



# Eventing Memorandum

10<sup>th</sup> Edition – January 2025

**DISCLAIMER – the Eventing Memorandum will be reviewed to align with relevant Rules and Regulations**

Reference to articles are based on the 2025 edition for the General Regulations, Eventing, Dressage, Jumping and Veterinary Rules.

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## INTRODUCTION

- A. This Memorandum is not a Rule-Book; it is issued on the authority of the FEI Eventing Committee to provide best practice to Organising Committees, Officials, Responsible Persons and Competitors at International Events, in regard to the organisation and the running of Eventing Competitions.
- B. The Eventing Rules in force will prevail in any case of inconsistency or contradiction in this Memorandum.
- C. The organisation of an International Event is complex and requires an expert Organising Committee to provide for all the details required for the smooth running of such an Event. The FEI Officials (Ground Jury, Veterinary Commission, Technical Delegate, Course Designer, and Chief Steward) all have a precise part to play. However, the FEI Officials and the OC must work together in that perfect harmony indispensable to the success and regularity of the Competition.
- D. The order of topics follows as closely as possible the order of the Eventing Rules. Matters that are clearly covered in the Rules are referred to and not generally included again in this Memorandum. However some guidance on the interpretation of the Rules is included.
- E. The Memorandum should be read in conjunction with the Statutes, General Regulations, Eventing Rules, Jumping Rules, Dressage Rules and the Veterinary Regulations as well as the Eventing Stewarding manual are necessary as well as the Equine Anti-Doping and Controlled Medication Regulations (EADCMRs). Regular consultation of the FEI Website is important. In addition the Eventing Committee issue FAQs on specific matters published on the FEI Website
- F. Every eventuality cannot be provided for in the Rules. In unforeseen or exceptional circumstances, it is the duty of the Ground Jury in consultation with the TD to make a decision in a sporting spirit and to approach as nearly as possible the intention of the Eventing Rules and the General Regulations of the FEI.
- G. The Rules must always be strictly observed as well as the minimum standards set must be achieved at all FEI Competitions. This Memorandum includes many recommendations for 'best practice', which are the standards to be aimed at and are essential for the highest level of Events or Championships.
- H. The FEI recognizes that new Events and/or those at the lower star levels will not always be able to achieve all of these (due to cost or other limitations).  
  
The first consideration for all officials and the OC 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.
- I. Other valuable sources of information can be found on the FEI Website, Cross Country Course design guide for Officials, Risk Management documents, etc...

## CHAPTER I

### ORGANISATION OF INTERNATIONAL EVENTS

#### 1. Calendar – Article 112

- a) All requests to hold an international Event must be sent to the FEI by the NF of the host country. Such requests must include the place, the date and the Category (i.e. 1\*, 2\*, 3\*, 4\* and 5\* , Juniors, Young Riders, etc...) short or long CCI- format.
- b) For –higher level (4\* and 5\*) Events the application must be received at the latest by 1<sup>st</sup> October of the year preceding the proposed Event. Earlier applications are strongly encouraged (no calendar fee will be charged by the FEI in respect of Events that change their dates or are cancelled prior to 1st November of the year before the Event). Late applications will be considered on their merits, but are subject to the agreement of any other NF that might be affected. For 5 Star Event see Annex E Eventing Rules.
- c) On receipt of the request from the NF, the Event will be published in the FEI Official Calendar, but its date and category is only confirmed following the November meeting of the FEI Bureau.
- d) For lower level (1\*, 2\*- and 3\*- Events (classified as CIM's in Appendix E of the General Regulations), the same procedure as above is recommended, but Events may be added to the Official Calendar at any time but minimum four (4) weeks before the start of the Event, with the approval of the FEI.

#### 2. Schedule

- a) The Schedule of conditions must be sent to the FEI for approval, no later than four (4) weeks before the Competition for CCI1\*-Intro, CCI2\* & 3\* Long or Short level and ten (10) weeks before the Competition for CCI4\* Long or short, CCI5\* Long, CCIOs and CH all levels before the Event is due to take place (but preferably much earlier!)(Eventing Rules: art. 507.1).
- b) The Schedule and all notices, instructions and announcements at all international Events must be written or spoken in the official FEI language, English, in addition to the national language.
- c) Many other documents very useful to organisers are available on the FEI website.

#### 3. FEI Dues

OC's are liable to pay:

- a) A Calendar Fee when an Event is officially included in the FEI Calendar, and
- b) A levy to the FEI calculated according to the prize money offered, and
- c) A levy towards the EADCM Programme.
- d) TD's expenses for 4\* and 5\* star Events.
- e) The current rate of these dues is published every year on FEI website and should be available from the NF.

#### 4. FEI Regulations, Rules and Legal System

- a) The FEI defines the technical and administrative rules governing all international Competitions in Eventing.
- b) Organisers should be aware that there exists a structured Legal System for the resolution of Objections and Complaints arising from an international Event. It is defined in the General Regulations of the FEI Chapter VIII.
- c) The principal interface between competitors (and organisers) and the Legal System is the Ground Jury, who has the overall responsibility for judging an Event. The duties of the

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Ground Jury are defined in the General Regulations (Art 159) and Eventing Rules (Art 515).

- d) In Eventing, it is customary that the Ground Jury decides matters referred to it by majority vote with strict confidentiality being respected by the members concerning internal discussions and votes.

### 5. Presence of Ground Jury

- a) The period of jurisdiction of the Ground Jury in an Eventing Competition (Long or Short) commences one hour before the beginning of the first Horse Inspection or one hour prior to the start of the Dressage Test, whichever is earlier, and terminates half an hour after the announcement of the final results (Eventing rules: art.515.1).
- b) The first official duty of the Ground Jury in an Eventing Competition (Long or Short) is their Inspection and approval of the Cross-country courses.
- c) The period of jurisdiction of the Ground Jury finishes 30 minutes after the publication of the Final Results (extended by any period necessary to complete the resolution or handling of any Objections or Complaints etc. that may have been correctly lodged within that period).
- d) In Short format, the final test is often the Cross-country which creates the greatest number of matters requiring decision of the Ground Jury and TD.
- e) Therefore, in order that an Event may be efficiently concluded according to the Rules, it must be considered a requirement that the Ground Jury (both for Long and Short format) remains on site until the end of its period of jurisdiction.

### 6. Appointments of Officials

The Members of the Ground Jury, the Technical Delegate, the Course Designer, the Veterinary Delegate(s), and the Chief Steward must be selected in accordance with FEI Eventing Rules (Art 513). OCs should study the current FEI Rules before inviting any officials as there are restrictions on Officials appointments according to its category.

- Combination of Ground Juries for several events
- Number of TD required per event
- Requirements for an Assistant TD

Particular care must be taken in the appointment of all Officials to ensure that a coherent team is created with whom the OC can work with efficiently and effectively. The importance of the stewarding team within this cannot be overstated.

### 7. Site Layout

- a) The layout of a site for an Event needs not only consideration of the most suitable areas for the Tests, Stables, Training Areas etc. but also thought about the movement of Horses, pedestrians and vehicles around the site.
- b) Horse 'walks' need to be provided – i.e. channels along which the Horses can move from the stables to the training areas, the arenas, to the start, from the finish of Cross Country, etc. Spectators and Horses do not mix, or should not mix, for reasons of public safety.
- c) It is also necessary to consider access, for e.g. grooms, to the Training Areas, Collecting Rings, start and finish of the Cross Country test especially on the day of the Cross-country Test.
- d) In addition, the emergency services (medical, veterinary, fence repair) must have vehicular access to all arenas and to all parts of the Cross-Country Test.

### 8. Exercising and Training Areas

- a) The Rules require that suitable areas be provided. The availability of extensive exercise areas will naturally vary between Events. Grazing areas for the horses in hand should be included.
- b) Fixed anchored fences and show-jumping type fences are required for the warm-up facilities before the Cross Country. There must also be some space available where Horses can gallop. Course Designer and TD need to advise on this.
- c) OCs are asked to remember that Eventing Horses stabled on site need to hack and exercise freely as well as school for Dressage and/or Jumping.
- d) Note that during the Competition (and for three days before); a Horse may only be schooled by the person riding it in the Competition. However, a groom is allowed to, hack it out, and ride it on long reins. The distinction between "exercising" (to maintain condition) and "schooling" (to maintain or improve dressage or jumping performance) should be clearly understood and applied.
- e) The FEI Chief Steward will be responsible for the deployment of stewards and the supervision of exercise and training areas in accordance with the relevant Rules, Guidelines, Stewards Manual etc.
- f) It is unnecessary to have stewards observing every movement of every Horse, especially when hacking, galloping, etc. However, random checks should be undertaken to guard against possible abuses.
- g) The number of practice arenas for dressage is discussed in Chapter II of this Memorandum.
- h) It is usual to schedule certain times when practice obstacles can be jumped, according to the availability of suitable steward(s). The OC and the stewards should try to ensure that the times meet the reasonable needs of competitors - e.g. at least twice a day for say one and a half - two hours, before and during the Dressage Test; and from at least 30 minutes before the start of the Jumping Test.
- i) It is also recommended to provide some trotting poles and low crossed poles for reasonable "gymnastic" jumping, close to, but separate from the normal adjustable practice obstacles.
- j) Familiarization: In order to familiarize the Horse with the Competition arena prior to the Dressage Test, Athletes and Grooms may be allowed when practical at a time decided by the Organising Committee to walk and lead the Horse on a long rein outside the boards of the Competition arena. - In the case of all-weather surfaces the Organising Committee may also allow schooling inside (with Athletes only) and/or outside the boards

#### EXCEPTIONAL CASES (ART. 536)

In exceptional cases, the Ground Jury may, acting in the interests of the Horse and the sport, authorise competitors to ride in "forbidden" areas. Examples could be:

- a) In the Dressage arena if, in unusual weather circumstances, it is an indoor arena.
- b) Horses in the Jumping arena, for a parade of competitors.
- c) In all cases, the Ground Jury should consider the need for all competitors to be treated equally and fairly.

### 9. Stables - Facilities

Please refer to [the Veterinary Regulations](#) , in particular art.1008

### 10. Invitations and Expenses

- a) All invitations must be sent to NFs (not individual competitors) by the NF of the host nation/Event.
- b) The Eventing Rules and the General Regulations of the FEI cover invitations and expenses.



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- c) The Rules state that all competitors must be offered the same level of expenses, but that OCs may offer 'foreign' competitors, i.e. those who have to travel from a foreign country to compete, a different level from those resident in the host country.

### 11. Accommodation

- a) Accommodation for grooms must be in the immediate vicinity of the stables. At a Championship this accommodation must be provided by the OC; at many other Events most of the grooms will stay in their own lorries/caravans, but the OC should make accommodation available for grooms from overseas. Arrangements for this should be indicated in the Schedule. A corresponding number of water and electricity outputs with the lorries expected should be provided.
- b) Grooms might be living on site for a week; showers and toilets must be provided together with the possibility to eat breakfast, midday and evening meals at flexible hours.
- c) Competitors at Long and Short format competitions are expected normally to make their own accommodation arrangements (they may also live in their own caravans/lorries), but the OC is expected to assist foreign competitors in finding accommodation. At Championships, the OC is responsible for the competitors' accommodation – see details in the FEI rules for Seniors, Young Riders, Juniors and Pony riders.
- d) The OC is responsible for the rooms and food for the TD, Ground Jury, and Veterinary Delegate(s) and must make arrangements for Course Designers and all other officials. Officials may be accommodated in private houses or hotels.

### 12. Transport

The OC will be responsible for the transport of the TD, Ground Jury, and Veterinary Delegates and must make arrangements for adequate transport for all other officials.

The Technical Delegate is responsible for checking the arrangements for stabling, accommodation, catering and transport.

### 13. Entries (Art 509), Qualification (Chapter 5) & Registration (Art 500.2.4)

Entries must be made through the FEI Entry system by the NF's

- a) The TD or his nominee shall check that all participants have been duly entered through the FEI entry system, thus ensuring Athletes and Horses have the required qualification and authorisation to compete and are registered with the FEI
- b) The NF of each athlete is responsible to ensure that this documentation is provided for every athlete in due time; the secretariat must follow this up with each NF at the moment of definite entries being made, so as to be sure the information is available for the TD.
- c) For all FEI Championships and Games, the FEI handles entries directly with the NFs.
- d) Ponies are allowed to compete with Horses in regular FEI Eventing Competitions on condition that the Pony and Athlete are properly qualified according to the Rules.

### 14. Timetable

The Organising Committee, in agreement with the Technical Delegate, will establish a detailed timetable for the entire Competition:

1. The earliest permitted arrival time for Horses at the Event stables
2. The Veterinary Examination on arrival carried out by the designated Veterinarian, upon the arrival of the Horses at the stables.
3. Inspection of the Cross Country course by the Ground Jury accompanied by the Technical Delegate and the Course Designer (no later than the day before the Official Opening of the Cross country course for the Athletes).

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4. Official Briefing of the competitors (and Chefs d'Equipe when appointed), in a room where all instructions and details will be given to them by the TD and the OC. The Ground Jury should be present. Where there is a team Competition, the draw for the start order of nations may be done either at this briefing or earlier at a meeting especially arranged for Chefs d'Equipe. Please refer to Annex F of the FEI Eventing rules.
5. Official Opening of the Cross Country Course to the Chefs d'Equipe and competitors under the general supervision of the Technical Delegate and the Course Designer.
6. At any time after the Cross-country course is open, the Athletes may express any concerns either directly to the TD or to the Athlete Representative who should then inform the TD of any such concerns or issues for further handling.
7. Opening of the course to the public - what action to be taken in adverse weather conditions (e.g. very wet ground).
8. Meeting of or Ground Jury) with Veterinary Delegate/ Commission to review any problems or anomalies with Horse' passports.
9. Meeting of Ground Jury with Veterinary Delegate/Commission and TD to establish procedures for the Horse Inspections and to discuss other matters of common interest.
10. First Horse Inspection (compulsory for Long Format) by the Ground Jury and the Veterinary Delegate. This inspection is considered to be the official opening of the Event. Note that if an Athlete has brought 2 Horses of which only one may be ridden, he is allowed to decide at the Declaration of Starters provided both Horses have passed this Inspection.
11. Where there is a Team Competition - Declaration of Starters (composition of the Teams and the determination of the starting order) by Chefs d'Equipe, in the presence of the TD, Organising Committee, the Ground Jury, and the Athlete Representative.
12. Meeting of the Judges for a trial of the Dressage test (Guinea Pig) – this normally takes place 20-30 minutes before the first test in the Competition.
13. Dressage Test spread over one or more consecutive days depending on the number of competitors, but not to exceed 50+/-10% (55) per day (Eventing rules art. 543.2).
14. Athletes' Meeting (for all Athletes who wish to attend) with the Ground Jury and the TD, the evening before the cross-country. The intention of this meeting is to inform riders if there is any late change in the Cross Country test, due to the weather conditions, or in any other topic of interest that the TD/Ground Jury consider important to tell the competitors before they start the Cross Country Test.
15. Start of the Cross Country test - setting the interval time between the start of each competitor:  
-4 minutes' intervals have proved to work very well; where there are few competitors, 5-minutes intervals is also fine. The interval for long format events should only be reduced below 4 minutes where there is a very experienced control team and good overall visibility of the track for Risk Management reasons. A minimum of 2min30 interval should apply for all categories.
16. Second Horse Inspection by the same Officials who made the First Inspection.
17. For Short CCI. the Horse Inspection is not compulsory, however it need to line up with the provisions in the Eventing Rules (art. 524.2)
18. Inspection of Jumping course by the Ground Jury, accompanied by the Technical Delegate and the Course Designer.
19. Official Inspection of the Jumping course by the correctly dressed competitors.
20. Start of the Jumping Test.
21. Official announcement of the definite results.
22. Protocol for the distribution of the prizes
23. Alternatives in the Timetable in Short format competition. Whilst the order of Events in a Long format is well defined, OC's have some alternatives in the case of a Short format competition.

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These are clearly explained in the Rules (together with the associated conditions) but may be summarised:

- At short format competitions, the Jumping test may be before or after the Cross-country test (Eventing rules, Art 502.1.3);
- A much shorter and simpler form of Horse inspection may be chosen for Short format competitions when the Jumping test takes place before the Cross Country test (Eventing rules, Art. 524.2.3; veterinary rules art. 1044.5 and 1044.6)

Annex XI contains examples of a provisional timetable for a Three-Day Event including a team Competition, and for a One-Day Event.

### 15. Communication with Competitors

Please also refer to Annex F of the Eventing Rules

The competitors can do much to help the smooth running of the Event. Apart from their obvious self-interest, they constitute a fund of experience that can be most helpful. It is therefore in the interests of all parties (competitors, Officials and OC) to ensure good communication with the competitors (and their Chefs d'Equipe).

#### A) BEFORE THE EVENT

The Schedule, and in certain cases more detailed information concerning accommodation, stabling, forage, grooms, means of transport, the distance between lodgings, stables, exercising grounds, show grounds, etc. and any other helpful information should be sent to the NF's for distribution to the competitors through their NFs or published on the FEI and OCs website.

#### B) ON ARRIVAL AT THE SHOWGROUND

A documentation package should be available for each competitor including detailed technical information on the Competition or published on the OC Website (see Documentation for Officials in Chapter III), badges and passes, meal tickets, invitations, head collar number for the Horse, etc.

#### C) DURING THE COMPETITION

An Official Notice board should be designated, usually at the stables, where all Official Communications will be posted; a second might be in a more public place (e.g., near the Secretariat). A letterbox system is very convenient for passing information to Chefs d'Equipe. A dedicated website of the event can also be used, or an Athletes WhatsApp group created by the OC for the occasion.

The Official Briefing is the first formal contact between competitors, Officials and OC; it therefore very important for it to be well prepared – see Annex XII.

The compulsory Athletes' Meeting on the evening before the Cross Country Test is a good opportunity for good contact between athletes, officials and OC. This meeting could also take place on the Thursday evening to handle early any questions about the Cross Country fences

The Athlete Representative (see point 16 below) can be of great assistance in the flow of information in both directions. He has a clear duty to channel comments and concerns of Athletes to the Officials.

### 16. Appointment of Athlete Representative

- a) At all categories of Events (except Championships), an official Athlete Representative is required to be appointed to liaise between the Athletes and the Ground Jury and TD and improve wherever possible the communication between all parties. The intention is that the Athlete Representative should be the focus of matters of serious concern expressed by the Athletes, and that he should meet with the TD and/or Ground Jury every day to discuss such concerns, which might be about fences, roping, ground conditions etc.). At certain very short Events (for example, a one day Short format competition) it may be impracticable to do this, in which case the OC and officials must pay particular attention to expressions of concern from athletes.

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- b) The Athlete Representative must be chosen by the OC and the Ground Jury/TD together, must be a competitor at the Event, have suitable experience and maturity, and must accept to fulfill this role.
- c) At Events with large entries and for example 2 classes, it may be convenient to have an Athlete Representative for each class (e.g. one for a CCI3\*-L and another for a CCI2\*-S).
- d) At Championships, the function of Athlete Representative is fulfilled by the Chefs d'Equipe.

### 17. Horse Identification Numbers

Organisers allocate identification numbers to Horses on arrival at the Event, which thereafter must be displayed on the Horse at all times throughout the Event, when outside the stable area. The number may be replaced by the draw number.

- a) At an Event with only an individual classification, the identification and draw numbers should be the same. (The advantage of keeping the identification number throughout is the absence of confusion and the easier identification of a Horse throughout the Event.)
- b) Where there is a Team Competition, OCs may choose whether or not to issue new numbers after the Starting Order has been defined, or whether to simply issue a starting order number to the athlete for Cross Country.

The advantage of changing the number is that the spectators and officials may find it easier to identify the next Horse during the Dressage and Cross-country Tests, provided of course that a comprehensive start list is published.

### 18. Programme

A programme should be produced including a short description of the Event, including, at least:

- The Dressage test(s) to be ridden,
- Distances, speeds, and times for the Cross-Country test,
- Plan of the Cross-country course with sketches and descriptions of the obstacles,
- The number of fences and the speed for the Jumping,
- A brief explanation of how all penalty marks are calculated over the whole Event,
- The names of the athletes, owners and Horses, the competitors' nationality and details concerning the Horse that could be of interest to the public (age, color, sex, breed, nationality at birth, previous successes, origin, etc...).

As the programme will have to be printed in advance, it may not be possible to number the competitors in their starting order where there are both individual competitors and teams entered. It may therefore be necessary to issue a separate list giving the starting order as soon as it is known.

### 19. Draw for Starting Order of Nations (Art. 531.3)

- a) When there is a team Competition (official or unofficial), a Draw has to be made in public (in the presence of all the Chef d'Equipes involved). The Official Briefing is often a convenient moment to do this.
- b) This determines the starting order of nations at the First and Second Horse Inspection, and within each block of team riders in the starting order for the Dressage and Cross Country test. It also defines the sequence in which Chef's d'Equipe may allocate an individual rider to a starting slot.

