

## Introduction

The Equestrian Community Integrity Unit will not be at all Events where an incident may take place. So it is up to you to correctly obtain and record valuable information.

Gathering evidence correctly at the start will go a long way to ensure a thorough and, more importantly, fair investigation.

Any incident at an Event should be treated seriously and professionally. Any matter has the potential to go to the FEI Tribunal or ultimately the Court of Arbitration for Sport, so the correct action at the offset will go a long way to ensure a fair outcome.

These guidelines should be followed to ensure that all the information or evidence you collate will be of value not only throughout an investigation but also within any formal proceedings.

### What is Evidentiary Material?

Evidentiary material is anything that may be used during a judicial proceeding to prove or disprove the allegations. The material can be potentially anything

But will include:

- Statements from individuals who you speak to (you will need to record the details of those witnesses present, taking contact numbers/email addresses and collect any available photographic evidence they may have recorded)
- Any documents (such as records of entry into/out of stables, medication forms)
- Physical Exhibits (such as samples of powder you can take, which are identified from feed or maybe a syringe)
- Images – Photos and Videos (Horse injuries or powder seen in feed etc)

## Equipment

For every Event it would be best practice to have the following items available. These will help you carry out professional evidence gathering when an incident occurs.

### Re-sealable plastic bags and labels

If you collect any samples, for example a suspected Prohibited Substance, the sample should be placed in a bag and sealed. A label should be applied to the bag for identification and continuity. The label should show the date and time you sealed the bag, the name of the Event at which it was discovered and the identity of the person who gave you the article. You should sign the label and try to get the person who gave you the article to sign it as well.

### Disposable gloves

Gloves should be worn before handling any potential evidence. This will help to prevent contamination of substances and to protect yourself, as the substance may be corrosive or damaging to your skin.

### Camera

A digital camera with the ability to record video should be available at every Event where possible. When taking pictures, make sure that the pictures place a date-time stamp on the photo (most cameras allow this). A mobile phone is also suitable for this if no camera is available.

## Note Book

A small pocket sized notebook and pen are essential for you to record your actions and in order to record what you are told by different individuals. Again date and time all entries, whilst signing each entry yourself and where possible get your signature countersigned by the person giving you any information you record.

### Pocket Note Book Entries

An example of what you should be recording in your note book:

*CSI3\* Linz, 03 Sep 2011*

*0900 - Approached by rider who says that his horse has been doped.*

*Rider name - John Rider (GBR)*

*Horse - Cavalier*

*0915 - Attended stable and found syringe on the floor containing liquid. Cavalier in stable, appears docile.*

*0920 - Collected syringe for testing placed in bag and sealed. Asked groom to call for FEI vet.*

*(Groom name - Charles Brown, email CBROWN@MSN.COM)*

*0940 - Vet attended (Dr Smith) and examined horse. Vet confirmed horse was medicated.*

*0945 - Spoke to event organiser, Colin Stewarts, to ask if there is any CCTV covering the stables .....cont.*

*Add date, time and signatures at conclusion of each entry.*

- Anything can be recorded in your notebook. It doesn't matter how small. It may become relevant later on.
- Everything must have a time and date.
- Be prepared to provide a photocopy of your notes for the ECIU.
- Your notes may be viewed by the FEI Tribunal or Court of Arbitration for Sport. Keep them clear and concise.
- Check your spelling, especially with names.
- Get contact details for every person you speak to. Telephone numbers, email addresses and times of availability if possible.

### Taking Videos and Photos

Photographs are often the best way to capture the detail of a situation. Do not be afraid to take photographs. Take as many as possible getting as much detail as you can.

Any images should have a time/date stamp applied. If you use a digital camera ensure the time and date are set correctly.

Videos also provide good information and should be taken where possible, such as during a testing procedure or to describe injuries to an animal.

At the start of any video footage the following statement should be recorded:

*“I am (name) at (event and location) the date is (date) and the time is (time)”*

A verbal commentary should also be carried out during filming. Describing in detail what you are filming to provide the viewer with as much information as possible.

After the event, copy your photos and videos to media that you are happy to give away, such as a blank CD/DVD or memory stick. This can then be passed to the ECIU to assist with the investigation.

Retain the original recording or photo for use in any judicial proceeding whilst certifying the copy as being a true copy, again where possible by labelling with date/time and your signature. Additionally record this action in your note book.

