ensure that their groom, or any other authorised persons with access to their horses, are familiar with the security and stewarding procedures for the event in question.

3.6. 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 Vaulting 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 lay-out of showground, but wherever practicable the optimum layout should be followed.

4. STEWARDING OF THE PRACTICE ARENAS

4.1. Schooling Area

The schooling or exercise area is comprised of all clearly defined areas provided for the exercising and training of horses participating in the event. These include areas for lungeing and flatwork. Such areas must be supervised when in use.

These separate areas must be clearly defined and in a secure area, for the safety of the public. A detailed plan of the layout of the various areas should also be posted and made available to interested parties (e.g. riders, Chefs d'Equipe). In addition to the specific areas required a grazing area should also be provided.

4.2. Warm-up Area

At many events the schooling and warm-up areas may be the same. If not, this area is defined as the area where the Athletes can warm-up and prepare the horses starting in the competition. Its characteristics should be appropriate to Vaulting, and sufficiently large to accommodate all horses due to start within 30 minutes. When open, this area requires priority stewarding control. Tack or equipment check may also be carried out there.

4.3. Collecting Ring

The collecting ring is an area where horses perform final warm-up preparations immediately prior to their entry into the competition arena. Tack or equipment may also be carried out there.

4.4. 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 ID number must be clearly displayed.

5. WARNING CARDS

In accordance with the current edition of the FEI General Regulations, in cases of offences mentioned in 'Abuse of Horses' and 'Incorrect behaviour towards Event Officials or any other party connected with the event' and which are of a less serious nature, and/or in cases specified in the Sport Rules, the President of the Ground Jury, the President of the Appeal Committee and the Chief Steward, instead of instituting the procedures foreseen in the legal system, may deliver to the Person Responsible (athlete) a Yellow Warning Card, either by hand or by any other suitable means.

In the case of a Yellow Warning Card being issued, after the decision of the Ground Jury, a notice stating the name of the Athlete and the reason of the warning must be posted on the Official notice board.

Notwithstanding anything to the contrary in the General Regulations, should the same Person Responsible receive one more Yellow Warning Card at the same or any other international Event within one year of the delivery of the first Yellow Warning Card for the same offence, the Person Responsible shall automatically be suspended for a period of two months after official notification from the FEI Secretary General.

National Federations and Organising Committees must ensure that the President of the Ground Jury, President of the Appeal Committee and the Chief Steward at all International Events are in possession of sufficient Yellow Warning Cards.

In case the Chief Steward wants to issue a Yellow Warning Card out of their own authority it would be prudent to discuss this first with the Technical Delegate or President of the Ground Jury as appropriate.

An up to date list of athletes in possession of a Yellow Warning Card can be found on the following link: <http://inside.fei.org/fei/your-role/athletes/warning-cards>

6. VETERINARY EXAMINATIONS, HORSE INSPECTIONS AND PASSPORT CONTROL

Please refer to Chapter IV "Veterinary Control at FEI Events" of the FEI Veterinary Regulations for details on Veterinary Examinations, Horse Inspections and Passport Control.

7. ANTI-DOPING TESTING FOR ATHLETES AND HORSES

7.1 Equine Anti-Doping and Controlled Medication Testing (EADCMR)

At any event where testing is to take place, the Testing Official (EADCMR Testing Veterinarian or Veterinary Delegate) will require the assistance of stewards with testing. In most cases, the Steward will be asked to notify the person responsible (at the moment of leaving the arena) that the horse will be tested and accompany the horse thereafter until the sample(s) has/have been collected. It is essential not to let the horse out of sight until collection takes place. Please keep in mind that the cooperation of all involved is required to create a smooth procedure; for example, testing horses between competition rounds is normally not done, as it creates adverse reactions by the person responsible. The Steward appointed to Testing should be familiar with the procedure, so that they are aware of the correct procedure

The Steward escorts the selected horse to the EADCMR testing box.

7.2 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/antidoping-rules>.