## **20. Determination of Starting Order of Athletes**

### **20.1 For an Event with a Team Competition**

- a) This takes place after the Declaration of Starters in the presence of all the Chefs d'Equipe who are required to specify in turn the starting places for their athletes, as indicated in the Rules. The Ground Jury should also be present.
- b) This requires very careful preparation and should be conducted in a way that encourages confidence in the result. It is very important that the results should be made available visually to those present as the draw progresses and starting positions are filled. A small practice beforehand is usually well worth the effort.
- c) Generally two people are needed besides the person leading the procedure (often the TD); the scorers should also be present to make the necessary starting lists immediately.
- d) The Team competition must be included in the Dressage and Cross country starting lists as a block. Individual athletes will be included as a separate block preferably before the Team block or after according to the OC decision. This information will be included in the schedule (Eventing rules: art. 504.1.2)

### **20.2 For an Event with only an Individual Classification**

In this case the starting order may be decided early by the Organising Committee (using a method approved by the TD), and published in the Programme.

## **21. Veterinary Examinations, Horse Inspections, Passport Control**

### **21.1 General**

These procedures are completely detailed in the Veterinary Regulations, Chapter III, articles, 1003, 1031, 1032. They serve:

- a) To identify Horses against their FEI Passport description,
- b) To verify the status of their vaccinations,
- c) To determine the general state of health of the Horse, and that it may enter the stables to mix with other Horses, and
- d) To verify that the Horse is fit enough to participate or continue the Competition.

The brief summary here, and the further information in Annex I, is intended to help Organising Committees and others who have to prepare and manage these matters.

### **21.2 Veterinary Examination on Arrival**

This takes place as soon as possible after arrival and before the Horse is allowed into the stables. It is carried out by the Veterinary Delegate or his designate. The identity of the Horse is checked against its passport, that the passport is correctly filled in, and the vaccinations and other details are up to date. The Horse is examined for its general state of health and that it has no clinical signs of infectious or contagious disease.

Every Horse entering the stables, whether it is competing or not, must undergo this examination.

### **21.3 Veterinary Examination at the end of the cross country course**

This takes place at the end of Cross Country Course, and is a check that a Horse is recovering normally from its efforts, and is fit enough to return to the stables under its own resources. It is made by a Treating Veterinarian as per article 1044 of the FEI Veterinary Regulations.

### **21.4 First and Second Horse Inspections (see Annex I & Veterinary rules art. 1038)**

These Horse Inspections are concerned with fitness to compete. In Annex I, the requirements of people, space and material are outlined, and the procedures and other arrangements are summarised in the context of a Long Format Event (CCI-L). At a Short format competition identical Horse Inspection procedures may be followed, but some alternatives are allowed (Eventing rules art. 524.2.3 & Veterinary rules art 1044)

## **22. Equine Anti-Doping and Controlled Medication Programme (EADCMP)**

OCs, Juries, TDs need to be familiar with the FEI Veterinary Regulations and also with the procedures for sample collection.

- a) The EADCMP is applicable to International Events as stated in the Veterinary Regulations (Chapter VII). The FEI appoints testing veterinarians to collect EADCMP samples from Horses at Event. Testing veterinarians turn up unannounced to maintain the confidentiality of the testing calendar and there is no consultation with Officials on this matter.
- b) The OC must provide adequate and suitable facilities for the EADCMP testing Horses—Specific requirements can be found in the Veterinary Regulations (VRs Article 1008.2). In general one or two clean, well lit stables must be provided in a quiet area of the Event venue.
- c) Testing veterinarians should report their presence to the Veterinary Delegate and then liaise with them and the Ground Jury concerning the selection of Horses for testing. The Ground Jury may request testing of specific Horses for specific reasons or circumstances.
- d) Horses can be tested at any time during the period of the event. The Ground Jury may request targeted testing which will have to be carried out by one of the Veterinary Delegates. However, Ground Juries are asked not to request such tests in normal circumstances. It must be borne in mind that the OC paying a EADCMP levy at all FEI Events regardless as to whether testing takes place.
- e) Please be aware that in the event of a fatal accident or injury to a Horse, it is an FEI requirement for EADCMP samples to be taken from the Horse.

## **23. Press & Media**

- a) The requirements for the Press and Media at major Events are available from the FEI, which has developed very helpful guidelines in conjunction with the International Alliance of Equestrian Journalists. Please refer to Annex VIII— Media Guidelines.
- b) A public relations officer should be appointed to recruit the necessary personnel who will provide information to the Press.
- c) Accommodation should be provided for journalists wishing to write their articles and communicate with the best technical means (WI-FI/cable-internet connection etc.). The Press should always be informed of the difference between provisional and final results.
- d) Photographers will also require special facilities. They should be issued with an identifying tabard or armband so that the relevant officials can assist them in their work without disrupting the Competition or distracting Horses or athletes.

Internet access – provisions: it is strongly recommended to provide a wifi access for Officials specifically and for athletes as well.

## **24. Review of the Event**

It is desirable that on the final day of the Event the TD should initiate a joint debriefing meeting with Event Director/Organiser, Ground Jury, TD, and Course Designer, Veterinary Delegate, and Athlete's Representative(s) to discuss openly the Event, identify the strengths of the Event and those points that need to be considered for improvement in the future.

This meeting should be managed in an open, constructive and positive manner so as to obtain the most useful comments for improvements for the future.

The matters to be discussed include the overall organisation of the Event, the organisation and degree of difficulty of the various tests (Dressage, Cross-country and Jumping), comments on any judging matters, key officials (FEI and others), facilities for owners/grooms competitors.

Those present at the meeting should include the Event Director/Organiser, Ground Jury, TD, Course Designer, Veterinary Delegate, and Athlete's Representative(s).

The event debriefing meeting should be organised at any convenient time after the Cross Country test has taken place and not take more than 30 – 40 minutes and the conclusions should be taken up in the TD report.

### 25. Reports to the FEI

In order that the FEI can effectively follow Events held under its jurisdiction a structure of reports exists.

- a) TD – see example Annex II (check website for latest version): This is the overall report to the FEI Eventing Department, including reporting on falls, sanctions and incidents.
- b) Veterinary Delegate's Report and testing Vets report: A technical report to the FEI Veterinary Department.
- c) Chief Steward's Report: A technical report on the stewarding arrangements.
- d) Report of the President of Ground Jury (see Annex IX): a report and any matter concern the event and compulsory in the case of serious accident.
- e) Rider Representative report

### 26. Medical

#### 1. Throughout the time Horses/Athletes are on the site:

- Local Doctor and Ambulance on call
- At least one Permitted Treating Veterinarian (PTV) available 24hrs a day
- Whenever jumping exercise takes place, medical cover should be available.

Such exercise must be supervised with immediate telephone access to the medical support.

#### 2. Dressage Test

- Doctor, Ambulance and Veterinarian present on the ground

#### 3. Cross Country Test

The medical support arrangements for the cross-country test should be worked out in close co-operation with the local emergency service especially with regard to the availability of specially trained teams for handling cases of trauma etc. These teams usually have their own organisational structure and equipment, together with on-call arrangements for emergency evacuation. The objective must be the prompt and efficient handling of any accident that may occur during the Event, especially including those requiring emergency treatment.

#### 4. Show Jumping Test

Doctor, Ambulance, Veterinarian, Horse Ambulance present and Screens.

#### 5. Examination after Fall

All Athletes and / or Horse having had a fall during training or competition **MUST** be examined by the Medical Officer/Veterinary **BEFORE** taking part in the competition, another test or LEAVING the event site (Eventing rules: art. 523.3).

An Athlete who has retired, has been eliminated or stopped during the Cross Country Test is responsible to make sure his Horse has been checked by the Veterinary Delegate or an appointed veterinarian before leaving the venue.

## CHAPTER II DRESSAGE TEST

### SECTION 1 TECHNICAL ASPECTS

#### 1. Ground

- a) The area of the arena, 60 x 20m, should be absolutely flat and horizontal.
- b) Sand or other all-weather surfaces as specified for pure dressage are recommended. However a fine turf, well-tended (sown in 15cm of good soil, regularly watered, rolled and mowed) sufficiently compact, produces an excellent surface. In many cases, a good pastoral turf will do, provided it is flat and well-tended (rolled, mowed and if necessary, watered) before the Competition.
- c) Whatever the surface (turf, sand or all-weather), it is essential that in the Event of rain the arena does not collect water from the surrounding ground and must itself be free-draining.
- d) The care of a turf arena during the Competition entails replacing and stamping in the divots. A sand arena must be levelled, raked and re-marked, especially the diagonals and centreline, after approximately every eighth competitor. All-weather arenas must be maintained appropriately, with the necessary specialised equipment.
- e) Dung must be regularly removed from all surfaces.

#### 2. Arena

##### 2.1 Lay-out

Not too near routes of communication, jumping arenas, parking areas, trade stands, noise, restaurants, etc...

##### 2.2 Orientation

If possible, oriented so that the Ground Jury (at the end and at the side) does not face the sun. Further directions may be indicated on the specific dressage test used for the event. A further point to consider may be the direction of expected rainfall.

##### 2.3 Dimensions

- a) The arena of 60 x 20m should be measured from the inside edge of the enclosure.
- b) The prescribed minimum 10m space between the arena and the public must be measured from the outside edge of the enclosure.
- c) In practice, Organisers should attempt to arrange a distance greater than 10m between the arena and the public, especially if there is expected to be a large crowd.
- d) The immediate vicinity of the Dressage Arena will only contain the Judge's boxes and possibly the Scoring Office and perhaps a small enclosure for Television (see 2.6 later).

##### 2.4 Enclosure

- a) The height of the arena enclosure should be approximately 30cm and the enclosure should be stable, and not affected by wind.
- b) If there is not a permanent enclosure, one can be made of movable parts 2m long constructed with light struts and horizontal battens, the whole surface of the enclosure being painted white. Care must be taken that a Horse's hoof cannot get blocked in the structure.
- c) At A (the entrance to the arena), a "gate" section is needed. This may be the central 2m section of the enclosure (which must then be moved by the steward to allow Horses to enter and leave the arena), or it may take the form of a movable barrier or cord. It must be kept closed during each Athlete's performance and between tests., until the Judge at C gives the starting signal

##### 2.5 Markers

- a) In accordance with the Rules, the letters for the long and short sides must be placed outside the enclosure, but at about 50cm from it. It is an advantage to have them painted in black on white, on four-sided or triangular frames, so that they can be seen from all angles.



## Chapter II – Dressage Test

- b) Their feet should be firmly secured in the ground or they should be heavy enough to stand up to wind, and higher than the enclosure.
- c) In order that the Judges and athletes may see the exact spot on the arena, the point for each letter should be marked by an adhesive strip on the inside edge of the enclosure, by colored paint, or by a colored stake.
- d) The central line should be marked throughout its length, and wherever appropriate to the dressage test being ridden, the points D, L, X, I, and G also. These last by a line on the ground about 2m long, and in a manner that does not disturb the Horses.
- e) The best way of marking the central line and quarter lines if possible, and the points along it, is to use a lawn mower for grass and a rake or a small roller for sand (the normal width of a mower or rake). For sand, it is essential to re-mark the central line after approximately every eight competitors. Note that some types of "all-weather" surface do not accept marking, so the central line and points along it cannot be marked.

### 2.6 General surroundings

- a) Check that there is nothing in the immediate vicinity of the arena which can disturb the competitors (i.e. loudspeakers, shrubs, flags, flowerpots, and bunting which could be blown over or moved by the wind). There is no restriction in the Rules as to how close to the arena flowers may be – this will depend on the type and height of display - but they must not be closer than the markers (0.5m) and should preferably be further away.
- b) It is important to try to ensure that conditions during the dressage tests are constant for all competitors.
- c) Some OC's have successfully arranged for quiet music to be played over the loudspeakers during the dressage – this can muffle other background noise and be very helpful to the Horses; it should not include "vocals" and should remain at a constant level throughout all the dressage Competition periods.
- d) TV Cameras may be sited closer than 15m from the arena if desired, but the TD must be satisfied that they are positioned so as not to distract a Horse and that the operators understand the need to remain as still as possible during tests. Any such camera must be in the same position for all competitors.

### 3. Official's Boxes

- a) Each judge's box must be raised not less than fifty centimetres (50 cm) (two steps) above the ground and located at minimum 3 m maximum 5m outside the enclosure, in order to give the judges a good view of the arena.
- b) The President of the Ground Jury's Box must be placed exactly in the centre of the short side at C, facing directly down the central line C-A. This box should be big enough to cater for the President, his writer and an assistant who may be operating the computer scoring, 'reading the test' and/or timing any resistance.
- c) One or two other boxes are required (see Rules Article 543.3) each big enough for the Judge, his writer and assistant if necessary. They are placed:
  - 1. One on the short side to the left or to the right of the President's box, at 2.50m from, and on the inside of, the prolongation of the long side (at M or H).
  - 2. One on the long side close to B or E between 5m and 10m from the long side. See note below on the judge's view of the arena.
- d) Ideally the placing of the boxes is
  - Three boxes:**  
C, H & B or C, M & E
  - Two boxes:**  
C & B or C & E
- The TD will decide the exact arrangement in discussion with the OC. However, the specific layout at a particular Event may be such that it is impossible or impracticable to place a box on the long side; in this case the boxes may be placed on the short side C, M and/or H.
- It is very important to check that each Judge can see the whole arena from his seat. Lateral windows in the boxes are recommended, or if this is not possible the boxes at H / M can be angled slightly inwards, and the box at B or E placed up to 10m from the

## Chapter II – Dressage Test

enclosure. It is also very helpful if the door of the box can be “secured” (and opened) from the inside of the box.

- e) For the convenience of the judges and their assistants, it is necessary to ensure ready access to toilet facilities; if these are of the portable type, they should not be available to the general public.
- f) When a judge is seated on a long side, it is necessary to have some means of quick radio communication from that judge's box to the President (shouting or waving is not recommended!).

### 4. Scoring Office and Calculation of Results

#### Position of Scoring Office

The best place for the Scoring Office is about 5m directly behind the Judges' Boxes; it should in any case be close enough to the Judges to permit quick collection of score sheets after each Horse.

##### a) Scoring Method

The following is the method of calculation (marks per movement from 0 to 10) for a test with maximum 230 points. Every score sheet should be checked by a second person.

Each results is rounded up to one decimal digit for the score in penalty points for the test. Scores of x.x5 and above are rounded up and any score less than x.x5 is rounded down.

544.2.1	<b>Good marks = (judges good marks - errors)</b>	<b>H</b>	<b>C</b>	<b>M</b>
	<b>Total Judges good marks</b>	127	138	144
	Subtract Errors (e.g. 2 errors = 6 points)*	6	6	6
		<b>121</b>	<b>132</b>	<b>138</b>
544.2.2	<b>Judges percentages = (total good marks ÷ maximum good marks of test x 100)</b>			
	(121 ÷ 230 x 100 = 52,61%)   (132 ÷ 230 x 100 = 57,39%)   (138 ÷ 230 x 100 = 60,00%) (rounded to two decimal places)	<b>52,61%</b>	<b>57,39%</b>	<b>60,00%</b>
544.2.3	<b>Athletes percentage = (average total good marks ÷ maximum good marks of test x 100)</b>			
	((121+132+138) ÷ 3) ÷ 230 x 100 (rounding to two decimal places)	<b>56,67%</b>		
544.2.4	<b>Penalty points = ((100 - Athletes percentage))</b>			
-	(100 - 56,67) (rounding to one decimal places)	<b>43.3</b>		

**\*Note:** Penalties for error of course or test are: 1st error      2 penalty point  
2nd error      4 additional penalty points  
3rd error      elimination

For 4\* Championships and higher level Events, video facilities are required to review flying changes on the Dressage test day.

### 5. Warm-up Area, Practice Arenas, Familiarisation Period

- a) A warm-up area must be provided at a convenient distance from the arena, so as not to disturb the competitors during their tests. It must be big enough to allow for several competitors to work their Horses. A qualified Steward must be appointed to supervise the warm-up area.
- b) There should be two practice arenas of 60 x 20m (with markers) which must be at the disposal of the competitors 2 days before the first day of the Dressage Test. It is not

## Chapter II – Dressage Test

essential that these practice arenas be fully boarded if material is not available, provided the corners and markers are clear.

- c) On the day(s) of Competition, one arena close to the Competition arena should be reserved for the next Horse to compete. This desirably should have the same surface as the Competition arena.
- d) The recommended allotted times for each test includes approximately 1 – 2 minutes for each competitor to ride freely around the outside of the Competition arena preparatory to his test. It is important that the stewards are briefed to make sure that the first Horse after any pause is sent into the arena the same time before his test as the other competitors have enjoyed, so that all competitors are treated equally in this respect.
- e) Especially at Events with many young Horses, it is often very helpful to allow the Horses into the area around the Competition arena before doing their test, to familiarise them with the specific atmosphere in accordance with Art. 535.6.1. For example, on the day of the dressage test the area around the 20 x 60m arena is open for Horses to be walked (led in hand or ridden) from say 0730 to 0800. The Horses may not be “worked” at this time.

## SECTION 2 - ADMINISTRATIVE ORGANISATION & RULES CHECKS

### 1. Officials

The correct number of Officials has to be appointed:

- a) 1 Chief Dressage Steward with complete responsibility for the Dressage Phase, with as many assistants as he may require, including supervision of the arenas and opening and closing the “gate” at the entrance of the arena.
- b) 1 Secretary (writer) for each of the 2 or 3 Judges. The writer must be competent to speak and write the official language of the Dressage test.
- c) 1 Official Scorer in charge of calculating the marks with as many assistants as he may require, and runner(s) to collect sheets from the Judges and to take them to the Scoring Office.
- d) 1 Steward to check saddlery – the Tack Steward.
- e) 1 Steward for the warm-up area (this may also be the Tack Steward).
- f) 1 Public Relations Officer (liaison with Press)
- g) 1 additional person per judge to work the computer scoring (if required).
- h) 1 or more Announcers

### 2. Documents

The following must be prepared for each Judge:

- a) A judging sheet for every competitor, displaying the names of the Judge, the Athlete, the Horse and its number, as well as the nationality of the competitor, in English according to the language spoken by the Judge. Wherever possible, this information should be put on the judging sheet before it is given to the judge.
- b) 1 blank judging sheet, in English, for the Judge's personal use.
- c) The scoring papers required by the scorers, including starting order and times.

### 3. Choice of Dressage Test, Timetable and Starting Intervals

#### 3.1 Choice of Dressage Test

- a) The Dressage Tests form a planned evolution, intended progressively to improve the dressage performance of the Horse and Athlete. Within the limits defined in Annex A.3 of the Eventing Rules, the Dressage Test to be used can be selected by the OC and is determined by the level of the Event and specified in the Approved schedule. The current tests are available on the FEI [Website](#).

## Chapter II – Dressage Test

### 3.2 Timetable

- a) For the benefit of the Ground Jury, the best timetable provides for blocks of 7-9 Horses, with breaks of 10 - 20 minutes between each block, plus about one and a quarter hours for a luncheon break.
- b) The breaks need to take account of the time needed for maintenance of the dressage arena. The timetable may also need to take account of anticipated climatic conditions, for example great heat in the middle of the day, etc. It is also desirable to schedule competitors in similarly sized blocks and to avoid having, for example, a small group of competitors at the end of a day.
- c) Ideally, not more than 50 Horses should be scheduled per day of dressage. However, if the OC expects 55 Horses to start in the Event, it is quite acceptable to judge them all in one day. In exceptional circumstances, an additional flexibility of maximum of ten percent (10 %) can be judged in one day, but such a decision should be taken by the OC, TD and Ground Jury together in the good interest of the Competition.
- d) As the numbers of competitors in some Events expands, it may even be necessary to have two and a half or three days of dressage. This is acceptable, but it is to be avoided if possible. Consideration should also be given to dividing the Event into two sections of approximately equal numbers (see Art 513.9 of the Rules with regard to extra officials).
- e) If there is a small entry, it is permissible to have longer breaks between groups of athletes. However, most judges prefer to keep the intervals between athletes as normal as possible.
- f) The Ground Jury should always be consulted on the matter of scheduling, as their preferences vary considerably.