## Continuity and Preservation

Showing continuity means being able to show a chain of custody of your evidence from the point it was collected to when it is used in a formal proceeding. The purpose of this is to show that the evidence has not been tampered with or changed in any way since it was collected.

When an item is taken the time and date must be recorded in your note book.

When you pass on anything you have collected to somebody else then you must record who you gave it to and at what date/ time.

Subsequently that person should record the movements of the item, and so on.

Ultimately the ECIU will need to account for all movements of the item so the reliability of that evidence cannot be questioned.

If an item is placed in a bag, best practice would be to attach a label to the bag containing the following information:

- Item Description
- Time/Date it was collected
- Event it was collected at, if applicable
- Name of who collected it
- Name of who it was handed to, with time/date
- Signatures of all persons handling the item



## Sources of Information

Be mindful that evidence can be in any form and can come from any place. Consider collecting or recording anything which you think will be useful.

The majority of information will come from verbal accounts given to you at the time. This can come from:

- Rider/Owner of the Horse
- Original Informant (Who may wish to remain anonymous, so be prepared to record name and contact details for ECIU separate from your notebook)
- Other Witnesses – Grooms, Officials, Public etc.

Any verbal account should be recorded in your notebook with a time/ date and signatures.

Other sources of information may include:

- CCTV, is this present at the Event and can it be preserved?
- Logs maintained by external security.
- Event information and programmes.

### Dealing with Questions

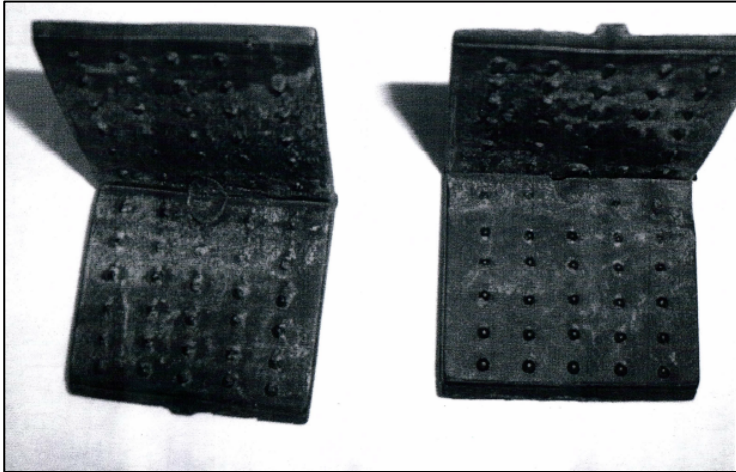
It is highly likely that you will be asked questions regarding the outcome of an investigation. In this situation it is best not to try and give an answer and provide any misleading information which may cause problems later on.

The following statement should be given in such circumstances:

*“The Equestrian Community Integrity Unit will be investigating this matter and all material obtained by us will be passed to them. Any samples taken by the FEI vet will go straight to an accredited laboratory”*

**SCENARIO 1**

You are at a 3\* Jumping event. During a routine boots and bandage check these items are found strapped to the horse's legs:



They are made of hard plastic with spikes on the inside, they are designed to cause pain to the Horse in order to encourage it to jump.

## Suggested action:

- Start writing in your notebook. Document the date, Event and persons present.
- Take a photograph of the items.
- Take a photograph of the injuries to the horse, if any.
- Obtain all the details of the rider, trainer and grooms. This must include all contact details so the ECIU can contact them in the future.
- Obtain details of anybody else that saw or heard anything relevant.
- Inform the FEI Veterinarian at the Event and Ground Jury officials.
- Note all your actions in your note book.

## SCENARIO 2

A rider approaches you and states that he has seen a groom putting a white powder in his Horse's feed. He is fearful that the powder could be a Prohibited Substance.

When you go to the stables you find there is a white powder in the feed and the groom is still present. The groom says that the Horse's trainer told him to put the powder in there.



## Suggested action:

- Take a photograph of the white powder in the feed.
- Take a sample of the powder, sealed in a bag with date/time, name and signature on the label.
- Obtain the details of the rider, groom and trainer.
- Inform the Veterinary commission for consideration of MCP testing and Ground Jury officials.
- Document all actions in your notebook.
- Inform all involved that the ECIU may investigate the matter using the statement provided.

The ECIU can be contacted using the reporting hotline:

**+44 (0) 20 7935 5822**

Email:

**[report@equestrianintegrity.com](mailto:report@equestrianintegrity.com)**