8. ABUSE OF HORSES

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

ABUSE is defined as acting in a way which may cause pain or discomfort to a horse. It means an action or omission which causes or is likely to cause pain or discomfort to a horse. This includes, but is not limited to, any of the following:

- Excessive or inappropriate use of hand/leg and/or whip
- To subject a horse to any kind of electric shock device
- To exhaust or exercise an exhausted, lame or injured horse
- Excessive or prolonged use of any training method or movement
- To sensitise or desensitise any part of a horse
- To leave a horse without adequate food, drink, bedding or movement/exercise
- To use any device that causes pain to the horse

If abuse is witnessed during an event, it should be reported as a protest (General Regulations Art 167) to an Official. If an Abuse is witnessed at any other time it should be reported as a protest (General Regulations Art 167) to the FEI Secretary General for referral to the Judicial Committee.

9. BE PRO-ACTIVE

SITUATIONS NOT ALLOWED 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/nose or indeed anywhere, or marks indicating excessive use of the whip and/or spurs anywhere on the horse (in minor cases of blood in the mouth, such as where a horse appears to have bitten its tongue or lip,

Officials will authorize the rinsing or wiping of the mouth and allow the athlete to continue; any further evidence of blood in the mouth would result in disqualification);

- Riding or walking with horse in hand in the main arena, without authorisation;
- Riding in the Practice Arena when used without authorisation or outside the allowed time.

10. MISCELLANEOUS

10.1. Public

For safety reasons, the public must be separated and kept away from the areas where horses transit and exercise. The entire event area should be patrolled.

10.2. 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 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.

10.3. 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 ID number. The Practice Arenas must always be stewarded when in use.

11. EVENT OFFICIALS - (ANNEX II – ORGANIGRAM)

The Chief Steward must establish direct contact with the:

Event Director
Event Secretary
Ground Jury President
Foreign Judge
Appeal Committee President
Technical Delegate
Veterinary Commission President
Veterinary Delegate
Treating Veterinarian
Testing Veterinarian (EADMCP Vet)
Medical Service
Safety and Security personnel
Farrier

If not provided by the OC, they should draw up a list of contact numbers for these people.

12. ADVERTISING AND PUBLICITY ON ATHLETES AND HORSES

Athletes participating in an Event agree to be filmed, televised, photographed, identified, interviewed and otherwise recorded during the Event for the purposes of the media coverage of the Event (by means of all and any media throughout the world in perpetuity) and the promotion of the sport. Athletes therefore assign with full title guarantee in

perpetuity to the FEI all rights of any nature in any such recordings. Athletes agree that their name and image and any photographs and moving images taken of them at an Event may be used by the FEI and/or OC for the purposes of publicising the Event and promoting the sport.

At all Events, except Regional and Olympic Games under the patronage of the IOC, Athletes may wear clothing and use equipment (including, but not limited to, riding equipment and vaulting back pads) and vehicles which identify the manufacturer, the Athlete's sponsor(s), according to the General Regulations, current edition.

<http://inside.fei.org/fei/regulations/general-rules>

Any athlete in direct contravention of the rules concerning advertising should not be allowed to enter the arena. They may also be subject to a yellow warning card issued by the Ground Jury.

13. LEGAL PROCEDURE AND SANCTIONS

13.1. The Legal Base

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

The Chief Steward should have the current edition of the following:

- FEI General Regulations
- FEI Veterinary Regulations
- FEI Vaulting Rules

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 according to the rules.

Athletes, for their part, have a duty to ensure that they observe the rules with regard to their horses and within 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 objects informally to a decision by an official, the official should inform him of the correct procedure and refer him the chapter 'The Legal System' of the

General Regulations. If the objector is not the appropriate person, this should be pointed out.

13.2. 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 prove alleged facts are of great importance.

If an objection (including an informal objection) is clearly correct, thank the objector, apologise and correct the mistake, however caution is needed on two points - think carefully before you change your decision: the official may have been right.

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 their case regarding the facts and, where necessary, the law.

Judges, other officials and stewards, who were in the arena or the restricted area, may be able to give relevant evidence. Where severe cruelty is alleged, see the horse as soon as possible and enlist the help of the veterinary official. If the horse shows signs of having been ill-treated, point out any marks to the person accused.

Even if the act of cruelty has been seen by you, ask the accused person for their 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 (impartial!). These papers must be signed and dated (with the time noted, if possible).

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

Who must have a good knowledge of the rules?

- The President of the Ground Jury
- The Foreign Judge/Technical Delegate
- The President of the Appeal Committee
- The Chief Steward
- The Veterinary Delegate/President of the Veterinary Commission

13.3. Protests (GR Art. 163)

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 at any other time.