### 3.3 Starting Intervals

The recommended starting intervals vary according to the Dressage test used and should be about 75-90 seconds longer than the Dressage test:

Test	Duration	Recommended starting intervals
CCI 1*	Approx. 4min 30sec	6 minutes
CCI2* A test	Approx. 4min 45 sec	6 minutes
CCI2* B test	Approx. 4 min 45 sec	6 minutes
CCI3* A test	Approx. 4 min 45 sec	7 minutes
CCI3* B test	Approx. 4 min 45 sec	7 minutes
CCI4* A test	Approx. 4 min 45 sec	7 minutes
CCI4* B test	Approx. 4 min	5 minutes 30sec.
CCI5* A test	Approx 4min 45sec	8 minutes
CCI5* B test	Approx 5mn	8 minutes

The recommended intervals are based on allowing the Horse about 1 minute to walk around the arena before the bell is rung.

With a large entry, it is advisable to discuss with the Ground Jury the possibility of having alternating intervals of say 6 and 7 minutes, or 7 and 8 minutes. Stewards, riders and judges must all then work in a well-coordinated way to ensure that the timetable is maintained, and that all riders are equally treated as far as time around the ring is concerned.

## 4. Safeguarding the Arena

Precautions must be taken to ensure that the public, photographers, etc. may not enter the 15m zone around the arena without permission of the Organising Committee, the TD and the Ground Jury.

## 5. Doctor, Veterinarian, Farrier, Ambulance

Check that they have been asked to attend and that they are present at the start of the Competition at the place reserved for them, which must be shown on the overall plan of the Competition.

### 6. Communications

- a) During the Dressage Test, it is essential for key officials to have walkie-talkies or some other quick and easy methods of communication. Those likely to need them include: President of the Ground Jury; TD; Collecting Ring Steward; Scoring Office; Veterinary Delegate; Stable Office; Press Office; Announcer; Organiser; Secretary.
- b) In the Event of a judge at B or E, provision should be made for some rapid means of communication with the other judges (C and H or M) – ideally a walkie-talkie with their own channel.

### 7. Bell & Stop Watch

- a) Ensure that the bell or some other audible warning system that is easily heard and distinguished is available to the President of the Ground Jury.
- b) Where there are two active arenas near each other, it is important that the 'bells' have different sounds.
- c) The President's assistant should have a stopwatch to time disobediences, etc.
- d) If the bell is electronic or electric, it is prudent to have an ordinary hand-bell available in case of failure.
- e) If there is no display of the 45 sec countdown, then the Ground Jury should decide before starting the dressage tests how they will apply the 45 sec rule in a manner that is fair to the rider.

### 8. Dress and Saddlery

Dress and saddlery must comply with art. 538 and 539 of the Eventing rules.

Except when otherwise specified in the FEI Eventing rules, the FEI Dressage rules apply for the Eventing Dressage test and the FEI Jumping rules apply for the Eventing Show Jumping test. See Eventing Rules: [http://inside.fei.org/fei/regulations/eventing\\_and\\_FAQ](http://inside.fei.org/fei/regulations/eventing_and_FAQ) on use of Tack, Equipment & Dress in Eventing on the [Website](#)

- a) While warming-up, the competitor may use different saddlery and equipment permitted in the exercise areas, not just that is permitted for the dressage competition. It is essential that the tack Steward checking the saddlery is thoroughly familiar with the Rules.
- b) Before each Horse executes his dressage test and at a suitable moment, the Tack Steward should check that the Athlete's dress (gloves, spurs etc.) and the saddlery (especially the bit) are in accordance with the Rules of the FEI.
- c) If the competitor so requests, the bridle and bit may be checked immediately after the test has been completed; if it is then deemed to be not in accordance with the rules, then in accordance with the Rules, the rider must be eliminated from the Competition.
- d) The Athlete is solely responsible for his correct dress and saddlery. This means that if a rider competes with incorrect dress or saddlery, he is liable to appropriate sanction even if the steward has checked beforehand. The steward is there to help and advise the Athlete if he has incorrect dress or saddlery; ultimately, the Athlete alone is responsible.
- e) The Dressage whip may be used while warming up for the dressage test, and can be carried up to just before entering the area around the Competition arena.

### 9. Collecting Ring Steward & Gate Opener

- a) Ensure that some means, and official timing, exists of calling competitors from the warm-up area, when they are needed in the 10-minute/final warm-up arena, and in the Competition arena.
- b) The Competition arena will not be opened until the President has rung the bell, and it must be closed again after the competitor enters the arena.
- c) It will be opened after the competitor has saluted at the end of his test, and closed again immediately after the competitor has left the arena.

### 10. Test Rider (Guinea Pig) – not compulsory

- a) Fifteen or twenty minutes prior to the first competitor, on the first day of the dressage only, it is recommended that a non-competing Athlete and Horse be presented to perform the dressage test, in front of the Judges. Ideally, this Horse and Athlete should be regularly competing in Eventing at the same level as the Competition. This can be much more helpful to the Judges than a 'pure' dressage Horse.
- b) This trial test allows the Judges to discuss any aspect of the judging that they may wish and allows the TD and the OC to check that the arrangements in each Judges box are satisfactory and that everything is in place for the first Horse in the Competition; it can also serve to help synchronise signals to an electronic scoreboard, if used.

### 11. Score Boards

- a) Provide an information board showing the number, name, nationality, starting order and the scores for each Horse; this should be kept up-to-date throughout the Competition.
- b) In order to make the dressage more interesting to the spectators, it is quite acceptable to show to the public the individual scores of each judge for each movement of the test while the test is going on (by a computerised system, or a system of lights). Some care should be taken (but it is not essential) that the display is not directly in the view of the judges as it may distract them. In all such cases, it is quite acceptable for the judges to be able to see or hear the total good marks and the final penalty score.

### 12. Publication of Results

The results of the dressage tests should be published as soon as possible after each Horse has completed its test, by announcement and by posting on the official scoreboard. Results sheets should be produced for the press, public and competitors at regular intervals. These sheets may show the positive total for each judge, any penalties e.g. for error of course, the final penalty score and overall placing – and may show the individual placing by each judge.

### 13. Guidelines to Implement the Rules

#### 13.1 Lamé Horses - Abuse of Horse

##### ART 526.1.D EVENTING RULES / ART. 430.7 DRESSAGE RULES 2020

Lameness: In a case of marked lameness, the President of the Ground Jury informs the Athlete that he is eliminated.

- a) If the President believes a Horse to be markedly lame, he should ring the bell to stop the test and then immediately and quickly consult the other members of the Jury. The ultimate decision is the President's, and there is no appeal against this decision.
- b) If it is decided that the Horse should be allowed to continue, the competitor should be instructed to resume the test at the beginning of the movement that was interrupted.
- c) If during a test, the Ground Jury is concerned about a Horse's soundness, without its being so bad as to warrant instant elimination, they will request the Veterinary Delegate to examine the Horse after the Test and report his findings to them. A decision (Ground Jury, in consultation with the Veterinary Delegate) then must be taken as to whether the Horse should continue in the Competition.
- d) Art. 524.3 of the FEI Eventing rules permits the Jury to eliminate a Horse in such circumstances, if necessary. On the results sheet, it should be recorded as 'eliminated after dressage'.
- e) Note that at a Short format competition where there may be no First Horse Inspection, this is the first opportunity for the Ground Jury to observe the Horses. The OC should therefore be prepared for this Article 524.3 to be used.

## Chapter II – Dressage Test

### **13.2 Errors of Test - Article 430.3 Dressage Rules 2020**

If, the President or a member of the Jury has noted an error during the Test, he should inform the other members immediately after the Test has been completed. If all agree, they should ensure that their respective judging sheets all note the error. If they do not agree, none of the sheets should show the error, the competitor being given the benefit of the doubt. Note the need for quick radio communication between a Judge in B or E, and the other judge(s).

Please refer to art. 430 of the Dressage Rules for more detailed information related to the execution of the Dressage test, the rule is available at the following link: <https://inside.fei.org/fei/disc/dressage/rules>.

### **13.3 Blood on Horses**

Blood on Horses must be reviewed case by case by the Ground Jury according to article 526.4 of the [FEI Eventing Rules](#)

## CHAPTER III

### CROSS-COUNTRY TEST

This section has been written to cover the most expanded form of the cross-country test.

#### SECTION 1 - TECHNICAL ASPECTS

##### 1. Technical Inspections and Opening of Course

###### 1.1 First Inspection by TD

A first inspection by the TD should take place several weeks, or even months, before the Event. The TD should advise and approve the plans of the Course Designer (CD), regarding:

- The track and undulations
- The siting of the obstacles
- The compulsory passages/check points / stopping points
- The length of the course
- The number, dimensions and the construction of obstacles
- All special features of the combined and multiple obstacles
- The quality of the ground
- The precautions to be taken to keep the public at sufficient distance away from the obstacles and tracks
- The precautions for photographs: they may only take photographs in the Competition arena with the authority of the TD who should ensure that photographs do not disturb the Horses.
- Intended flagging, numbering and lettering of fences and alternatives, and the judging thereof.

###### 1.2 Second Inspection by TD

A second inspection with the presence of the course designer will take place approx. a month or six weeks before the Event when the construction of all obstacles has been nearly finalised. The TD will then have any modifications made which he deems necessary.

###### 1.3 Final Inspection by TD

- a) The TD will make his final inspection with the Course Designer on the day before the Ground Jury is due to see the course, at which stage he will expect everything to be **completely ready**, except perhaps for last minute decoration. At this stage, he will personally do the measurement of the course.
- b) The CD and the TD must check:
  - That the modifications to the obstacles etc., asked for at the earlier inspection(s), have been carried out,
  - The position of flags at the obstacles and at the compulsory turning points,
  - The technical details for the start and finish, sign-posting, etc.
  - The marking of the course (arrows, direction flags, etc.),
- c) Exceptionally, the TD or CD may ask the Organisers to provide him with one or two non-competing Horses and riders, to jump in his presence, elements of the cross-country obstacles.

###### 1.4 Inspection by the Ground Jury

The Ground Jury, accompanied by the TD and CD, will inspect the courses no later than the day before the courses are officially opened to the competitors.

The purpose is for the Ground Jury to give their final agreement or to make any necessary modifications, after consultation with the TD. On this occasion, the Course should be shown in their final state: numbers, letters, and flags in place, compulsory passages, roping, etc...



### 1.5 Briefing of Competitors (at a CCI-L or S over several days)

- a) A Briefing (meeting) of competitors should be held immediately before the Courses are opened to them, see below. This Briefing should be made in official FEI language.
- b) The Ground Jury, Chief Steward and other Officials will be presented to the competitors. It is the first opportunity for officials and competitors to meet, and can therefore help to set the general tone for the Competition. It should be well prepared.
- c) It is desirable to keep this Briefing reasonably short. However, certain items must be established such as official communication channels, name of the Athlete Representative(s), etc.
- d) This Briefing is a convenient place to conduct the draw for the starting order of countries (if the event includes an Official team event). Annex XII gives some suggestions/guidelines for conduct of this briefing.

### 1.6 Official Opening of the Cross-country course to the competitors

- a) This Opening must take place prior to the Declaration of Starters; it is attended by the TD and the CD who are not expected to walk the course with the competitors, but should be available to answer any questions.
- b) The course must be shown in their final state, as for the actual Competition; nothing further may be changed except in exceptional circumstances and after the approval of the Ground Jury.
- c) The Opening visit to XC course by the riders will be on foot only.
- d) Riders should be encouraged to direct any comments on any of the XC course through the Athlete Representative or their Chef d'Equipe, as appropriate.

## 2. Technical Considerations

### 2.1 Warm-up area

- a) A warm-up Area will be established adjacent to the start of the course.
- b) The public is not allowed into this area, so there must be a sufficiently robust fence around it, possibly an access pass system, and stewards enough to ensure that the public stays outside.
- c) It must be spacious enough for the competitors, Chefs d'Equipe, grooms and Horses. While in normal circumstances there might be expected to be 3 or 4 Horses at any one time, allowance must be made for more during a potential hold up on the cross-country course
- d) A treating vet and farrier must be in attendance.
- e) There must be plentiful water supply (preferably running water) and ice reserve. Natural or artificial shade/shelter is of great value. In hot climates it is essential.
- f) There should be space enough for Horses to be able to canter/gallop freely for short bursts in competition speed, two or more fixed fences appropriate for the number, type and dimension of the level of the competition and one or two show jumping type fences.
- g) If the main warm-up area (including fixed anchored fences) is some distance away from the start of the cross-country, then it is acceptable to have only Show Jumping material in the final warm-up.

### 2.2 Marking

- a) The start and finish lines are defined by a red flag on the right and a white flag on the left, and identified by a board stating "START, FINISH" as appropriate.
- b) The obstacles must be clearly numbered.
- c) The boundary flags (red and white) at the obstacles will be placed so that the competitor is obliged to jump the whole spread of the obstacle. In certain cases this may necessitate two or more pairs of flags, or possibly one pair which must be on the back of the fence.
- d) Check that the "black flag" fences are clearly and correctly marked (black stripe).
- e) All flags must be high enough for the fence judge to be sure which side of the flag the Horse has passed – this is particularly important at narrow fences and corners.

## Chapter III – Cross Country Test

- f) The compulsory turning points must be marked with red and white boundary flags, placed so that they are clearly visible from a distance, and lettered and numbered in chronological order.
- g) The directional arrows or markers (preferably yellow), if used, must also be clearly visible.
- h) Check that the boundary and directional flags are firmly fixed in the ground.

### 2.2 Enclosure/Roping

- a) In order to prevent the public from getting too close to an obstacle or standing in front of or behind it, it is necessary to enclose the track on both sides for a certain distance before and after the jumps (rope, rails, or palings). At places where greater crowds are expected, the enclosure will be longer or will extend continuously from one obstacle to another. The area surrounding the obstacles should be enclosed to give the athlete a clear area to complete the obstacle.
- b) In the interests of safety, it is essential that roping is arranged so that a Horse running into it cannot be seriously injured, nor can the public be injured by, for example, fencing posts flying throughout the air. Examples of what can be done: use 'rope' that is breakable under this level of strain; attach the rope to posts/stakes in a manner which comes loose under heavy strain (one turn around near the top of the post and without a knot); frequent divisions in the roping, do not drive temporary posts too far into the ground, etc. Unless the rope is breakable it should not be passed around trees nor firmly attached to rigid and firmly fixed posts of any type. Metal posts should not be used under any circumstances.

### 2.3 Ground

- a) The course must be left in its natural state as far as possible. However, holes should be filled, stones, roots etc. removed (if this is not possible they should be painted white or with a bright colour) and branches that could impede Horse or athlete should be trimmed back.
- b) It is a good thing to have stocks of sand or gravel or other appropriate material near the obstacles, to maintain the ground through the competition.
- c) It may be necessary to prepare or consolidate take-off and landing areas so that they do not deteriorate during the Competition, and remain as nearly as practically possible the same for the last competitor as they were for the first.

### 2.4 Start and Finish XC course

- a) The start and finish lines are defined by a red flag on the right and a white flag on the left, and a board stating "START", or "FINISH" as appropriate.
- b) A Start Box must be provided.
- c) Check the distance of the last obstacle from the finishing line (not less than 20 m or more than 50 m- Eventing rules art. 546.3).

### 2.5 Examination of the Horse at the end of the XC course

- a) A cooling-off area should ideally be located about 100 - 120m beyond the finishing line. It must not only have space for the veterinarian to check each Horse but also for Horses to be washed/cooled and to be walked for some time after they have finished until the veterinarian confirms that they may return to the stables.
- b) It must have plentiful water supply, ice, and a fence to exclude the public.
- c) It is very convenient for the grooms (and often for the OC) if the cooling-off area at the end of XC course is adjacent to the XC warming up. In such a case, it is strongly recommended that a separate enclosure be provided, so that the Horses being prepared for XC course are kept separate from those just finished.

### 2.6 Obstacles – General Checks

Please refer to the [FEI Eventing Cross Country Guide for Officials](#) as well

- a) Check that there is a good variety of obstacles: upright, fly fences, spreads, banks, uphill, downhill, open water, ditches (plain and Trakehner), combined obstacles (doubles, trebles, etc...), jumps on a slope, descents etc.

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- b) Avoid obstacles which deteriorate after the passage of several competitors or which are changed (made easier or more difficult) by the passage of the preceding competitors.
- c) Check the solidity of the obstacles.
- d) Check whether the obstacles, which could be obstructed by a fallen Horse or in which a Horse could be entangled, can be easily dismantled (for example, assembled with nylon ropes that can easily be cut if necessary).
- e) Check that closed fences such as a Sheep Pen have an exit that can be used without jumping (for example, by a Horse that had a refusal at the jump out of such an obstacle).
- f) Check the dimensions of the obstacles comply with the Rules, bearing in mind the take-off point for the average Horse in front of the obstacle.
- g) Avoid dangerous obstacles (see also point 3 below)
- h) Ensure that any approved safety devices (Art 547.2.4) are correctly installed according to the official instruction guide.
- i) Check that obstacles consisting of several elements (banks, steps, etc.) forming one test are numbered and lettered as one obstacle, so that a competitor whose Horse refuses may re-jump the entire obstacle if he wishes.

### 2.7 Spare Materials

There must be means whereby fences may be repaired quickly, either by placing the material in the proximity of the fences or at a central depot.

## 3. Risk Management Guidelines – Cross Country Obstacles

The safety of Horse and Athlete has an ever-increasingly high profile in the image, evolution of Eventing. This aspect cannot be over-emphasised.

The FEI Risk management policy aims to provide an environment within such risks. The FEI is committed to making any promptly available through the channels at its disposal.

Please refer to the FEI Cross Country Course Guide for Officials:  
<https://inside.fei.org/node/3822/>

## SECTION 2 – ADMINISTRATIVE ORGANISATION & RULES

### 1. Officials

- a) 1 steward (plus assistant) in charge of the entire Test
- b) 1 clerk of the course/steward responsible for XC Course.
- c) 1 Sector Steward in charge of a defined sector of the XC Course (cross-country) during the Test.
- d) A starter and timekeeper at the start of the XC Course. Note that the actual time of start should always be verified by a second person, and noted.
- e) A team at the Finish to record the actual time each competitor passes through, all with the necessary equipment. Note that the time of finish should always be verified by a second person.
- f) Stewards as appropriate to check the Tack at the Start.
- g) At least 1 Fence Judge (and preferably 2) at each fence (depending on the type of obstacle), and sufficient resources to keep the ground surface in order and the fence in repair. At narrow fences a person for taking videos is strongly recommended.
- h) Narrow fence videos should be made and kept to be reviewed by the ground Jury should any penalties be queried
- i) Note the correct briefing and care of Fence Judges are vitally important elements to the successful and correct conduct of every Cross-country Test, to the satisfaction of athletes and officials alike. See 2.3 under, and Annex XIII.
- j) Stewards as appropriate at the multiple obstacles to assist the Fence Judge(s) with handling the public.

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- k) 1 Fence Judge and Assistant at each Stopping Point.
- l) 1 Steward at each compulsory turning point.

The TD must verify that these Fence Judges and Officials have the correct paperwork and equipment, and have been correctly briefed and instructed, without forgetting to explain the exceptional cases; stopping an athlete, athlete in difficulty etc.

Officials in charge of liaison, communications, scoring, publications of results, major repairs to obstacles, medical and veterinary services and control of the public will be appointed on a scale proportionate to the size and needs of any given Competition. See below.

## 2. Documentation

### 2.1 For Officials

A file should be provided for:

- a) TD
- b) Each member of the Ground Jury,
- c) Chief Steward,
- d) Veterinary Delegate,
- e) Chief Medical Officer,
- f) Cross Country Course Controller

This file will include at least the following:

- An outline plan or map of the entire Competition, with particular reference to the location of the general services, medical services and veterinary services.
- A detailed map of the cross-country phase including the stopping points,
- Sketches of the obstacles of the cross-country phase,
- Numbered location of all the PO's
- The communication plan

### 2.2 For Competitors

- a) The competitors will have received most of the information they require on arrival at the Event, including the information listed above for the Officials (except the communication plan).
- b) Do not forget to keep the competitors promptly informed of new or changed information which occurs during the period between their arrival and the start of their Cross-country Test.

Examples:

- The athlete number (known after the starting order is determined),
- Starting times for the Cross-country Test (which might not be definitely finalised until the end of the Dressage test),
- Confirmation of XC Course distance and time (if the course is roped or measured late),
- Any late or last minute changes due to any reason (for example due to weather conditions).
- The methods for disseminating this information include use of the Official Notice board, Official Briefing, Chef's d'Equipe, Athlete Representative, and athletes' Meeting on the evening before the Cross-country, or even at the Start during the Test. The method(s) chosen will depend on the type of information, and how urgent it is, etc. but everything should be confirmed on the Official Notice board. Information can be provided by OC on the web-site and changed information through creation of a WhatsApp group.

### 2.3 For Fence Judges

- a) It is essential that the marking sheets for the fence Judges are set out so that the Judge can record the faults incurred at the obstacles with absolute clarity and in the simplest possible way, whether it be the number of falls, refusals, circling, or running out.

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- b) It is strongly recommended to use a system of pressure copies so that a copy of the sheet remains with the fence judge even after the original has been collected and sent to the scorers. It is also strongly recommended not to pre-print the starting order onto the Fence Judges marking sheets.
- c) Space should be left for remarks or a rough sketch, the latter is strongly recommended in all cases where there may be a query.
- d) It is strongly recommended that Fence Judges record the time each Horse passes their fence, specifically at the first and last fence. This information can greatly assist in resolving protests over timing issues.
- e) At combination fences and complexes with several options, TD's are encouraged to ask for the fence judge to be given a number of prepared sketches of the combination, onto which he only has to add the line followed by the Horse and the identity etc., and any other notes. This can greatly assist resolving any queries that may occur.
- f) Fall report forms must be distributed and collected and returned to the TD for returning to the FEI. These should desirably be in the language of the fence judge.
- g) Refer also to Annex XIII Briefing of Fence Judges

### 3. Inspection of Saddlery

At the start, a steward should check the spurs, the whip and other items of all competitors.

### 4. Time Keeping

- a) The TD will check and approve the timekeeping arrangements, including verification that the methods of working conform to the needs of the Rules.
- b) He will also check the organisation at the start (starters and assistant-starters). If an electronic eye is used at the start, the starter must cut the beam at "go" if the athlete has not already done so.
- c) It is essential that there are always manual stopwatches available and used as back up to electronic or other timing systems.
- d) It is essential that all timekeeping results be promptly reported to the timekeeping control and especially any anomalies so that they may be quickly resolved.

### 5. Scoring Office

Provisional results should be prepared during the duration of the Cross-country Test to ensure rapid availability of the provisional score for each competitor and passed for publication (see 6 below).

The provisional results may be based on fence judges' reports via the radio network and/or fence judges papers. To release them to Athletes helps to get an early reaction/query from an athlete to an unexpected decision of a fence judge, so that the matter can be expeditiously resolved.

After appropriate approval, final results should be issued at the earliest possible time.

### 6. Publication of Results

- a) The officials responsible for the public address system, the public scoreboard, the press and for posting information at the stables may only accept information from a very limited number of sources designated in advance by the OC/TD.
- b) Provisional results should be given out over the public address system (loudspeaker), public scoreboard (and to the stables) as soon as possible after each Horse finishes.
- c) Provisional result sheets may also be published during the Competition but must bear the date and time of publication with "Provisional" clearly noted.
- d) The results do not become final until the fence judge sheets for each obstacle, and the timekeeping results, have been checked. The time of publication of the final results must be noted on the published result sheets.

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- e) The TD will verify the processes involved in producing the final scores, which should be approved by him or the President of the Ground Jury, before distribution to Officials, competitors and the public.
- f) Note After publication of the final results, a period of 30 minutes is allowed in the Rules for any Protest or Complaint to be introduced. A protest may lead to a change in the results with the possibility of another protest as consequence. Fairness and even-handedness should guide decisions related to the time interval.

### 7. Control and Communications

Efficient control of the Cross-country Test depends on having an experienced Controller, good communications and well-structured deployment of officials and emergency services (see 8 below).

#### 7.1 Course Controller

An experienced Official should be designated "Course Controller"; he will require assistants to monitor radios, telephones, etc... His task is to:

- a) Devise, with the OC, a communication plan for the cross-country test.
- b) Know exactly where every Horse is on the Course
- c) Decide when the start must be held due to a blockage on course
- d) Decide when Horses must be held up
- e) Deploy the required emergency services
- f) Liaise with the Ground Jury and TD, and advise when any situation is developing
- g) Adjust timetables if necessary. For this, he will need to have alternative plans ready to recover time lost due to a hold-up on the course.

The location of the Control Centre will vary according to the layout.

#### 7.2 Communications - Minimum Provision

Links between Control and Start of the XC – this should be a separate dedicated link to ensure efficient and rapid communication.

- a) Ability of every XC Course obstacle, to communicate with Control, either directly or via "spotters" and/or Sectors
- b) Ability of Control to communicate with stopping points or a number of fences to be used as stopping points.

#### 7.3 Communications - Ideal Provision

- a) Radio link between Control Centre and the Start & Finish
- b) radio link between every XC Course obstacle and Control, between Sectors and Control and fence repair team
- c) Separate medical and veterinary nets - but with a link to Control
- d) Administrative net - for instance for Ground Jury, TD, Control, CD etc.
- e) Links between Control, Scoring Centre, Secretariat, Press, and T.V.
- f) Separate administration net for non-Competition matters - e.g. spectator control, car parking, and electrical contractors
- g) Closed Circuit TV as required by the rules, or otherwise available as a safety tool for supervision of the course.

Care must always be taken not to overload any one radio frequency. If all these communications are in place, the public address commentator(s), press, TV, etc. will easily be able to receive all the information they may require.

### 7.4 Deployment in Sectors

- a) It is best to divide XC Course into Sectors, each containing specific obstacles. The number will vary according to the layout - particularly having regard to speed of access to different parts of the course.
- b) A Doctor, ambulance, Fence Repair team, Veterinarian and Horse Ambulance should be available to serve each sector. A Sector Steward to co-ordinate these services and communicate with Control is desirable.
- c) Each Sector Steward will have the responsibility to report back to the Ground Jury on any dangerous riding, as indeed do the Fence Judges.

### 8. Emergency Services

At all Events (Long and Short format), there are minimum standards that should be met - these are set by reference to the safety of athletes, Horses, officials and public, and the necessity to ensure fair judging.

At higher levels of Events or at those where large crowds of spectators, press etc... are expected, additional measures must be taken.

#### 8.1 Cross Country Test

- a) The medical support arrangements for the cross-country test should be worked out in close co-operation with the local emergency service especially with regard to the availability of specially trained teams for handling cases of trauma etc. These teams usually have their own organisational structure and equipment, together with on-call arrangements for emergency evacuation. The objective must be the prompt and efficient handling of any accident that may occur during the Event, especially including those requiring emergency treatment.
- b) An Ideal Emergency Provision might comprise, for a major Eventing Event: A qualified physician with Advanced Trauma Life Support certification ("ATLS"), a paramedic with Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support ("ITLS") certification, or a nurse with Trauma Nurse Core Curriculum ("TNCC") or the equivalent of any of the above in the country in which the Event takes place present at:

- i) XC Course Sectors (2-5 depending on layout): first Aid Teams (+ equipment), trained in dealing with traumatic injury

Note that screens should be available at the all sectors of the cross-country.

- ii) Medical Centre and within close reach of every obstacle on XC Course: ambulances (and their equipment), capable of being driven "off road," i.e. 4-wheel drive, with trained drivers, present at Start/Finish XC Course
- iii) Arrangements for fast transfer to hospital - e.g. helicopter, if road transport would be lengthy or on very congested roads.
- iv) Medical Centre - for public and/or competitors
- v) At the stables

**Note** that the Veterinarians present at the end of the XC Course are not considered to be available to treat Horses on the actual course because of the specific job they are doing for the Competition.

Horse ambulances capable of being driven "off road," i.e. 4-wheel drive to be used under veterinary direction. The best Horse ambulances are specifically made trailers equipped with slings, winches and screens.

- c) A more basic minimum emergency provision for a smaller Event might be stated:
  - Doctors, Ambulances, Veterinarians and Horse Ambulances present - the number depending on the layout.
  - A plan for the emergency evacuation of the injured athlete, including informing the hospital and related services of the fact that the Event is taking place
  - Facilities for removal/disposal of dead Horses
  - Screens

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- Kit and procedure for equine euthanasia
- Fence repair team(s) with all necessary tools, equipment and transport
- Efficient communication - see above

### d) Fence Repair Teams:

- Experienced fence repair teams are required, fully equipped and trained to dismantle and repair all obstacles. The teams to be positioned at each sector of XC Course.

## 9. Spectators Facilities

- Car Parks
- Catering
- Toilets
- Organisation of security services - especially at obstacles, course crossings
- First aid stations (e.g. Red Cross)
- Sign-posts for the spectators
- The Cross-Country course must be open for public inspection after the competitors have completed their Official Inspection.

Access will be on foot only. Where a large crowd is expected to look at the course, steps must be taken to protect the obstacles and especially the take-offs and landings – e.g. a temporary rope or string.

- Information stands for the public, with a programme and results and start lists.
- A knowledgeable announcer/commentator who will educate the public about the sport and keep them fully informed.

**Note:** The public is absolutely forbidden to enter the course by car or Horseback. Only persons duly authorised by the Organising Committee are permitted to do this.

## 10. Dress Rehearsal for the Cross Country Test

A dress rehearsal covering the complete organisation of the Cross Country test on a much reduced scale has proved to be worthwhile in the past, especially at new Events.

One method of doing this is to mark out the course on a much reduced scale in some large open space and station all Officials and their assistants in their places.

A man on foot or bicycle, representing a competitor, goes over the entire course. Time keeping liaisons and communications must also be tried out and function correctly. This method has the advantage of showing everyone, in miniature and at no great cost, the part he will play on the whole and how the system should function. He will find out who to consult and where to send his reports, etc. At the same time, the senior Officials will become acquainted with their staff. The presence of the TD is essential.

## 11. Guidelines to Implementation of the Rules

The interpretation of the Rules is one of the most important ingredients of judging.

### 11.1 Cross country – fitness of Horse and/or athlete

Any Athlete who has a fall on course is eliminated and is required to get clearance from the Chief Medical Officer before riding a second Horse and/or before taking part in the Jumping Test (Art. 523.3).

However a different type of incident might lead the Ground Jury to doubt whether a Horse or Athlete is fit to continue. The procedure to follow after an incident is as follows:

- a) Officials at obstacle hold the competitor and summon medical or veterinary assistance. Record Stop Time. (See Art 545.7.1) i.e. the time during which he is prevented to continue



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until he is cleared to start will be recorded and deducted from the total time taken to complete the phase.

- b) Doctor or Veterinarian assesses Athlete/Horse's condition.
- c) Doctor or Veterinarian reports opinion to Ground Jury at Control Centre.
- d) Ground Jury acts on medical/veterinary advice.

If competitor is allowed to continue, officials record time during which he was held up; this is then deducted from the competitor's total elapsed time for the Phase.

### 11.2 Modifications to course - Article 537.2

- a) Modifications should only be made in exceptional circumstances, such as when heat and humidity together exceed the recommended levels (See guidelines Annex V), or when weather conditions before the Cross-country test cause deterioration of the ground. In preparation of this, the TD, along with the CD and the OC, must prepare alternative plans for any susceptible parts of the Course, including measurement. This makes it much easier to implement any last minute changes in any phase of the Cross-country Test; the Organising Committee may even prepare in advance different timetables to be ready to copy them for immediate distribution after a decision is taken. It is important to give athletes every opportunity to walk any changes to the course if there is to be any change to the original plan. The competitors must be informed of any changes as soon as possible – Official Notice board, Athlete Representative, Athletes' Meeting.
- b) If an obstacle becomes so dangerous during the Cross Country Test that it should be removed from the course, the Ground Jury and Technical Delegate will have to adjust penalties for any Horses that have attempted such obstacle.

It is recommended as all jumping penalties already incurred at that fence be removed (i.e., refusals, run outs), however any competitor eliminated or retired cannot be reinstated. It might also be necessary to adjust the optimum time for all competitors.

### 11.3 Early Starting

Unless otherwise instructed, all starts should be given exactly at the published time. If the competitor starts a few seconds early, his real starting time must be clearly recorded and immediately passed through to timekeeping control.

If the starter feels that the early start was due to significant lack of control of the Horse, rather than to a poorly organised start by the athlete, he should report this.

### 11.4 Late for start

When a rider arrives for a late start, the starter and the Course Controller together, should determine how best to handle the situation, perhaps even in consultation with the member of the Ground Jury if elimination is a possibility.

A competitor should never be allowed to start within one minute of another competitor.

### 11.5 Overtaking

Officials should remember that competitors are often completely unaware of another competitor close behind them.

If two Horses are approaching an obstacle, the officials should, if possible, hold the leading competitor to allow the faster competitor through. Great care must be taken not to impede both competitors by over enthusiastic intervention!

A competitor held in this way should have his hold up time recorded, for subsequent deduction from his total time (See Article 545.7).

### 11.6 Restarting a held competitor

It is recommended that the moment of "restarting," for timing purposes, be taken as the moment when the competitor gallops past the stopping point after being given the order to restart i.e. a "flying start" is the intention of the Rules.

### 11.7 Optimum time

- a) It is extremely important that the length of the XC course is measured accurately. It should be measured by taking the average track a Horse/competitor would safely take (straight route).
- b) The only two satisfactory means of measuring courses are:

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- A measuring wheel with a rubber tire, or
- A tape

### 11.8 Counting the efforts

Please refer to [art. 547.6](#) & to [the FEI Cross Country Guide for Officials](#):

### 11.9 Obstacles with alternative elements or options - [Article 547.5](#)

Where an obstacle may be jumped in one effort, but has options involving two or more efforts, each of these options must be lettered as an element.

All alternatives must be within the permitted dimensions for the relevant level. The “black flags” (Article 547.5.3) is of great help in this and should be used intelligently by CD and TD to create smoother lines and options.

In the case of multiple alternatives, the competitor is allowed to change from one line to another provided always that he jumps only one “A”, one “B” and one “C” in order, and without contravening the Rules.

It is strongly recommended that if it be decided to allow competitors in certain exceptional circumstances to circle without penalty (see Article 549.3), then a diagram should be published to show clearly what is permitted.

### 11.10 Dimensions of obstacles - Article 547.3, 547.4 & Annex B

It is essential that all parts of an obstacle be carefully measured.

All fences must comply with the permitted dimensions on the line that the CD is inviting the Athletes to jump a fence as per the rules 547.3. Please refer to the [Cross Country guide for Officials](#) for illustrations of fences dimensions.

### 11.11 Dimensions of obstacles involving water –

Please refer to Art. [547.3.3 of the Eventing rules](#) & [the Cross Country guide for Officials](#)

### 11.12 Dimensions of obstacles - Article 547.4 & [the Cross Country guide for Officials](#)

The CD and TD should above all take account of the type of drop included in a proposed course and their relationship to the other obstacles and the course as a whole.

Drops with run away landings are much more forgiving and their use should be encouraged. It gives much less physical shock to the Horse than those onto flat ground.

### 11.13 Additional reasons for elimination – Article 548.3

Where elimination is left to the discretion of the Ground Jury, this discretion is intended to enable the Jury to decide on the relative seriousness of the “offence,” i.e. whether the competitor has gained any advantage.

### 11.14 Definitions of faults / run out – missing a flag - Article 548.1 & 549.2

Please refer to art. 549.2 of the [2020 FEI Eventing rules](#) and to [the FAQ-Judging Narrow fences](#)

### 11.15 Duties of officials / TD & Ground Jury - Article 515.2- 3

- a) It is the duty of the TD to carry out all initial investigations into queries concerning fence penalties, timing etc. in order to assemble the evidence for subsequent consideration by the Jury. The members of the Ground Jury should if possible avoid in the first instance making any such investigation.
- b) The TD should never act without advising the President of the Ground Jury. When investigating an incident, he may find that the facts are clear and that perhaps there has

## Chapter III – Cross Country Test

been a clear misunderstanding of the Rules by either an official or a rider. In such a case, he should advise the President of the Jury who may then authorise a change to the scores if necessary.

- c) If a member of the Ground Jury has himself seen an incident, he may and perhaps should take action, but he should not change an official's decision except in an emergency. He may be required to give evidence as a (expert) witness at formal hearing of an objection.
- d) The members of the Ground Jury together hear any formal complaint or objection (see Annex III and IV). They must therefore try to avoid being involved in any decision that leads to the objection. On occasion where a Jury member has been involved he should consider withdrawing from the Ground Jury considering the case, in order to act as an expert witness.

## CHAPTER IV

### JUMPING TEST

#### SECTION 1 – TECHNICAL ASPECTS

The Rules for Eventing effective 1<sup>st</sup> January 2020 state that the main objective of the Jumping Test is to prove that "...the Horse and Athlete are well trained in the specialist discipline of Jumping" and the fitness to compete of the horse.

It is emphasised that the purpose of the Jumping Test is in no way "to find a winner of the Jumping Test" in isolation, but to aim for the objective stated above.

##### 1. Ground

- a) Check that the whole perimeter of the ground is enclosed. A barrier at the entrance of the Jumping arena must be provided for the passage of the competitors; it will be closed immediately after the entry of each competitor and opened at their exit.
- b) Check the type of footing; it should be the same as for a normal Horse show. In the Event of heavy rain or in case the ground is very hard, prepare stocks of sand for spreading on the take-off and landing of the obstacles.

##### 2. Course

- a) It is required that a properly qualified Jumping Course Designer be appointed to assist the Eventing Course Designer with this test, Nationally or Internationally qualified according to the level of competition (see Art 513).
- b) The CD will provide the Course Designer with a plan of the course before it is built, and discuss and agree the basic course at this stage. Ensure that the track will be winding with changes of direction, and includes related distances; compulsory passages are not allowed.
- c) The TD will check that the track and the position of the obstacles agree with the plan and that the measurement of the length of the course is correct. The distance of the course should be measured along the track that an average Horse may be expected to take, i.e. neither turning particularly tight into a fence nor making wide, exaggerated turns.
- d) The TD will check the time allowed and the time limit.

##### 3. Obstacles

- a) Check the number of obstacles and efforts conforms to the Rules.
- b) Check that they are standard show jumping obstacles that are inviting in their overall shape and appearance, varied and matching their surroundings. Both the obstacles themselves and their constituent parts must be such that they can be knocked down, whilst not being so light that they fall at the slightest touch nor so heavy that they may cause Horses to fall. The force needed to knock them down should be about the same for all the obstacles in the course.
- c) Check the construction of the obstacles (secured); check that the cups are neither too shallow nor too deep - a depth of 2.5cm is recommended; safety cups must be used for back poles of spread obstacles according to the Rules for Jumping. In case of mishap, check that all the obstacles can be repaired without affecting their solidity for the competitors to follow. For the parts of the artificial walls that can be knocked down, it is necessary that they be sufficiently heavy that they do not fall too easily and fit together so that they can be put back in the exact place after each fault.
- d) As alternative obstacles are now allowed, check that they are appropriate, and correctly numbered, lettered and marked according to the "black flag" methodology described for the cross-country obstacles.
- e) Check the dimensions of the obstacles (height, width, spread, etc...). At least two thirds shall be of maximum height (Article 552) for the level offered. Note that, in accordance with Rules for Jumping, an obstacle may be up to 5cm higher than the normal maximum

## Chapter IV – Jumping Test

specified in the Rules, to allow for uneven ground or the spacing of holes on the uprights. This dispensation should not be used deliberately to build over height obstacles – but if for example the alternative at a 3\* or 4\* Event is 1.23 or 1.28 m, it may well be appropriate to set the height at 1.28 m.

- f) Check that the nature of the obstacle conforms to the Rules
- g) Check that the wings, if any, are suitable
- h) Check that any water jump has rails over

### 4. Marking

- a) The start and finish lines are defined by a red flag on the right and a white flag on the left, and identified by a board stating "START", "FINISH".
- b) The starting and finishing lines may not be more than 15 m or less than six metres from the first and last obstacle. (Art 204.6 Jumping Rules)
- c) Boundary flags at the obstacles, obliging the competitor to clear the whole spread of the obstacle. In certain cases (oxers, double or triple bars, open ditches, banks, ditches, etc...) two or more pairs of flags will be required.
- d) Check the numbering and lettering of the obstacles, paying special attention to alternatives.

### 5. Spare Materials

Check that there are sufficient reserves of spare material including rails.

### 6. Jury Box

If the Jumping Test is held on a permanent show ground there is no problem. If it is held on an improvised ground, check that all the Judges can see each obstacle quite clearly. It should also be sufficiently elevated and suitable for efficient use in bad weather (rain and wind). Facilities are needed typically for 6 people and a computer screen.

### 7. Approval of the Course

- a) The TD should discuss and generally approve the intended plan with the CD before work starts on building the course, which normally will be done the day before the Jumping Test.
- b) The TD should be able to inspect the course at the very latest the evening before, if the test is to take place the following morning, or on the same morning, if the test is to take place that afternoon.
- c) The Ground Jury will make the final inspection with the TD at the latest 1-hour before the start of the test and at that time the course should look as it will during the Competition itself.
- d) 15 minutes before the start of the Competition (Art 536.3) at the latest, the course will be declared "open" for the riders. From this time on no changes may be made without the approval of the Ground Jury.

## SECTION 2 – ADMINISTRATIVE ORGANISATION & RULES

### 1. Officials

- a) 1 Course Designer with assistants.
- b) An arena party to: replace knocked down obstacles, keep the surface level, repair broken obstacles, and open and close the barrier at the entrance.
- c) Stewards to manage the Paddock and the entry of Horses in an efficient manner.
- d) 1-2 timekeepers.
- e) 1 writer for the Judges.
- f) 1 scorer, or the means of passing the scores to the scoring personnel.