2. Protests may only be lodged by Presidents 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. Protests for abuse of Horses may be lodged by any person or body.

3. Unless otherwise specified, Protests must be lodged before the end of the period of jurisdiction of the body that has the competence to hear the relevant Protest. This is true even if the person or body lodging the Protest is not present at the Event. The relevant body does not have jurisdiction to hear the Protest prior to any required deposit being paid.

4. Protests in the following matters can only be lodged with the Ground Jury:

4.1. Protests concerning the eligibility of an Athlete or Horse for a specific Event or concerning the conditions of the arena. Such Protests must be filed not later than thirty (30) minutes before the start of the relevant Competition;

4.2. Protests concerning an obstacle, or the plan or length of the course for a Jumping Competition or the obstacle Phase of a Driving Competition. Such Protests must be filed no later than fifteen (15) minutes before the start of the Competition;

4.3. Protests concerning the cross-country obstacles or courses in Eventing or marathon course or obstacles in Driving, or the course in Endurance. Such Protests must be filed no later than 18:00 on the day before the relevant Competition;

4.4. Protests concerning irregularities or incidents during a Competition, or the results of a Competition. Such Protests must be filed no later than thirty (30) minutes after the announcement of the results of the relevant Competition.

4.5 Protests challenging the procedures followed in the application or implementation of any FEI rule. Such Protests must be filed no later than thirty (30) minutes after the notification of the application or implementation of such rule.

4.6 Lodging a Protest before the Ground Jury within the relevant time limit in matters listed in the previous paragraphs is a prerequisite to a right of Appeal to the Appeal Committee.

5. Protests for matters not listed in Article 163.4 must be lodged with the Appeal Committee or with the Ground Jury if there is no Appeal Committee.

6. Protests regarding matters which have not occurred during or in direct connection with an International Event and which were not known until after the end of the Event, shall be lodged with the FEI Tribunal through the Secretary General. Such Protests shall be filed no later than fourteen (14) days after the end of the relevant Event. A case shall be deemed to occur in direct connection with an Event if it occurs during the journey towards the Event or, after arrival, including during the period of quarantine, training or acclimatisation.

7. All Protests must be in writing, signed by an authorised person within the meaning of Article 163.2 and be accompanied, as the case may be, by any supporting evidence, including names of witnesses.

8. Protests to the Ground Jury and to the Appeal Committee shall be presented within the applicable time limit to the President of the Ground Jury or to the President of the Appeal Committee, as the case may be, together with the necessary deposit. Protests to the FEI Tribunal shall be sent within the applicable time limit to the FEI Tribunal together with proof of payment of the necessary deposit.

9. Notwithstanding anything to the contrary, the Secretary General may, in special circumstances which – in their sole discretion – warrant a Decision, refer to the FEI Tribunal a Protest against any person or body made by any

person or body or on their own initiative, at any time, in regard to any matter and even without the payment of a deposit.

10. Any person lodging a Protest should, if possible, secure witnesses to the incident and any other form of evidence, and either bring them to the body before whom the Protest is lodged, or obtain written statements from them, duly signed, together with their names and addresses. Before the FEI Tribunal, these requirements are set out specifically in the Internal Regulations of the FEI Tribunal.

11. The Foreign Judge, Technical Delegate, Veterinary Delegate and Foreign Veterinary Delegate must report to the Secretary General all acts or omissions constituting a Protest.

13.4. Appeals (GR Art. 165)

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 paragraph 2 below):

1.1. With the Appeal Committee (or with the FEI Tribunal if there is no Appeal Committee) against Decisions by the Ground Jury.

1.2. With the FEI Tribunal against Decisions of the Appeal Committee or any other person or body.

1.3. With the CAS against Decisions by the FEI Tribunal. The person or body lodging such Appeal shall inform the Secretary General and provide him with copies of the statement of Appeal.

2. An Appeal is not admissible:

2.1. Against Decisions by the Ground Jury in cases covered by Article 159.6.1–4 (or in cases in relation to the arena, an obstacle or the course if there is no Appeal Committee);

2.2. Against Decisions of the Appeal Committee on Appeals arising from Decisions made by the Ground Jury.

2.3. If there is no Appeal Committee, against Decisions made by the FEI Tribunal on Appeals arising from Decisions made by the Ground Jury.