## Chapter IV – Jumping Test

- g) It may be necessary to have a qualified person to signal the faults at any fences that cannot be seen from the Jury Box (with flag).

### 2. Plan of the Course

- a) The course plan should be posted up in the paddock, at the stables and desirably at the entrance to the arena, at least 30 minutes before the start of the Test. Copies should also be available in the Judges Box for the Ground Jury and the TD.
- b) The course plan must conform to the Rules for Jumping. The start and finish must be clearly indicated, together with the direction of jumping each obstacle and the distance, the time allowed and the time limit.

### 3. Inspection of the Course

Chef's d'Equipe and competitors are allowed to walk the course 15 minutes prior to the start of the Test, at the latest. They do not have the right to make any changes. Jumping the obstacles on foot is not permitted. Competitors must be correctly dressed as for the Jumping Test according to the Jumping Rules, art.17

### 4. Time Keeping

- a) An electronic timing system should be used with accuracy preferably to 0.01seconds.
- b) In accordance with the Jumping rules, this must be able to handle automatically the 45-second countdown preceding the start of a rider.
- c) A back-up manually operated stopwatch must be available for the Jury.

### 5. Photography

Photographs may only be taken in the Competition arena with the authority of the TD who should ensure that photographs do not disturb the Horses.

### 6. Bell and Stop Watch

- a) The Bell (or other ringing system) must be sufficiently loud and distinctive to be heard by a rider anywhere in the arena. The TD should check this.
- b) An additional mechanical bell should be available in case the electric system breaks down.

### 7. Entering the Ring

Advise the competitors whether or not to salute the Judges, and if present, a Head of State or other VIPs.

### 8. Doctor, Veterinarian, Farrier, Human & Horse Ambulances

Check that they have been appointed, are present and ready to handle immediately any incident in the Jumping arena (for example, the Horse Ambulance is attached to the towing vehicle, and the designated driver is next to it with his keys!!). There must be screens available for quick use.

### 9. Publication & Announcement of the Results

The result for each competitor should be announced as soon as he has completed his round. The result should also be posted on the official scoreboard.

At the conclusion of the Jumping Test, a result sheet must be issued (after approval of the TD) showing the results of all competitors at the conclusion of the whole Competition (The Final Results); the layout and contents of this document should conform to the model form laid out by the FEI.

### 10. The Ground Jury

The Ground Jury is responsible for the judging of the Jumping Test. At their choice, they may be assisted by, or delegate to, a qualified Jumping judge. For Championships & Games a Jumping Judge for the FEI list is compulsory.

If at least one member of the Jury does not judge Jumping regularly, the Jury is well advised to have an expert in charge of the bell and the clock.

With a Ground Jury of 3 persons, one of them may be usefully deployed in the Paddock to observe the warming up and practice jumps.

### 11. Arena Chief Steward

The Arena Chief Steward and his stewards will check the competitors' behaviour and tack in accordance with the Rules. The height of the obstacles in the training area is limited to a maximum 10cm above the height allowed in the Jumping Test.

### 12. Order of Starting

- a) The Starting Order for the Show Jumping Test should be published and distributed immediately after the Second Horse Inspection; it is essential for riders, stewards and other officials, the media and the public.
- b) If two Horses to be ridden by the same competitor are classified within 8 places of each other, the recommended procedure is to adjust the starting place of the less well placed Horse so that the competitor has at least 8 other Horses between his two.

## 13. Guidelines to Implementation of the Rules

### 13.1 General - Article 551

The Cross-country course in Eventing has raised its degree of technical difficulty; especially in combinations with related distances (i.e. narrow fences, curve lines, etc...). The Eventing Rules now state that the main objective of the Jumping Test "is to prove that, the Horse and Athlete are well trained in the specialist discipline of Jumping". The Eventing Rules now require shorter and more technical Jumping courses, still appropriate to the level of difficulty of the Competition, and the above objectives.

### 13.2 Changing the time allowed (Measurement of Course) - Article 204.3 Jumping Rules

As the starting order in the jumping test follows the reverse order of classification at the end of the Cross-country for the Long format, the first riders to jump in the show jumping will not necessarily be the best motivated to attain the optimum time. The Ground Jury must take this into account this situation. It is for this reason that the CD and TD are specifically required to measure all courses to ensure they are of the appropriate distances. It is strongly recommended that they are present in the Judging box for the first Horses. The time allowed should therefore only be adjusted in very exceptional cases (normally it is never required)

### 13.3 Alternative obstacles - Article 552.1 of the Eventing rules & 215 of the Jumping rules

All alternatives must be within the permitted dimensions for the relevant level and conform to the black flag principles of the numbering and lettering. The TD may authorise a limited number of separately flagged alternatives if he considers that their use will improve the course.

Please refer to [art 215 of the Jumping rules](#) regarding alternatives obstacles for the Jumping test.

## CHAPTER V PRIZE-GIVING

### 1. Prize Giving Ceremony

It is recognised that OC's are free to organise the Prize-giving ceremony to suit their specific needs and requirements. For all FEI Senior Championships, Games and Series events, the FEI establishes a Medal / prize giving protocol.

Some recommendations may help.

- a) Prize givings should be as short as possible and organized as soon as possible after the end of the competition.
- b) Competitors are normally mounted, but it is permissible to provide a podium for the top 3 riders/teams.
- c) Horse should be present at the Prize-giving (unless the weather is too bad or specified in the approved schedule).
- d) Order of prize-giving is normally as follows:
  - Firstly, Team Classification
  - Secondly, Individual Classification
    - i. OCs must provide prizes in individual Competitions to at least 25% of the starters; the first prize must not exceed one third of the total prize fund (FEI General Regulations, art. 127))
    - ii. In a Long format competition it is recommended that, if a memento is distributed to all riders who complete the Event, they should all be in the arena during the prize-giving ceremony. However, it must be recognised that some competitors who are not well placed may wish to depart before the prize-giving ceremony.
    - iii. It is also strongly recommended that, in all major individual Competitions, the owners of at least the top 3 placed Horses be invited to participate in the Prize Giving Ceremony.
    - iv. Riders usually much appreciate a well-organised and not too long prize-giving ceremony.

**Note for FEI Championships:** It is recommended to consult the FEI guidelines for the protocol surrounding the presentation of medals etc.; these are revised on a regular basis.



## ANNEX I - LAYOUT FOR HORSE INSPECTIONS

The procedure and arrangements described here refer to the First and Second Horse Inspections at a Long format competition, the Rules (Article 524.2.3) should be consulted to determine exactly which Horse Inspections are required at Short format competition.

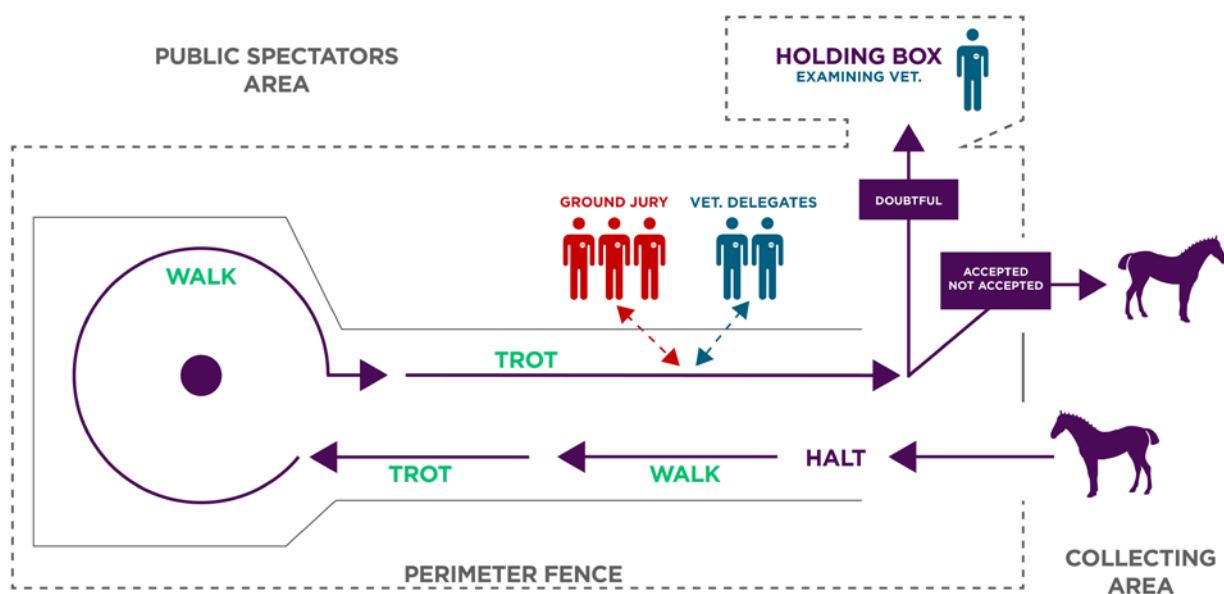
### Horse Inspections (see [Veterinary Regulations Art 1011](#))

The OC, with the Technical Delegate and VSM, must consider all the necessary requirements for Horse Inspections well in advance, these include:

- The inspection surface must provide a consistent and fair evaluation of the Horse's fitness to compete. The surface must be firm, level, clean and non-slippery; it must be maintained as necessary and appropriate during the procedure of the Horse Inspection.
- 30 metres (approximately) of surface available to inspect the Horses at walk and trot; a shorter distance may be acceptable for indoor Horse Inspections subject to prior Veterinary Delegates approval.
- The area must be properly cordoned off with a barrier from the public and stewarded so that Horses are ready for inspection at the scheduled time and quickly led away afterwards.
- The collecting area should be at a safe distance from the Inspection site and of sufficient size for the type of Competition and the number of Horses presenting.
- A Holding Box area must be a separate cordoned off area, ideally located close to the inspection area and where possible out of sight of the main inspection area. The Holding Box surface should be similar to the surface of the main inspection track.
- Effort must be made to ensure spectator, Athlete and Horse safety, ensuring a safe distance between all spectators and Horse

### 1. Layout and Facilities Needed

The Veterinary Delegate(s) evaluates the Horse's gait from the centre of the inspection track. The exact location of the Holding Box, entry and exit points for the Horses and the public area may vary depending on the Competition venue.



- The overall area should be cordoned off to keep the spectators separate from the Horses. This is both to reduce the probability of disturbing Horses, and as a general safety measure in an area where there is often quite a high density of Horses.
- The main criteria for the surface are that it must be firm and level and remain consistent for all Horses. The trotting strip should be a minimum of 30m.
- The holding box. This area should be away from the main inspection area and public areas. It must be large enough to accommodate 3-4 Horses walking, and either in it, or

## Annex I – Layout for Horse Inspections

nearby, there must be a surface similar to that of the inspection for the Examining Veterinarian to have a Horse trotted.

- d) When at the First and Second Horse Inspections each Horse, on presentation, is to be briefly verified against its passport description, a suitable table, and chairs and if necessary shelter etc. should be made available for the persons responsible for this verification.

Note that detailed identification of the Horse against its description in the Horse's Passport should take place at the Horse Examination on arrival at the Event.

### 2. Personnel Required

- a) The "Inspection Panel" comprising the Ground Jury and the Veterinary Delegate/Foreign Veterinary Delegate.
- b) One Holding Box Veterinarian in the holding box who must report his findings direct to the Panel. To avoid doubt, the same veterinarians must officiate in the same roles at the First and Second Horse Inspections.
- c) Enough stewards are required to ensure that the Horses are safely presented in the correct order and on time.
- d) A steward to supervise the holding box.
- e) An announcer, with loudspeaker etc.
- f) Provision to remove manure from the inspection area during the inspection

### 3. Preliminary Jury Meeting

- a) It is strongly recommended that the Ground Jury and the Veterinary Delegate & Holding box Vet meet for a brief discussion, with the TD, prior to the 1st Horse Inspection, to agree procedures, etc.
- b) It is of great importance that all Horse Inspections are conducted in a clear and understandable way; the correct procedures must be followed at all times.

### 4. Time Table and Order of Presentation

- a) The 1st Horse Inspection takes place after the Draw for the Nations and the Official Opening of the courses to the Competitors, but before the Declaration of Starters.
- b) In a Competition with only individual classification and where the Starting Order has already been determined, Horses should be inspected in numerical order (sometimes an exception is made to allow a rider with more than 1 Horse to present them successively). Otherwise each nation's Horses must be inspected in the order of nations determined at the First Draw. The Horses should be inspected in the same order at the Second Inspection as at the First.
- c) On average at a well laid out and organised Inspection, it takes about 1 minute per Horse to carry out the inspection, an order of start but no detailed timetable should be issued. However, where there are several classes or divisions at an Event, it can be helpful to announce when the first Horse of each class will be inspected – to avoid long waiting periods.
- d) The 2<sup>nd</sup> Horse Inspection should finish at least 1 hour before the Jumping Test starts.

### 5. Announcements

- a) In the interest of better public understanding of the Horse inspection procedure, it is recommended that the announcer uses the following form of words before the inspection commences:
  - *"The objective of this first/second Horse inspection is to determine which Horses are fit to compete in the Competition/show jumping.*
  - *The Inspection Panel you see here is made up of the three (two) Ground Jury Members plus the FEI Veterinary Delegate.*

## Annex I – Layout for Horse Inspections

- *Any Horse that the Panel decides not to be fit to compete may be eliminated from the Competition or referred to the holding-box for further veterinary examination. The results of this examination have a strong bearing on whether the Panel feels it is in the Horse's best interest to be allowed to compete/continue in the Competition.*
  - *The President of the Ground Jury would also like to kindly request that spectators refrain from clapping whilst Horses are being inspected".*
- b) The announcer should announce the name, nationality and number of each Horse and rider and to tell the public whether or not a Horse has been passed or needs to be examined in the holding box.

### 6. Horse Data Form

It is recommended that a simple chart be kept for each Horse, on which any relevant veterinary facts can be recorded. This chart should be available at all the examinations and inspections and kept up to date by the relevant veterinarian. It may also be viewed by individual riders if requested.

### 7. Procedure for Inspection ([Veterinary rules art. 1038](#))

- a) The Panel should always insist that all Horses be correctly presented, in a bridle (not a head collar), to enable them to be inspected properly. They must be trotted on a loose rein. The rider may carry a whip of up to 120cm if he wishes.
- b) The Panel should position themselves 5-10 meters from the start of the marked runway. Each Horse should walk up to them and stand still. The Veterinary Delegate should briefly examine the Horse, normally without touching it.
- c) The Horse should then walk away from the Panel for about 10 meters, trot to the end, turn right and then trot back and past the Panel. It is recommended to mark the places where they should change pace or turn - e.g. with flower tubs.
- d) As per article 1038.6, the Inspection's Panel decision must be based on the opinion of the Veterinary Delegate. The President of the Ground Jury will then briefly check with all members of the Inspection Panel. If all are immediately agreed, the Horse should be accepted or not accepted and he should signify this to the Announcer (if present, or announce it himself). There is no point in sending a clearly lame or unfit Horse to the holding box. Only if there is doubt as whether the Horse is fit to compete, should it be sent to the holding box. In the event of a split decision to accept a horse, the President of the Ground Jury has the casting vote.
- e) If there is any disagreement among the Panel, or if they are all inclined not to pass the Horse, it should be trotted in both directions once more, unless it is clearly lame. The Panel should bear in mind that the test is whether or not the Horse is fit to compete, not whether it would pass a soundness examination for a potential purchaser!
- f) Particularly at the Second Inspection, the Panel should allow Horses to continue in the Competition if they have minor injuries that will be of no long term consequence or interfere with the Horse's welfare, provided of course that it is not unacceptably lame or in any other way unfit to compete.
- g) Discussions of the Ground Jury during the Horse Inspections are to be considered confidential; some provision should therefore be made to keep the public out of immediate earshot of the Ground Jury.
- h) If there are 2 inspections, both inspections must be held in the same location.

### 8. Procedure in the Holding Box

- a) The number of persons in the Holding Box should be limited to those with a clear need to be there – 1 Holding Box Veterinarian, competitor and/or groom, competitor's own veterinarian and Chef d'Equipe, together with a steward.
- b) Horses in the holding box should not be touched by anyone except the Holding Box Veterinarian, competitor or the groom - i.e. the competitor's own Veterinarian may observe but not touch or examine the Horse. The Horse may have rugs put on if necessary.

## Annex I – Layout for Horse Inspections

- c) There must only be one Holding Box Veterinarian in the holding box.
- d) The Holding Box Veterinarian may carry out whatever routine test he thinks necessary to ascertain the cause of any lameness, while being as non-intrusive as is reasonably practical. He may only carry out passive flexion tests. It is not permitted to carry out active flexion tests. The Holding Box Veterinarian may or may not be able to make a diagnosis or discover the cause of any apparent gait irregularity.
- e) The Holding Box Veterinarian must report his findings direct to the Panel but not provide an opinion on the horse's fitness to compete.
- f) He will avoid telling the Person Responsible specifically of his opinion, since this could cause embarrassment when the Horse is reinspected. The decision is one for the Panel and so the Holding Box veterinarian needs to avoid making the decision for them or appearing to do so. If however he is quite clear that the Horse has little or no chance of being accepted, because it is consistently lame or clearly unfit to compete, he should tactfully tell the Person Responsible so that the Horse can be withdrawn if desired.

### **9. Re-Inspection of a Horse from the Holding-Box**

- a) If there are a lot of Horses in the Competition, the Inspection Panel may decide to re-inspect Horses held in the early stages during the inspection, to avoid long waiting time. The TD will supervise the re-inspection timing, liaising with the Panel and the Holding Box Veterinarian.
- b) When the Panel is ready to re-inspect, the Holding Box Veterinarian should report to the whole Panel his findings on each Horse. He may advise the Panel but he has no vote.
- c) The Horse may then be trotted again, at the discretion of the Panel. The rider has the option to withdraw if he so decides. Before the Panel makes a final decision, the Veterinary Delegate may if he wishes make his own examination of the Horse.
- d) No Appeal is possible against any decision during the Horse Inspection.

## ANNEX II - EVENTING TD REPORT

The form is available on the FEI website: <https://inside.fei.org/fei/your-role/officials/eventing/forms>

**The TD must inform the FEI immediately after the conclusion of the event of any sanctions or serious accidents.**

It includes the information to be filled in by various Officials but coordinated by the TD as follows and sent back to the FEI within 10 days following the end of the Event.

1. Data regarding the Event, completed by the Director of the Event
2. An evaluation of the Event, completed by the Technical Delegate
3. Detailed comments (courses, general impressions & recommendations collected by the Technical Delegate after discussion with other Officials)
4. Decisions taken regarding passport irregularities, complaints, appeals, objections, warnings, penalties, disqualifications, dangerous riding and abuse of Horses, completed by the President of the Ground Jury or the FEI Chief Steward, as appropriate copies of Yellow Warning Card (if distributed to an Athlete during the Event) need to be sent back with the TD report
5. A report on falls and accidents, information to be used as counter reference with the Eventing fall forms – this section (Athlete falls and Horse falls) of the report **must** be filled in by the Chief Medical Officer and, if applicable, the Treating Veterinary
6. Report on the activation of any deformable device
7. TD to provide **EVENTING FALL FORMS: ONE FORM PER FALL OF HORSE OR ATHLETE**, that occurred at any time and place during the Competition. To be filled out by fence judges or other officials and checked by TD for accuracy and completeness The TD will be required to instruct the Fence judges at the briefing on procedure and importance to fill forms in
8. TD to provide **FENCE DESCRIPTION** one per XC course for each Event, to be filled out by the Course Designer and checked by the TD  
**NOTE:** Please ensure that the fence element/number and Athlete name/number is identifiable on the form.
9. TD to provide Cross-Country **Fence Analysis** Report including elements of combinations and options using the codes provided by the FEI.
10. TD to provide a picture of each fence related to a fall of horse and if possible any available videos.
11. Ground Jury Report filled in by the President of each Ground Jury and including any comments and/or sanctions awarded by the Ground Jury during the competitions.
12. Chief Steward's report
13. Athletes Representative report

**Check list for the Evaluation of the event:**

Area	Directives	Scale 1 to 5	Comments
<b>Horse Inspection(s)</b>	Ground, separation from public, collecting & holding areas, direction signs, documents		
<b>Dressage</b>	Ground, arena, marking, judges facilities, separation from public, documents, test ride, inspection of tack		
<b>Cross-Country Warm Up/ Finish Area Facilities</b>	Area, ground, fences (number and type) separation from public, facilities for horses (water, farrier, ice), PA system		
<b>Cross-Country</b>	Course, ground, obstacles, marking separation from public, measurement, plan		
<b>Cross-Country Administrative Organisation</b>	Officials, documents, timing maintenance of footing & obstacles		
<b>Cross-Country Control Center</b>	Radio communication, clear definition of responsibilities, facilities		
<b>SIMP</b>	Serious Incident Management Plan preparation, clear definition of responsibilities, communication plan		
<b>Jumping</b>	Standard of Course building maintenance of footing, standard of Jumps, starting order (publication and adherence to FEI rules), plan		
<b>General</b>	Event Layout and Event Preparations		
<b>Event Office</b>	Personnel, facility, competitor/public info, Timetabling		
<b>Scoring</b>	Personnel, production of results, public score boards		
<b>Prize giving</b>	Announcing, organisation, timing, clear definition of the Stewards directives		
<b>Communication</b>	Communications with the Organising Committee, communication among Officials		
<b>Stabling</b>	Stable boxes, wash areas, services office, security		
<b>Medical Services</b>	Daily services, emergency response		
<b>Veterinary Services</b>	Daily services, emergency response		
<b>Training &amp; Exercising</b>	General exercise, galloping, Dressage & Jumping warm up areas		
<b>Press</b>	Press & media centre, press officer, Wi-Fi access		
<b>Public</b>	Traffic, parking, facilities, attractions announcing, programme, information catering		

## **ANNEX III - GUIDELINES FOR DISCIPLINARY HEARING**

It is essential that Athletes, media, the public and all others interested in equestrian sport should be informed in a timely manner about the FEI's disciplinary processes and the outcome of any protests or appeals, including those dealt with by officials at an Event in accordance with the General Regulations. This is important for the image of a clean and open sport and one where Horse welfare is paramount.

If a person, as a result of disciplinary proceedings at an Event, is sanctioned by the relevant official(s) (Ground Jury, etc) the facts should be published as soon as possible, both to all Athletes at the Event and to the media and the public. It is recommended that the Technical Delegate draws up a simple statement, to be approved by the President of the Ground Jury, which statement is then distributed to the Athletes via the official notice boards (stables, Organisers office etc) and to the media through the Event press office .

Such a statement should be confined to factual matters – the name of the person, the allegation and Article Number of the offence, the identity (e.g. Ground Jury) of the body taking the decision, the Article number(s) under which they acted and the decision taken – e.g. 'a Yellow Card was issued', 'The rider was disqualified', 'The allegation was referred to the Secretary General of the FEI for referral to the tribunal (as per Article ...)', etc., etc.

It is recommended that the President of the relevant body &/or the Technical Delegate should be prepared to answer questions about the legal process and its consequences, but not about the facts of the case or the judgment.

### **1. References in General Regulations**

- a) The duties of the Ground Jury are defined in [Article 159 of the GRs](#)

### **2. General**

- a) Certain types of disciplinary decision are taken by the Ground Jury (or one of its members) without a hearing. For example, where any one member of the Ground Jury disqualifies an athlete on the spot because of serious abuse of a Horse, exhaustion, dangerous riding etc.
- b) In all other cases where any athlete is being considered for a disciplinary sanction it is essential that he is given a hearing which must be conducted in a fair way, so that he has adequate opportunity to explain his actions.

### **3. Sanctions**

Reference to Eventing Recorded Warning and Yellow Warning card are detailed in art.527 of the [Eventing Rules](#).

See also [General regulations Art 164](#)

### **4. Layout and Preparation for a Hearing**

- a) A suitable quiet place must be found for this to be done with as little delay as possible. Frequently it will be most convenient for the Ground Jury to set a time for the hearing and for the TD to find the suitable place, inform the athlete, the complainant (if there is one) etc. and coordinate matters. The TD must not express any opinion to the athlete as to the likely outcome of a hearing.
- b) The detailed procedure to be followed must be explained to the competitor so that he clearly understands it, and is aware that he will be most fairly treated.
- c) The whole hearing should be conducted as informally as possible but in such a way that it is clear that the Jury is trying to discover the truth in a fair and unbiased way.

## 5. Procedure for a Disciplinary Hearing

- a) The Jury having received a complaint or acting from its own observations, should inform the athlete that they wish to interview him, and the reason – e.g. 'with regard to a complaint about misuse of the whip'.
- b) The athlete must be told that he may be accompanied by his Chef d'Equipe if there is one or by any one other person he wishes. He must also be told that if he has any evidence he wishes to put forward he will have the opportunity to do so, and if he has any witnesses then he must bring it/them with him (the TD may help in this).
- c) The TD should arrange for the complainant and any other witnesses (if relevant) to attend.
- d) In the hearing, the Jury should first listen to the complaint in the presence of the athlete or if the hearing is as a result of something one of them has personally seen the Jury should explain the detailed reason for the hearing.
- e) The athlete and any witnesses on either side should then be heard.
- f) The athlete should then be asked if he has anything to add.
- g) The Ground Jury should then ask all parties to leave while they consider their decision and any penalty (see Article 169). At the Ground Jury's invitation, the TD may remain to advise them, but he must not act as though he is part of the panel taking the decision. No other official, e.g. Vet, Chief Steward, should discuss or advise on penalties.
- h) Finally the Ground Jury should recall the athlete and inform him of the decision, which must then be recorded in writing, signed by the President and sent with the official reports to the FEI.

## 6. Guide to Penalties

There are 4 different degrees of penalty foreseen in the General Regulations (art. 164) and Eventing Rules (art. 527). These penalties can be issued separately or as a combination depending on the seriousness of the offence:

### 1. YELLOW WARNING CARD (GENERAL REGULATIONS ART. 164.3 & EVENTING RULES, ART. 527)

The purpose of this warning is to put an athlete on notice that he must not repeat the incorrect conduct and applies to incorrect behaviour including abuse of horse, non-compliance with applicable sport rules and non-compliance with protective headgear rules.

The use of the yellow card procedure makes it possible to keep track of previous incorrect conduct/offences, for consideration in future cases involving the same competitor.

### 2. EVENTING RECORDED WARNING (EVENTING RULES ART. 527 AND GENERAL REGULATIONS, ART. 164.2)

This is a specific sanction used only for Eventing specific actions.

Note that an "unofficial warning" should never be used in Eventing. If the Jury feels that it should warn a rider at all, an Eventing Recorded Warning (as specified in art. 164.2 of the GRs) should be recorded or a yellow card should be issued after notifying the person responsible

### 3. FINE (ART. 164.5)

Fines are applicable for abuse of horse (526.2) and for not wearing the ID number at an event (535.1)

A fine is appropriate particularly in cases where the offender has acted negligently. (GR 164.5)

### 4. DISQUALIFICATION (Art. 142, 159-161, 164.6 169 and Eventing Rules Art. 528.3)

- This sanction must be used in severe cases of abuse of Horses or dangerous riding.



## **7. What is an appropriate Penalty?**

- a) Article 164 of the GRs and specifically Eventing rules Chapter 6 give some general guidance on this.
- b) There can be no hard and fast rules as to the appropriate penalty for particular offences, because they will always vary in gravity.
- c) Offences such as incivility to officials, failure to observe rules, etc. that do not involve cheating or danger to others should be acted upon but not regarded as seriously as abuse.
- d) In general, all cases of abuse of the Horse must be regarded seriously. Unintentional minor 'abuse', might only attract a yellow card, but other cases should be penalised. If the Horse has not already been eliminated or retired, disqualification is a major penalty. If it is already out of the Competition, then a fine may be necessary.
- e) Very serious cases involving premeditated abuse &/or serious abuse through a loss of temper should be referred to the Secretary General of the FEI.

## **ANNEX IV – GUIDELINES FOR HANDLING COMPETITOR'S' QUERY OR COMPLAINT**

### **1. References in General Regulations**

- a) The duties of the Ground Jury are defined in Article 159.
- b) It is important to distinguish between a query (a rider asks for some clarification about a decision), and a written Objection or Complaint (Articles 163).
- c) By far the most frequent case coming before the Ground Jury is a query from a competitor, sometimes leading to an objection; the following guidelines may be helpful in handling this type of case, but they in no way replace or modify the text of the General Regulations. For simplicity and clarity in these notes the word "protest" is used to include Objection and Complaint.

### **2. Procedure for Handling a Query**

- a) The competitor reports a query (which may be oral) at the Secretary's Office or other location as directed by the OC, where the time and date of the query should be noted.
- b) The Secretary should check the relevant facts and inform the TD who will investigate the query and explain his findings to the competitor. The TD must keep the Jury properly informed of his actions.
- c) No formal written reply to the query is required, in most circumstances.
- d) If the competitor is not satisfied with the explanation by the TD, then he may proceed with a written protest, which must be signed and accompanied by a deposit as defined in the Regulations.
- e) The Secretary must record time and date of receipt, and inform TD.
- f) Note that whenever a written protest is received there must be a hearing unless it has been withdrawn in writing.
- g) After publication of the final results, a period of 30 minutes is foreseen in the Rules for any protest to be introduced. A protest may lead to a change in the results with the possibility of another protest as consequence. Fairness should guide decisions related to the time interval.

### **3. Layout and Preparation for a Hearing**

The same method and principles apply as indicated in Annex III. Generally, the TD, working with the Secretary, will coordinate the matter, and ensure the presence of any witnesses that may be required (non-exhaustive list – fence judge, steward, witness from the public, Person Responsible, Chef d'Equipe, video and means of displaying it, etc.).

### **4. Procedure for the Hearing**

- a) Following the FEI rules, the TD will liaise with Secretary to convene a hearing of the Ground Jury to investigate the protest. All interested parties should be notified – competitor (Person Responsible), witnesses, Fence Judge, TD, Steward.
- b) The procedure to be followed must be explained to the competitor so that he clearly understands it. He must also be told that if he has any evidence he wishes to put forward or any witnesses then he must bring it/them with him.
- c) The Ground Jury should listen to the protest from the competitor, and then listen to evidence from any fence judge and witnesses as appropriate.
- d) The Ground Jury should then ask all parties to leave while they consider their verdict. At the Ground Jury's invitation, the TD may remain to advise them, but he must not act as though he is part of the panel taking the decision.
- e) The decision of the Ground Jury should be communicated to the competitor orally and in writing.

### **5. Appeal (General regulations art. 162)**

- a) If the competitor still is not satisfied, he might ask to introduce an Appeal.

## Annex IV – Guidelines for Handling Competitor's Query or Complaint

- b) The general arrangements and principles for the hearing of an Appeal are similar to those for hearing a complaint.
- c) However, for certain types of decision by the Ground Jury no appeal is admissible – these are defined in Article 159.6.1-4.

The following synopsis may help. An Appeal is not admissible (GRs art. 162.2):

- (a) Against Decisions by the Ground Jury in cases covered by Article 161.2; question for decision is a field of play decision during the Competition or where marks are awarded for performance (dressage mark, Horse Inspection).
- (b) Against Decisions made by the FEI Tribunal on Appeals arising from Decisions made by the Ground Jury.
- Examples (non-exhaustive list): whether an obstacle was knocked down, whether a Horse was disobedient, whether a Horse refused at an obstacle or knocked it down while jumping, whether a rider or Horse has fallen, whether a Horse circled in a combination or refused or ran out, what was the time taken for the round, or whether an obstacle was jumped within the time; whether, according to the Rules, the particular track followed by a competitor has caused him to incur a penalty.

### 6. Notes

- a) The Ground Jury should maintain contact with the Secretary at end of each test of the Competition and remain available (on the ground) for at least 1 hour afterwards.
- b) Fence Judges, Stewards, Timekeepers, Scorers, etc. should remain in vicinity of the Secretary's Office as above, after the Cross-country Test until released by the TD.

## **ANNEX V - GUIDELINES OF MEASURES TO BE TAKEN IN ADVERSE CLIMATIC CONDITIONS OF HEAT AND HUMIDITY**

### **1. Guidelines for Athletes**

The following recommendations are made as a result of the research and experience in the period up to and including the Atlanta Olympic Games 1996.

#### **BEFORE COMPETITION:**

1. A period not less than seven days should be allowed for acclimatisation.
2. Personal fitness improves the ability to acclimatise.
3. A medical examination should be undertaken to identify the presence or likelihood of any health problem well ahead of the departure date.
4. It is known that dehydration will impair performance and may prove dangerous. Consequently, riders in consultation with their team doctor and Chef d'Equipe, are advised to establish their anticipated individual fluid requirements, both in and out of Competition. Such fluids must be readily available, appropriate and enjoyable.
5. It should be noted that thirst is not a good indicator of hydration status and that it is best monitored by accurate weighing before and after exercise. The carrying of personal water bottles is recommended as is developing the ability to drink both before and during exercise whenever possible.
6. It is cautioned that participation whilst suffering from an illness, particularly causing a fever or dehydration, may be very dangerous and should not be attempted.
7. The suitability of allowable medications for treatment should be ascertained as some drugs may adversely affect heat regulation.
8. Direct exposure to the sun should be limited and use made of shade, broad-brimmed hats, sun glasses and sunscreen skin preparations. Clothing should be light-colored, loose-fitting, lightweight and of a material capable of absorbing moisture.
9. The early symptoms of heat-related illness can include cramps, fatigue, weakness, headache and nausea. Concentration and judgment become impaired.

#### **IN COMPETITION:**

1. Protective Head-gear: The most effective currently available protective head-gear, offering ventilation and moisture absorption, should be worn. In order to reduce the absorption of heat, the shell of the helmet should be of white or light colour, and silks, if worn, should also be of a light colour and not impede ventilation. When it is considered safe to do so it is considered appropriate for helmets to be removed after the rider has dismounted.
2. Body Protectors: Body protectors, if worn, should not impede movement and be of such a design as to reduce the retention of body heat to a minimum.
3. Mistakes and falls occur because of hot, tired Horses – but the same applies to the rider. To cool the rider, remove his hat, sit him in the shade, wash his face with cold water (which makes you feel better, but is not very effective at reducing body temperature) and encourage him to drink an isotonic drink (isotonic = same concentration as body fluids). The rider should also wear light coloured, loose fitting, cotton clothing. In addition, the hat should be lightweight and comfortable fit.

### **2. Guidelines for Horses**

1. **Flight or Transport recovery:** Transport of Horses to Events (by road or by air) can result in significant fatigue and dehydration, Especially after long-haul flights (weight loss sometimes  $\geq 20$  kg) it has been shown that Horses may require one week to fully recover from flight-dehydration and return to their pre-transport bodyweight. Daily monitoring of the Horse's weight is the best method to check the recovery period; knowledge of the pre-transport bodyweight is very helpful. Potential transport related diseases, such as colic or shipping fever are not addressed in this memorandum; however, it is essential to closely

## Annex V – Guidelines of Measures to Be Taken in Adverse Climatic Conditions of Heat and Humidity

monitor the physical condition of the Horse during the days following arrival for any signs of disease.

2. **Acclimatisation:** When the Event location entails that the Horse is transported from a moderate climate to hot and humid conditions, the Horse will inevitably need to go through a period of acclimatisation to the new climatic conditions. This does not mean that the Horse cannot be trained soon after arrival; however, it indicates that the training programme must be tailored to that situation whilst taking the Horse's physical state into consideration.
3. **Continued Training:** Especially after long-haul transport to Event locations in hot and/or humid conditions, the combined adverse effects of transport plus acclimatisation may well take the Horse two weeks to return to Competition fitness. It is therefore strongly recommended to plan for an arrival at the venue 7-14 days prior to the Event. If the Horse's normal weight is known (and this can easily be registered at home), it is very practical to monitor weight loss due to dehydration and verify the Horse's return to normal levels. A loss of 5% or more bodyweight could compromise the performance level of the Horse and affect the thermoregulatory response to exercise in hot weather.
4. **Monitoring the Climatic Conditions – WBGT Index:** In order to monitor the environmental conditions during the preparations for Cross Country Test in Eventing, Driving and Endurance Competitions, the FEI recommends the use of the Wet Bulb Globe Temperature (WBGT) index. The WBGT index was introduced prior to the Atlanta Olympic Games and has the advantage that it combines the effects of air temperature, humidity, and wind and sun radiation into one number. The WBGT Index is calculated by measuring the Wet Bulb temperature in the shade, usually inside a white, ventilated wooden screen at a height of 1.5 metres from the ground. The Globe temperature is measured as the temperature inside a 15 cm matt black copper globe. The Globe is heated by the sun or radiation from the ground and cooled by the wind. Therefore the Globe temperature gives a balance between solar radiation and wind.

The WBGT Index is calculated as follows:

$$\text{WBGT Index} = 0.7 \times \text{Wet Bulb Temperature } (^{\circ}\text{C, shade}) + 0.3 \times \text{Black Globe temperature } (^{\circ}\text{C, unshaded}).$$

Although the units for the temperature are both in degrees centigrade ( $^{\circ}\text{C}$ ), the WBGT Index does not have units, (i.e. it is just a number and not a temperature).

Some recommendations for the use of the WBGT Index during the Cross Country day of an Eventing Competition are shown in Table 1. These recommendations may need to be modified for different levels of Competition and also for different disciplines (i.e. Marathon in Driving, Endurance rides).

## Annex V – Guidelines of Measures to Be Taken in Adverse Climatic Conditions of Heat and Humidity

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity	
Relative Humidity (%)	Temperature (°C)
	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50
0	15 16 16 17 18 18 19 19 20 20 21 22 22 23 23 24 24 25 25 26 27 27 28 28 29 29 30 31 31 32 32
5	16 16 17 18 18 19 19 20 21 21 22 22 23 24 24 25 26 26 27 27 28 29 29 30 31 31 32 33 33 34 35
10	16 17 17 18 19 19 20 21 21 22 23 23 24 25 25 26 27 27 28 29 30 30 31 32 32 33 34 35 36 36 37
15	17 17 18 19 19 20 21 21 22 23 23 24 25 26 26 27 28 29 29 30 31 32 33 33 34 35 36 37 38 39
20	17 18 18 19 20 21 21 22 23 24 24 25 26 27 27 28 29 30 31 32 32 33 34 35 36 37 38 39
25	18 18 19 20 21 22 23 24 24 25 26 27 28 28 29 30 31 32 33 34 35 36 37 38 39
30	18 19 20 21 22 23 23 24 25 26 27 28 29 29 30 31 32 33 34 35 36 37 39
35	18 19 20 21 22 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39
40	19 20 21 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39
45	19 20 21 22 23 24 25 26 27 27 28 29 30 32 33 34 35 36 37 38
50	20 21 22 23 23 24 25 26 27 28 29 30 31 33 34 35 36 37 39
55	20 21 22 23 24 25 26 27 28 29 30 31 32 34 35 36 37 38
60	21 22 23 24 25 26 27 28 29 30 31 32 33 35 36 37 38
65	21 22 23 24 25 26 27 28 29 31 32 33 34 36 37 38
70	22 23 24 25 26 27 28 29 30 31 33 34 35 36 38 39
75	22 23 24 25 26 27 29 30 31 32 33 35 36 37 39
80	23 24 25 26 27 28 29 30 32 33 34 36 37 38
85	23 24 25 26 28 29 30 31 32 34 35 37 38 39
90	24 25 26 27 28 29 31 32 33 35 36 37 39
95	24 25 26 27 29 30 31 33 34 35 37 38
100	24 26 27 28 29 31 32 33 35 36 38 39

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind

For further information concerning technical aspects relating to the effect of the climatic conditions on Horse welfare and the WBGT Index please contact the FEI.

**Table 1 Recommendations for different levels of the WBGT Index for the Cross-Country day of a Three Day Event**

WBGT Reading	Recommendations
Less than 28	<i>No changes to the FEI recommended format for the Three Day Event Competitions should be necessary.</i>
28-30	<i>Some precautions to reduce heat load on Horses will be necessary.</i>
30-32	<i>Additional precautions to those above to limit overheating of Horses will be necessary.</i>
32-33	<i>These are hazardous climatic conditions for Horses to compete in and will require further modifications to the Competition.</i>
Above 33	<i>These environmental conditions are probably not compatible with safe Competition.</i> <input type="checkbox"/> <i>Further veterinary advice will be required before continuing.</i>

### 3. Monitoring the Climatic Conditions

When the equipment to calculate the WBGT index is not available, it is possible to use the less precise "comfort index". The comfort index is calculated by adding the shade temperature in degrees Fahrenheit to the percent relative humidity (also measured in the shade). This index has worked reasonably well, but can possibly lead to an underestimation of the severity of conditions, as it does not take into account the cooling effect of wind or the heating effect of the sun (or radiation reflected from the ground which will depend on the surface; grass will essentially feel cooler than dirt).