Appeals to the Appeal Committee must be in writing, signed and accompanied by supporting evidence in writing or by the presence of one or more witnesses and must be lodged no later than one (1) hour after the Decision of the Ground Jury.

If there is no Appeal Committee, Appeals to the FEI Tribunal 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. So far as Competitions are concerned, the right of Appeal is limited to questions of the eligibility of an Athlete or Horse and questions involving the interpretation of the Sport Rules. Appeals to the FEI Tribunal must be dispatched to the Secretary General and signed by the appellant or their 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 thirty (30) days of the date on which the Secretary General's notification of the earlier Decision was sent.

6.

6.1. 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:

6.2. So as to reach the CAS within twenty-one (21) days of the date on which the Secretary General's notification of the FEI Tribunal Decision was received by the National Federation of the Person Responsible;

6.3. A copy of the statement of Appeal should be sent concurrently to the Secretary General.

14. REPORT AND FOLLOW-UP

14.1. Reports (GR Art. 164)

Officials are required to send Reports to the Secretary General at the conclusion of Events, in accordance with these GRs and the applicable Sport Rules. Matters giving rise to Protests or Appeals must be included in such Reports.

Failure to return the Report(s) to the FEI shall be sanctioned by the FEI, first with a Warning and then by a Suspension until the outstanding Report(s) has been provided to the FEI.

14.2. After the Competition

The Chief Steward should complete the blank report form which they should have received from either the FEI or your NF (Steward General) or downloaded from the FEI website and send it to the FEI as soon as possible after the event, with copy to the event's OC, NF, Regional Steward General and Steward General (and your NF's Steward General if the event was held in another country).

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

14.3. FEI Checklist for Chief Stewards

14.4. Administration

- Do you have the names of the other Officials?
- Do you have an Information Leaflet for the athletes?
- Will the Information/Message Board give instructions in English or French 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 ID Numbers ready to deliver to the grooms at the Arrival Examination?

14.5. Logistics

Is the following satisfactory:

- Accommodation for grooms (outside stables)?
- Accommodation for your Assistant Stewards?
- Meals for your Assistant Stewards?
- Is drinking water for the Stewards available?
- Are radios, walkie-talkies, or telephones provided for you and your Assistants?

- Is there a Steward's Office (near to the entrance/exit of the stables; fully equipped)?

14.6. Medical and Veterinary Services

- Are ambulances, a 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, MCP-boxes ...) organised for Vet treatments; have the Vets been informed of the location?
- Are there two separate boxes prepared for MCP (in a quiet corner)?
- Is there a trained Steward in attendance for MCP?
- Are the MCP-facilities ready (office, freezer, table, chair ...)

14.7. Stables

- Is there a 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 sufficiently large and safe?
- Is there a list of stabled horses (Boxes numbered - Master-list)?
- Are the boxes labelled accordingly (Stall Information Card)?
- Well ventilated?
- 24 hour security organised?
- 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 a cafeteria/meeting point organised?
- IS the passageway sufficiently wide?
- Are the stables equipped with lights and are they working, do they provide enough light?
- Is the electric cabling out of the reach of horses?

14.8. Horse Examinations and Inspections

- Was the Arrival (identification and examination) of horses organised with Stewards and one Veterinarian?
- Are the ID-numbers (head-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?

14.9. 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?
- Is there a timetable for schooling?
- Is the ground maintained?
- Is it similar to the competition ground?
- Are the arenas numbered?
- Are the Stewards briefed (according to schedules)?
- Are there shelters for the Stewards in adverse weather conditions?
- Horse Ambulance:
 - Is it functional?
 - Is it connected to a vehicle?
 - Is it easily accessible?
 - Where is the key?
 - Does it have proper equipment?
 - Screen?
 - Sled?
 - Halter and Lead Ropes?
 - Is the arena entrance wide enough for the ambulance to pass easily?
 - If something goes wrong, is there a plan?
 - Who is in charge?
 - Has there been a rehearsal?
 - Who will organise setting up the screen?
 - Human Ambulance and Doctor?

14.10. Warming Up

- 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/flat areas separated?
- Is a farrier readily available next to the warm-up?
- Is ground-maintenance organised?
- Is there contact between the GJ and the Chief Steward?
- Is the prize-giving organised with GJ and OC?