#### III THERMOMETER SCALE OF DEGREES FAHRENHEIT/CENTIGRADE:

CENTIGRADE

-20	-15	-10	-5	0	5	10	15	20	25	30	35	40	45	50
-4	5	14	23	32	41	50	59	68	77	86	95	104	113	122

FAHRENHEIT

#### IV GUIDELINES FOR COLD-WATER COOLING FOR HOT HORSES

1. Why does a Horse get hot: The Horse's normal rectal temperature at rest is around 37-38°C (98.6-100.4°F). When muscles work, they produce heat. For every unit of energy used to make the muscles contract, around four times as much energy is lost as heat because the process of conversion of energy to movement is not very efficient.
2. What happens when a Horse overheats: Very high temperatures (above 41°C) result in high sweat rates, large sweat losses (water and electrolytes), dehydration and consequently a reduction in performance, or more serious consequences such as heat exhaustion and Event death.
3. How does a Horse lose heat?
  - 3.1. Convection: The heat is produced in the muscles and then carried to the surface of the Horse's skin by the blood. If the surrounding air is cooler than the Horse, as the Horse moves through the air or as air passes over the Horse, then heat will be lost by the process of convection. The greater the difference between the Horse's skin temperature and the surrounding air, or the stronger the air movement (natural breeze or fans) the greater the rate at which the heat will be lost.
  - 3.2. Evaporation: Heat is lost when sweat evaporates from the Horse. Sweat that drips from the body however, does little to keep the Horse cool and is essentially wasted fluid loss. Sweating is highly effective when the Horse is in a hot and dry environment, yet in a hot and humid environment the rate of evaporation from the skin is much lower. This is because the rate of evaporation depends mainly on the difference between the moisture level of the skin and that of the environment.
  - 3.3. Respiration: In the Horse, around 15% of heat loss can occur through breathing. This is part of the reason why Horses may have high respiratory rates during and after exercise in hot or hot and humid conditions.
4. Warming-up or over-heating: A moderate increase in body temperature is not a disadvantage. Horses should be warmed up prior to exercise. Muscles work more efficiently when they are warm. When it is hot the Horse will warm up faster.
5. Why should Horses be cooled with cold water? The Horse's willingness to exercise hard and our previous lack of a precise understanding of how different environmental conditions affect the Horse, have led to a number of Competitions where Horses have suffered heat stress, including at the 1992 Olympic Games and the 1994 World Equestrian Games. In the past, regimes for cooling Horses with ice-cold water at Competitions in hot climates have been criticised even though the cooling is beneficial and some people have suggested this type of cooling may cause other problems such as "tying-up".
6. Which Horses will benefit from cold-water cooling: Any Horse at any Competition or show at any level including: Event Horses, dressage Horses, show-jumpers, race Horses, polo ponies, endurance Horses, driving Horses and Horses or ponies in gymkhanas.
7. Fact: Horses that are hot (above 40°C / 104°F) and competing in hot environments (above 26.5°C / 80°F) and are cooled quickly during or after Competition are less likely to suffer heat stress, will recover more quickly, will not become as dehydrated and are almost certain to perform better.
8. Cold Water technique: All that is needed are some large buckets to hold 40-50 litres of water and ice, smaller buckets, giant sponges and three assistants – one to hold the Horse and one person to cool each side. It is not necessary to remove the tack. Start to cool the Horse whilst taking the Horse's rectal temperature. Liberally apply cold water to all parts of the body including the quarters, as this is where most of the large muscles used for movement are located and so is an area that gets particularly hot. It is not necessary to scrape off excess water after each application, it is more important to continue to apply cold water. If you wish to scrape off excess water, do so quickly at the end of each 30 second cooling period and while the Horse is being walked between cooling periods. Carry on cooling the Horse for 20-30 seconds, walk the Horse for 20-30 seconds and cool again. The walking and cooling sequence is **IMPORTANT**. The walking promotes skin flow and the movement of air aids evaporation. If possible, carry out the cooling and walking in the shade. Check the Horse's rectal temperature at intervals. It should be possible to reduce rectal temperature by around 1°C in 10 minutes. There is no evidence to suggest that there is any harm in letting your Horse drink small amounts of water (half a bucket)

## Annex V – Guidelines of Measures to Be Taken in Adverse Climatic Conditions of Heat and Humidity

during Competition (e.g.: during the 10 minute box in Three Day Eventing) between rounds (Show-Jumping) or during long warm-up periods (e.g.: Dressage), which will also help to cool the Horse down and reduce the effects of dehydration.

9. When should cooling be stopped: When the Horse's rectal temperature is less than 38<sup>o</sup>-39<sup>o</sup>C, when the Horse's skin feels cool to touch (over the quarters) after a walking period, if the respiratory rate is less than 30 breaths per minute and if the Horse begins to shiver.
10. Misting Fans. In hot and humid conditions, the use of misting fans is an effective cooling procedure, and is strongly recommended.

Things not to do:

- 10.1. Ice in the rectum is prohibited at FEI Events
- 10.2. Don't hold small bags of ice over the head, neck, under the tail, on the quarters, etc. Instead, concentrate on cooling as much of the body surface as possible. Holding bags of ice is likely to reduce cooling by stopping skin blood flow to the area under the pack.
- 10.3. Do not place wet towels on the neck or quarters. Although at first the towel may be wet and cold, it soon warms, and hinders the loss of heat, acting as insulator.
- 10.4. Excessive application of grease prior to cross-country limits sweating. The grease acts as an insulator, prevents sweating and limits sweat evaporation.
- 10.5. Do not let Horses stand still for prolonged periods. If cold-water cooling is adopted, do so completely and not tentatively. The cold water on the skin will reduce the Horse's sweating rate. This has the advantage that because as the Horse sweats less, it becomes dehydrated less quickly.
- 10.6. There is no harm in allowing Horses to drink small amounts (half a bucket) during Competition. Water should also be left in the stable until 15-30 minutes before exercise. Water is emptied very rapidly from the stomach. DO NOT give the Horse ice cold water to drink. Recent research has also shown that it is important to feed hard feed and some hay together, at least 4 hours prior to exercise.
- 10.7. There is no evidence to suggest that cold water cooling causes other problems such as "tying-up".



# ANNEX VI – EXAMPLES OF WORK SHEETS

## 1. Time Sheets

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nº: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Elapsed Time: \_\_\_\_\_

Course Time: \_\_\_\_\_

X \_\_\_\_\_

Penalties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. XC JUMP JUDGE RESULTS**

Faults at Cross-Country Obstacles

Class .....

Obstacle No

Judge ..... Sheet No

Horse No.	CLEAR	1st refusal run-out or circle	2nd refusal etc	3rd refusal etc	Fall of rider	Fall of Horse	Omission of obstacle or flag, error of course not rectified, unauthorized assistance	Frangible device	Missing a flag	TOTAL PENALTY POINTS	REMARKS (if any)
	✓	20	40	Eliminated	Eliminated	Eliminated					

### 3. Cross Country Fence Analysis / Master Score Sheet

Category of Event	Event Date
1. General Meeting	2023-01-15
2. Board Meeting	2023-02-01
3. Shareholder Meeting	2023-03-10
4. Annual General Meeting	2023-04-20
5. Special Meeting	2023-05-05
6. Board Meeting	2023-06-15
7. Shareholder Meeting	2023-07-10
8. Annual General Meeting	2023-08-20
9. Special Meeting	2023-09-05
10. Board Meeting	2023-10-15
11. Shareholder Meeting	2023-11-10
12. Annual General Meeting	2023-12-20
13. Special Meeting	2024-01-05
14. Board Meeting	2024-02-15
15. Shareholder Meeting	2024-03-10
16. Annual General Meeting	2024-04-20
17. Special Meeting	2024-05-05
18. Board Meeting	2024-06-15
19. Shareholder Meeting	2024-07-10
20. Annual General Meeting	2024-08-20
21. Special Meeting	2024-09-05
22. Board Meeting	2024-10-15
23. Shareholder Meeting	2024-11-10
24. Annual General Meeting	2024-12-20
25. Special Meeting	2025-01-05
26. Board Meeting	2025-02-15
27. Shareholder Meeting	2025-03-10
28. Annual General Meeting	2025-04-20
29. Special Meeting	2025-05-05
30. Board Meeting	2025-06-15
31. Shareholder Meeting	2025-07-10
32. Annual General Meeting	2025-08-20
33. Special Meeting	2025-09-05
34. Board Meeting	2025-10-15
35. Shareholder Meeting	2025-11-10
36. Annual General Meeting	2025-12-20
37. Special Meeting	2026-01-05
38. Board Meeting	2026-02-15
39. Shareholder Meeting	2026-03-10
40. Annual General Meeting	2026-04-20
41. Special Meeting	2026-05-05
42. Board Meeting	2026-06-15
43. Shareholder Meeting	2026-07-10
44. Annual General Meeting	2026-08-20
45. Special Meeting	2026-09-05
46. Board Meeting	2026-10-15
47. Shareholder Meeting	2026-11-10
48. Annual General Meeting	2026-12-20
49. Special Meeting	2027-01-05
50. Board Meeting	2027-02-15
51. Shareholder Meeting	2027-03-10
52. Annual General Meeting	2027-04-20
53. Special Meeting	2027-05-05
54. Board Meeting	2027-06-15
55. Shareholder Meeting	2027-07-10
56. Annual General Meeting	2027-08-20
57. Special Meeting	2027-09-05
58. Board Meeting	2027-10-15
59. Shareholder Meeting	2027-11-10
60. Annual General Meeting	2027-12-20
61. Special Meeting	2028-01-05
62. Board Meeting	2028-02-15
63. Shareholder Meeting	2028-03-10
64. Annual General Meeting	2028-04-20
65. Special Meeting	2028-05-05
66. Board Meeting	2028-06-15
67. Shareholder Meeting	2028-07-10
68. Annual General Meeting	2028-08-20
69. Special Meeting	2028-09-05
70. Board Meeting	2028-10-15
71. Shareholder Meeting	2028-11-10
72. Annual General Meeting	2028-12-20
73. Special Meeting	2029-01-05
74. Board Meeting	2029-02-15
75. Shareholder Meeting	2029-03-10
76. Annual General Meeting	2029-04-20
77. Special Meeting	2029-05-05
78. Board Meeting	2029-06-15
79. Shareholder Meeting	2029-07-10
80. Annual General Meeting	2029-08-20
81. Special Meeting	2029-09-05
82. Board Meeting	2029-10-15
83. Shareholder Meeting	2029-11-10
84. Annual General Meeting	2029-12-20
85. Special Meeting	2030-01-05
86. Board Meeting	2030-02-15
87. Shareholder Meeting	2030-03-10
88. Annual General Meeting	2030-04-20
89. Special Meeting	2030-05-05
90. Board Meeting	2030-06-15
91. Shareholder Meeting	2030-07-10
92. Annual General Meeting	2030-08-20
93. Special Meeting	2030-09-05
94. Board Meeting	2030-10-15
95. Shareholder Meeting	2030-11-10
96. Annual General Meeting	2030-12-20
97. Special Meeting	2031-01-05
98. Board Meeting	2031-02-15
99. Shareholder Meeting	2031-03-10
100. Annual General Meeting	2031-04-20
101. Special Meeting	2031-05-05
102. Board Meeting	2031-06-15
103. Shareholder Meeting	2031-07-10
104. Annual General Meeting	2031-08-20
105. Special Meeting	2031-09-05
106. Board Meeting	2031-10-15
107. Shareholder Meeting	2031-11-10
108. Annual General Meeting	2031-12-20
109. Special Meeting	2032-01-05
110. Board Meeting	2032-02-15
111. Shareholder Meeting	2032-03-10
112. Annual General Meeting	2032-04-20
113. Special Meeting	2032-05-05
114. Board Meeting	2032-06-15
115. Shareholder Meeting	2032-07-10
116. Annual General Meeting	2032-08-20
117. Special Meeting	2032-09-05
118. Board Meeting	

Distance: m  
Speed: m/min

**Time Allowed:**  
**Time limit:**

[illegible]

# Annex VI – Examples of Work Sheets

## 4. Jumping Fence analysis / Master Score Sheet

Event  
Category of Event  
Date

Distance: m  
Speed: m/min

Time Allowed:  
Time limit:

No	Horse name	Show No	pen jump	time	pen time	Total pen	1	2	3	4	5	6a	6b	7	8	D1	9	10	11a	11b	12	13	14	15
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
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10																								
11																								
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13																								
14																								
15																								
16																								
17																								
18																								

## 5. CI MASTER SCORE SHEET

Date

[illegible]

Signature

## Annex VII – Technical Delegate and Organisers Check List

# ANNEX VII - TECHNICAL DELEGATE AND ORGANISERS CHECK LIST

This list is intended simply as an aide-memoire – for complete details of “what” and “how”, reference should be made to the Rules and then the main body of the Memorandum.

<b><u>OFFICIALS</u></b>	<b>YES</b>	<b>NO</b>
* Have the following officials been convened by letter indicating the date, place and time of the inspection of the courses by the Ground Jury?		
-The Ground Jury in its entirety?		
- The Technical Delegate?		
- The Course Designer?		
- The Course Builder?		
- The Chief Steward		
- The Vet Delegate		
- The Veterinary Services Manager		
<b><u>ADMINISTRATION</u></b>	<b>YES</b>	<b>NO</b>
* Will the draw for the starting order take place in accordance with the Rules?		
* Will all schedules, notices, instructions and announcements addressed to the public in either writing or spoken in the official FEI language (English)?		
* In the area of the Secretariat, will the information board give instructions in English?		
* Will distinctive badges and access passes be distributed according to the Rules?		
* Will the passes for the stables be delivered according to the rules?		
* Will the reimbursement of officials' expenses be made either during or at the conclusion of the Event?		
<b><u>LOGISTICS:</u></b>		
* Is the following satisfactory:		
- Accommodation for competitors and grooms?		
- Accommodation for officials?		
- Meals for competitors and team officials?		
- Meals for Event officials		
* Are vehicles provided for all those who needed them?		
* Is there someone responsible for the officials?		
* Are walkie-talkies provided for:		
- The Technical Delegate?		
- The Ground Jury?		
- The Veterinary Commission?		
- The Chief Steward?		
- The Course Designer?		
- The Course Builder?		
<b><u>PRESS AND MEDIA – see also Annex VIII</u></b>	<b>YES</b>	<b>NO</b>
* Have the special FEI guidelines been consulted & followed?		
* Is the Press tent in a suitable location?		
* Does the Press tent have:		
- Sufficient computer lines, wifi access etc		
* Is the person responsible for the Press a professional?		
* Will journalists be adequately welcomed (room, chairs, tables, armchairs, drinks, meals, etc.)?		
<b><u>MEDICAL AND VETERINARY SERVICES</u></b>	<b>YES</b>	<b>NO</b>
* Are several ambulances provided for the exclusive use of the competitors during XC?		
* Are several doctors provided for XC?		

## Annex VII – Technical Delegate and Organisers Check List

* Are several veterinarians (other than those of the Veterinary Commission) provided for XC?		
<b><u>STABLES</u></b>	<b>YES</b>	<b>NO</b>
* Are they sufficiently large?		
* Will access be monitored day and night?		
* Do the stables have sufficient fire-fighting equipment and contingency plan?		
* Are the isolation boxes sufficiently isolated?		
* Are the testing boxes appropriately located?		
* Is the grooms' accommodation outside the stable enclosure?		
* Will the trucks and vans be outside the stable enclosure?		
* Are the water supply points and showers sufficient?		
* Is an information board provided for at the stable secretariat?		
* Is the information given in English?		
<b><u>EXERCISE AREAS</u></b>	<b>YES</b>	<b>NO</b>
* Are they large enough for:		
- Dressage training?		
- Jumping training?		
- Fast work (gallop)?		
- Hacking?		
* Are there red and white flags on the obstacles?		
* Will sufficient stewards be provided?		
<b><u>HORSE INSPECTIONS - The Area for the Horse Inspection</u></b>	<b>YES</b>	<b>NO</b>
* Is it flat?		
* Is it hard?		
* Is it satisfactory (not slippery)?		
* Is it decorated?		
* Is it visible to the public?		
* Are there sufficient stands for the spectators?		
* Is it some distance away from the public?		
* Is the holding box area satisfactory?		
* Will the Veterinarian in the holding box be suitably qualified as per the Rules?		
<b><u>DRESSAGE</u></b>	<b>YES</b>	<b>NO</b>
* Is the ground flat?		
* Is the placing of letters and markers correct?		
* Is the Competition area suitably decorated?		
* Is a special enclosure for television cameras provided?		
* Are the Judges' boxes suitable?		
* Do the secretaries speak and write the same official language as the Judges?		
* Are the spectators sufficiently far away from the Dressage Arena, according to the Rules?		
* Is the quality of the training grounds similar to that of the Competition arena?		
* Will an inspection of bits and spurs be made?		
* Will a "guinea pig" be provided?		
* Will the announcer be satisfactory?		
* Will the results of each competitor be announced as soon as they were finalized?		
* Will there be a Chief Dressage steward?		
<b><u>XC WARMING-UP</u></b>	<b>YES</b>	<b>NO</b>

## Annex VII – Technical Delegate and Organisers Check List

* Will a steward be provided to check Medical cards, spurs and whips?		
* Will a farrier be provided?		
* Is it monitored by a Vet?		
* Is the area sufficiently large?		
* Is it well enclosed?		
* Is the entry well monitored?		
<b><u>XC COURSE</u></b>	<b>YES</b>	<b>NO</b>
* Will the inspection of tack, spurs and whips be carried out?		
* Will XC Course be inspected on foot?		
* Is there a chief steward responsible for XC Course?		
* Does the number of efforts correspond to the Rules?		
* Does the number of drops correspond to the Rules?		
* Will the distance be checked and re-checked by the TD?		
* Will the whole of XC Course be completely finished before the Ground Jury's inspection (flags...)?		
* Are the stopping points well situated before at least one technically easy obstacle?		
* Is the start and finish according to the Rules?		
* Is the whole of XC Course in accordance with the Schedule?		
* Is the ground suitable for this Phase?		
* Is the TD personally measuring the obstacles?		
* Does the difficulty of the cross-country course correspond to the level indicated by the star-level of the Event?		
* Is transportation provided for the evacuation of Horses?		
* Is the site of the Horse examination at the end of XC Course satisfactory?		
* Does it have a supply of water?		
* Does it have a supply of ice?		
<b><u>JUMPING - Inspection of the Jumping Ground</u></b>	<b>YES</b>	<b>NO</b>
* Will the distance be re-checked by the TD?		
* Is the Competition arena sufficiently large?		
* Is the ground satisfactory?		
* Does the course correspond to the Eventing Rules?		
* Is the quality and maintenance of the obstacle material good?		
* Are Safety cups for oxers available?		
* Are the Judges scoring sheets in accordance with the Rules?		
* Are the red and white flags in place on the obstacles, according to the Rules?		
* Are the starting and finishing lines according to the Rules?		
* Are the practice obstacles within the height limits set by the Rules?		
* Are the flags in place?		
* Will an inspection be made of boots, spurs and whips?		
* Will there be stewards in attendance?		
* Are the obstacles measured by the TD?		
<b><u>PRIZE GIVING</u></b>	<b>YES</b>	<b>NO</b>
* Are the prize money and prizes in kind distributed according to the Rules and the schedule to the competitors?		
<b>TOTAL :</b>		



## ANNEX VIII – MEDIA GUIDELINES extracts

### 1. PRESS SERVICE

#### Operational Deadlines

The Press Service should be operating according to the size/importance of the Event and not later than six months ahead of the Event. Ideally a Press Officer should be appointed at least nine months prior to the Event.

The following table shows the most important operational deadlines:

Period	Activity
6 months prior to Event	<ul style="list-style-type: none"> <li>• Planning of all tasks</li> <li>• Set up press accreditation procedures</li> <li>• Set up accommodation booking procedures, pre-reservation of a number of rooms for media at a negotiated price, preferably at two different hotels to offer price options</li> <li>• Creation and/or updating of media mailing list</li> <li>• Preliminary information to media</li> <li>• General plan for media activities</li> <li>• Staff recruitment</li> <li>• Press facilities location and plan (Press Centre, tribunes, etc.)</li> </ul>
3 months prior to Event	<ul style="list-style-type: none"> <li>• Outgoing information (press releases, news)</li> <li>• Previews in specialised media</li> <li>• Updating Event website</li> </ul>
2 months prior to Event	<ul style="list-style-type: none"> <li>• Confirm accreditation to accredited media</li> <li>• Outgoing information</li> <li>• Updating website</li> <li>• Photo and camera positions to be approved by Technical Officials</li> </ul>
1 month prior to Event	<ul style="list-style-type: none"> <li>• Production of information on Athletes/Event</li> <li>• Production of press kits</li> <li>• Detailed planning for media activities during Event (press conferences, tours, etc.)</li> <li>• Guidelines for staff</li> <li>• Updating website</li> </ul>
1 week prior to Event	<ul style="list-style-type: none"> <li>• Setting up of Press Centre; staff training and testing procedures and facilities (technology and telecommunications, etc.)</li> </ul>
During the Event	<ul style="list-style-type: none"> <li>• Managing of press service</li> <li>• Daily update of the website</li> </ul>
1 week after the Event	<ul style="list-style-type: none"> <li>• Post-Event report</li> <li>• Press cuttings collection and evaluation report</li> <li>• Debriefing</li> </ul>

#### Accreditation

All members of the media should be clearly identified, so a proper accreditation system needs to be put in place.

#### PROCEDURES

The accreditation process should start six to three months prior to the Event and all media should either receive their credentials before the Event starts or receive a special pass to access the Press Centre, where they will be given their accreditation. This will allow the Press Officer to determine the size of the Press Centre and scope out adequate facilities. The Press Officer needs to pay full attention to the acceptance of accreditation requests. The FEI Press

## Annex VIII– Media Guidelines

Relations team is happy to offer advice during this process if required. For special requirements that may apply to broadcast media, please check Section 7 Broadcast Guidelines.

The communications managers of the sponsors or partners of the Event, the local authorities or other institutions (National Federations, FEI) are also communicating on the Event and can receive press accreditation, but priority should be given to members of the media for working space in the Press Centre and seats in the Press Tribune.

It is recommended that the press accreditation process includes booking forms for hotel accommodation, and if applicable, reservation for a locker.

### ACCESS

Regardless of the level of the Event, press accreditation should give access to the following areas:

- Press Centre.
- Press Tribune.
- Training areas.
- Catering areas (including non-public catering services, when applicable)
- Mixed zone or Athletes stand.

Children under 12 and dogs are not permitted access to the Press Centre as this is a working area.

### STABLE ACCESS

**In accordance with FEI Regulations, press accreditation will not give access to the stabling area.** The FEI has strict rules regarding media access to the stabling area at Events, which have been put in place to ensure the safety and welfare of the Horses, but also to protect members of the media from potential injury caused by a Horse.

It is recommended that, in general, guided tours are not organised as they are difficult to supervise and cause a disturbance to the normal routine of the stables. The welfare of the Horses must always be a priority.

However, if the FEI agrees to a guided tour, and such tours are subject to prior agreement with the FEI, at no time should any members of the media be unaccompanied in the stabling area as they may place themselves or Horses at risk of injury.

### FIELD OF PLAY

Press accreditation may give access to the Field of Play in two circumstances:

- If agreed with the Organiser, accredited photographers and broadcast crew wearing special identification (bibs, armbands) will be permitted access;
- Accredited print media are permitted to walk the course during an organised course walk or at a time to be determined by the Organiser. This must be coordinated in such a way that Athletes are able to walk the course unimpeded.

### PRESS CONFERENCES

A press conference should be organised when there is a need for it and 'real news' needs to be disclosed to the media.

The subject and main points on the agenda of the press conference, as well as the main speakers, should be communicated to the media in advance.

Press conferences might be called in different phases of the Event. In principle they are organised prior to the Event (presentation) and during the Event (at the end of major Competitions or after a phase of an Event for example).

### PRESENTATION PRESS CONFERENCE PRIOR TO THE EVENT

Presentation press conference(s) should include:

## Annex VIII– Media Guidelines

- Presentation of the Organiser
- Presentation of the programme and of the participating Athletes
- Technical aspects (show ground, course design, etc)
- “People” aspects aimed at the general press
- Information on Press Service
- Sponsors

### **PRESS CONFERENCE(S) DURING THE EVENT**

At the end of each Competition and/or day of the Event, the press should be given the opportunity to meet with the Athletes, trainers, owners, Officials, Course Designer, members of the Organising Committee and sponsors.

The press conference should be organised as quickly as possible after the conclusion of the Competition, after the Host Broadcaster and other Accredited Broadcasters have been given time to conduct interviews with winning Athletes. It is suggested that a general schedule of all press conferences is communicated to the accredited media at the beginning of the Event, including day, time, subject and, where possible, speakers.

According to the importance of the Event and the press attendance, the press conference can also be held as an informal briefing between the relevant parties (Athletes, technical Officials, etc.) and the press.

### **ATTENDANCE**

One member of the Press Office team should be responsible for informing the Athletes and relevant persons that they are expected at the press conference and, when required, escort them to the press conference right after the prize giving ceremony and broadcast interviews.

## **2. PRESS FACILITIES**

Functional and comfortable working conditions are key factors. A working space needs to be provided for press at all international shows of any level. The size of the press facilities should be decided according to the size of the Event and the number of media accredited.

### **Press Centre**

A standard Press Centre is composed of the following areas:

#### **PUBLIC AREAS**

- Welcome desk
- Safe/storage area
- Press working area
- Photo working area
- Information area (pigeon holes/trays with starting lists, results, transport/shuttle times)
- Interview/press conference area

#### **PRIVATE AREAS**

- Press Officer's office
- Photo Manager's office
- Webmaster's office
- Editorial staff working space

### **ACCESS**

The location of the Press Centre should be clearly indicated. Access should be restricted to accredited members of the press and authorised persons (Organiser, Athletes and chefs d'équipe, FEI, NF Press Officers). Accreditation should be checked at the entrance to the Press Centre.

## Annex VIII– Media Guidelines

### **OPENING HOURS**

The Press Centre should be open at least one hour before the start of the first Competition, and remain open for at least three hours after the end of the last Competition. It is strongly recommended to allow the written press and photographers to complete their work in the Press Centre.

### **SIZE**

The size of the Press Centre should be calculated according to the number of accredited media.

### **WORK STATIONS**

The working space should be minimum one metre per person, one electrical plug per position, one broadband modem per position if Wi-Fi is not available.

Photographers need a working space, preferably in a dedicated area. It is recommended that cabled internet connection is provided for photographers. If cables are not provided, it is recommended that photographers are advised in advance that they will need to bring their own.

The working room must be secure with strictly controlled access at the entrance. Laptops and cameras are easy to steal and, while photographers will have their cameras with them or have lockers for secure storage, the written press will need to know that their laptops are secure in the press work room while they are in the Press Tribune or elsewhere on the showground. Media can be advised to bring a security cable to attach laptops to the desk and the Organiser should consider subscribing to theft insurance. An alternative solution is to provide a sufficient number of lockers and clearly state that each accredited member of the media is responsible for their own property.

### **MUST HAVES**

- Tables and chairs
- Adequate lighting
- Wi-Fi/cabled internet connection
- Lockers for journalists and larger lockers for photographers (bulky equipment). Recommended size: 80 cm height x 45 cm length x 45 width
- Electrical sockets
- Access to toilets (preferably nearby Press Centre)

### **NICE TO HAVES**

- TV monitors (if closed-circuit coverage is provided) with live feed
- Real time results
- Relax area with drinks and snacks
- Electrical and modem adapters

### **ADDITIONAL SERVICES (OPTIONAL)**

- Transport counter (shuttle service)
- Accommodation desk
- Tourist information point
- Post office
- Bank
- Car hire

### **Press Conference Room**

According to the importance of the Event and the press attendance, the press conference should be held either as a formal conference with a moderator, or as an informal briefing between the relevant persons and the press.

### **ACCESS**

For important Events a separate access for Athletes and media is recommended.

### **SIZE AND SEATING**

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats should be planned in relation to the number of accredited press (approx. one seat for every five accredited press).

### **PODIUM MUST HAVES**

- Table (with tablecloth)
- Chairs
- Water
- Name plates
- Branded backdrop with sponsors/Event logo

Depending on the size of the Event, a sound system and installation for television might be required:

#### **AUDIO**

- Microphones (for the podium and a minimum of one cordless microphone for the floor). The number of microphones must be sufficient for the number of speakers and the size of the audience.
- Connection for sound (TV, radio).

#### **TV**

- Platform at least 30cm high, one m wide, 2.5m long, positioned at the end of the room opposite the speakers' podium.

### **PRESS PARKING**

Parking should include a reserved area for the accredited press located at a reasonable distance from the showground and Press Centre. This is especially important for broadcast crews and photographers, who have to carry large amounts of bulky equipment.

## **ANNEX IX – SERIOUS INCIDENT**

### **1. General**

As part of the preparation for the Event, the TD will have ensured that the OC has created a Serious Incident Management Plan (SIMP) adapted to its own organisation and circumstances. This Plan will probably be based on the example given in Annex X.

This plan is to help the OC prepare for the most serious accident of a rider. The plan (or parts of it) will be put into operation for other accidents such as a serious accident to a Horse in a high profile situation.

### **2. Role of the President of the Ground Jury**

As senior Technical Official at the Event, the President has a duty to assist and advise the OC during the crisis, but the responsibility for handling the matter lies with the OC.

He is also required to organise, in the Event of a fatal accident, the preparation of a short and strictly confidential report for the FEI.

- The President of the Ground Jury is asked to study within 24 hours the information available at the Event. Such information will include veterinary and/or medical reports, type and dimensions of any obstacles involved, evidence from eyewitnesses, TV or video, the state of the ground and any other factors that might explain the reason for the accident and for its severity.
- . The Technical Delegate will not be a member but will assist and advise the committee. Potential members might include an experienced rider, course designer, judge, technical delegate, veterinarian, doctor, trainer or Chef d'Equipe.
- The President should report the findings to the FEI, together with a note of any further investigations that are being undertaken.
- The FEI Eventing Committee will consider all such reports as quickly as possible, in case any general advice should be issued to NFs/OCs/Officials as a result.

## **ANNEX X - EVENTING SERIOUS INCIDENT MANAGEMENT PLAN**

(Available at the following link: <https://inside.fei.org/fei/your-role/organisers/eventing/downloads>)

## ANNEX XI - EXAMPLE TIMETABLES

### EXAMPLE TIMETABLE FOR A LONG FORMAT COMPETITION WITH A TEAM CLASSIFICATION AND >50

#### STARTERS

##### Monday

---

08:00	Stables open <input type="checkbox"/> First Examination of Horses on arrival
11:00	TD arrives and inspects courses

*Note: at many Events with less experienced OCs and/or Course Designers, it is advisable for the TD to arrive one or two days earlier to allow plenty of time for any alterations to be carried out*

##### Tuesday

---

12:00	Ground Jury convene, lunch
13:00 - 16:00	Ground Jury course inspection with TD and CD
17:00	Meeting of Chefs d'Equipe (TD, Ground Jury, Chief Steward, Vet Del, OC) <input type="checkbox"/> Draw for starting order of nations

##### Wednesday

---

10:00	Official Briefing of competitors
10:30	Official Opening of Courses
14:30	Veterinary Commission
15:00	Ground Jury meeting with Veterinary Commission
15:30	First Horse Inspection
17:30	Declaration of Starters <input type="checkbox"/> Determination of starting order of riders

##### Thursday

---

08:30	Test Rider (Guinea Pig)
09:00 - 12:45	Dressage Test
14:00 - 17:30	Dressage Test

##### Friday

---

09:00 - 12:45	Dressage Test
14:00 - 17:30	Dressage Test
18:00	Riders Briefing

##### Saturday

---

09:00 - 17:00	Cross Country Test
18:00	TD Inspection of Jumping course

##### Sunday

---

08:00	2nd Horse Inspection
09:30	Ground Jury inspection of Jumping course
10:30	Competitors inspection of Jumping course
11:00	Jumping Test
15:00	Prize giving Ceremony



## Annex XI – Eventing Serious Incident Management Plan

### EXAMPLE TIMETABLE FOR A SHORT FORMAT COMPETITION WITH INDIVIDUAL CLASSIFICATION ONLY

#### Friday

---

08:00	Stables open <input type="checkbox"/> First Examination of Horses on arrival
11:00	TD arrives and inspects courses

**Note:** *at many Events with less experienced OCs and/or Course Designers, it is advisable for the TD to arrive one or two days earlier to allow plenty of time for any alterations to be carried out*

16:00	Ground Jury Cross-country inspection with TD and CD
17.30	TD Inspection of Jumping course
18.00	Official Briefing of competitors and Official Opening of Courses
18:30	Ground Jury meeting with Veterinary Delegate
19:00	Ground Jury Show Jumping inspection with TD and CD

#### Saturday

---

08:00	Test Rider (Guinea Pig)
08:30	First Horse Dressage Test
14:00	First Horse Show Jumping
19:00	Riders Briefing

#### Sunday

---

09:00 - 9:30	Official Briefing of competitors
10:00-17:00	Cross Country test
17:00	Prize giving Ceremony

## **ANNEX XII - OFFICIAL BRIEFING OF THE COMPETITORS**

A maximum of information should be made available in writing to competitors and Chefs d'Equipe on their arrival at the Event. There is no need to repeat this information at the Official Briefing.

The Official Briefing is organised by the OC and its purpose is to establish contact between OC, competitors and Officials, define communication channels, and highlight any particular technical or administrative matter.

A briefing should be concise and not too long.

A typical briefing might proceed as follows:

President of the Organising Committee – welcomes riders etc, makes any other points he feels necessary, and introduces the Officials (Ground Jury, , TD, CD, Veterinary Delegate, Chief Steward etc).

Event Director – any points he may feel necessary - limitations on motorized vehicles, owners' passes, etc

TD explains:

- Communications –
- Where official notices will be put up (official notice board and stables)
- Name of Athlete Representative
- Place and time of the Riders' Meeting before the Cross-country Test.
- Communication means with Athletes and Chefs d'Equipe? Whatsup group, notice board, letter boxes)
- Reminders, update of rules (including Clarification to Eventing Rules Art. 524.3.2)
- Visiting Vets to contact Veterinary Delegate.
- Medical information to be provided to Secretariat.
- Exercise Areas/times open as hacking areas?
- Jumping – take contact with Chief Steward.
- Announce if possible the intentions of the Jury (0, 5, or 10 minutes) (to be confirmed later or at the Riders' Meeting).
- Movement of grooms on Cross-country day
- Announce any special arrangements that have been made.
- Draw for starting order of nations at the First Horse Inspection (if relevant).
- Any information about the Official Opening of the courses (how, when etc...).
- Any other information not included in the information package.
- President of the Ground Jury A few words of encouragement and caution to the riders, best wishes etc.

END

## ANNEX XIII - BRIEFING OF FENCE JUDGES

1. The correct briefing and care of Fence Judges are vitally important elements to the successful and correct conduct of every Cross-country Test, to the satisfaction of riders and officials alike.
2. No two Events are ever the same in the recruitment and organization of Fence Judges, but certain essential points are always covered. Some Events have a handbook for Fence Judges in which most items are handled; if you have access to such a handbook, it should be distributed to Fence Judges as soon as they are appointed so that they can familiarize themselves with the subject. Radio training can be useful. Video or other home-schooling methods are also very helpful to prepare the fence judges for their job at the event.
3. Wherever possible, there should in fact be two briefings. The first educational one ideally before the Event, which goes through all the time-consuming parts of fence judge tasks and responsibilities. The second takes place on the morning of the Event when the Fence Judges come together to receive their equipment for the day, papers, radio, etc. When arriving at their fence it is recommended that they rehearse an accident situation with their team including the distribution of tasks: radio, screens, rider, horse, photographer control etc. as well as the stopping and restarting procedures. Appropriate clothing for the day, arrangements for food, drink and shelter would all have been discussed and explained beforehand. It is of great help if the Fence Judge can have the convenience of his car nearby him during the day.
4. In terms of technical briefing, the following approach has been found to work quite well as far as content is concerned.

### Your JOB: **OBSERVE / NOTE / REPORT (O/N/R)**

You are not alone an important member of a team which includes Controller/ Area Steward / TD and even the GJ all trying to achieve the same end.

- Primarily O/N/R what each Horse did at your fence, but also other incidents which have relevance on the Competition – over-use of whip, fence or ground needs repair, crowd getting in the way, unauthorized assistance etc.
- In the Event of an accident, remain calm, advise Controller what has happened, and reply calmly to his questions - is the course blocked etc? He will rely on getting accurate and calm reports from you until the specialist help he sends arrives.
- You may be required to stop a Horse and then restart it – there is a simple procedure for this. Always measure the time any Horse is held at your fence.

### **YOUR TOOLS**

Eyes / note sheets / radio

Whistle, Red flag, stop-watch, etc

Remind them what each is for.

Your job starts when you get to your fence, and the controller checks your radio connection.

Your job finishes when released by the TD, normally 30 minutes after the final results have been published. If there is an objection, you may need to wait until the matter is resolved.

### **EXPLANATIONS TO BE GIVEN:**

- How to fill in fence forms and what to do with them
- Fall report form
- Use of radio procedure, words and discipline
- Use of whistle
- Take time of athlete at each fence
- When to stop an athlete
- Stop / restart procedure

## Annex XIII – Briefing of Fence Judges

### **ON ARRIVAL AT YOUR FENCE:**

- Find a position where you (and assistants) can see what happens on all possible routes without disturbing athletes.
- Check that you can see a Horse arriving in time to warn the spectators – listening to the radio helps!
- Check that you understand the arrangements made for spectators around your fence – can you readily keep them safely out of the competitor's way?
- Check that you understand the options and alternatives (if any) and how to judge them. If in doubt ask the controller for guidance – he will probably send someone to help. Check that all flags and numbers are in position.
- Do any radio checks that you have been briefed to do.
- Rehearse an accident situation with your team including the distribution of tasks: radio, screens, rider, horse, photographer, control etc. as well as the stopping procedures

### **DURING THE COMPETITION**

- O/N/R everything that happens.
- If an Athlete has a refusal or circle etc, please count them out loud for his benefit "one refusal" "two refusals" etc. This could save many discussions later.
- In any doubt, make a sketch of the lines followed by the Horse and report to the Controller – he will give you advice and might ask the TD to come and verify/clarify.
- If a rider has a fall, he cannot continue and is eliminated, he has to be checked by the Official Medical Officer
- If a Horse falls, the combination is eliminated and cannot continue. The horse must be checked by the Vet.

### **JUDGING**

- What is a refusal, circle, run-out, fall of rider, fall of Horse FEI diagrams etc?
- Definition of presentation of the Horse.
- Run out - disobedience or intentional by rider
- Did the Horse pass between the flags (his head, neck and shoulder Art 549.2)?

It is strongly recommended that the less mature fence judges not be over-burdened with explanations of faults which could not occur at their fences (black flag alternatives, narrow fence judging etc.). Such matters are best dealt with individually and perhaps at the fence concerned by a suitable expert official or the TD.

Closing remarks should, amongst other things that may be considered appropriate, always emphasize that the fence judges are part of a team and we, the other officials, are there to help them. Thank them in advance for their presence.

HAVE A NICE DAY

## ANNEX XIV - RESULTS REQUIREMENTS

Results must be sent to the FEI a **maximum of 2 days after** the event is finished (FEI Rules for Eventing Art.507.2) in the appropriate format. The FEI requires a copy of the final results in order to be able to maintain its results database.

It is essential that the order and format of the file(s) available on FEI.org is respected and that the results contain correct and complete rider/Horse names and FEI ID numbers in order for the system to recognize the results and correctly calculate the results and MER's. The FEI Excel results sheet and results descriptions can be downloaded using the below link:

<https://inside.fei.org/fei/your-role/organisers/eventing/downloads>

The following information is mandatory for all Short and Long format competition of all levels:

- Position (rank)
- PositionStatus = Result, Eliminated, Withdrawn, Retired, Disqualified
- Competitor FEI ID
- Competitor First Name
- Competitor Family Name
- Competing For (nation)
- Horse FEI ID
- Horse Complete Name
- Dressage Penalty (penalty points and positive values only)
- Cross Country Obstacle Penalty (penalty points and positive values only)
- Cross Country Time Penalty (penalty points and positive values only)
- Jumping Obstacle Penalty (penalty points and positive values only)
- Jumping Time Penalty (penalty points and positive values only)
- Total Penalty (penalty points and positive values only)

Prize (if applicable)

Prize Currency (if applicable)

For Cross Country and Jumping, should a rider be eliminated or retired, the penalties he may have before must be recorded in the results.

In addition, the FEI has determined the sequence to be used in the Final Results to show Horses that do not finish the Competition.

It is as follows:

1. Eliminated Jumping
2. Retired Jumping
3. Withdrawn before Jumping
4. Eliminated 2nd Horse Inspection
5. Withdrawn before Horse Inspection
6. Eliminated Cross Country
7. Retired Cross Country
8. Withdrawn Cross Country
9. Eliminated Dressage
10. Retired Dressage
11. Withdrawn after Dressage
12. Eliminated 1st Horse Inspection
13. Withdrawn 1st Horse Inspection

Tie Breakers in case of equality in points in final classification (Art 528.1.6)

- Best score on the Cross Country obstacle phase (obstacles + time penalties)
- Competitor Cross Country time closest to the optimum time
- Best Jumping score (time & Obstacles)
- Best (fastest) in the Jumping test
- Best total collective marks in Dressage test

## Annex XIV – Results Requirements

If still equality, then a tie shall be declared.