



FEI MANUAL FOR VAULTING TECHNICAL DELEGATE

INTRODUCTION

This Manual is **not** rules: but are issued with the aim of assisting technical delegates in championships, with operational details concerning the organisation and the running of these events together with practical logistical guidance.

It should be read in conjunction with the current FEI Statutes, the FEI General Regulations, the FEI Vaulting Rules, the FEI Manual for Stewarding and the FEI Veterinary Regulations, and these should be followed in every detail, unless extraordinary circumstances exist.

Not all cases can be foreseen in the Rules and Regulations: hence, in case of doubt or exceptional circumstances, it is the responsibility of the Ground Jury together with the Technical Delegate, to make its decisions with fairness to the Athletes and horses always in mind, while respecting the spirit of the FEI Rules and Regulations.

To ensure there is a continuing improvement and development of the organisation of FEI Vaulting Events, Officials are invited to submit suggestions for inclusion or deletion in this publication to the FEI HQ and FEI Vaulting Technical Committee: Laetitia.gillieron@fei.org .

I. Contents

I. FEI Technical Delegate	4
A. Technical delegate's first visit	4
B. Technical delegate's second visit.....	5
C. Technical delegate's final visit.....	6
D. Technical delegate's duties at the competition	8
E. Ceremony and Prize Giving.....	10
II. Check lists of Technical delegate.....	11
A. TECHNICAL DELEGATE'S FIRST VISIT:.....	12
B. TECHNICAL DELEGATE'S CHECKK LIST 2nd and 3rd VISIT	14

I. FEI Technical Delegate

As soon as appointed, the Technical Delegate (TD) should contact the organisers and request a copy of the draft schedule and details of any arrangements made to date. The schedule should be checked for technical errors i.e. contravention of the FEI Rules, and a provisional timetable agreed with the Organising Committee (OC) for the Technical Delegate to visit the competition site.

The TD may support the OC when the Schedule is compiled.

The duties of the Technical Delegate are laid out in the **FEI General Regulations** and in the FEI Vaulting Rules.

Article 723.3 of the FEI Vaulting rules

At Championships the FEI appoints a Foreign Technical Delegate. The Technical Delegate must approve the technical and administrative arrangements for the conduct of the Event: for the Competition and Schooling area, for the examinations and inspections of Horses; for the accommodation of Horses and Athletes and for the stewarding of the Event.

Until the Technical Delegate has reported to the Ground Jury that he/she is satisfied with all the arrangements, the authority of the Technical Delegate shall be absolute. Thereafter the Technical Delegate will continue to supervise the technical and administrative conduct of the Event and will advise and assist the Ground Jury, the Veterinary Commission and the Organizing Committee.

Entries for Championships

Technical Delegate must be sure that the procedure of the entries is according to the rules. Entries for Championships have different policy as Entries for CVI.

Entries must be made by the NFs following the compulsory three phases stated in the rules.

A. Technical delegate's first visit

The following should take place **twelve to six months (if the TD is appointed in time)** before the event and will take the Technical Delegate approximately **one day** at the event location.

The following should be the basis of an agenda for the Organising Committee. A checklist/report for this visit may be found in Annex B.

1. **Meeting with Organising Committee** and key personnel to establish—a logistical programme of the event and identification of any influence that the local culture, police, etc may have that will affect the running of the event. Schedule content and availability (identification of horse owners for owner's passes).

2. **General layout of the site:** facilities such as competing arena, warm up arenas, riding areas, etc. (more details below)
3. **Safety:** Police, fire protection, traffic control, parking and any relevant local regulations. Initial implementation of a **"major incident plan"**.
4. **Medical and veterinary arrangements:** proposals for medical and veterinary teams. Hospital and veterinary hospital accessibility.
5. **Administrative arrangements and personnel:** office space, copy, fax, radio and telephone service, personnel requirements including translators and security arrangements.
6. **Sites:** Competition arena, Warm up arena, training and exercise areas for vaulters with suitable equipment (barrels / mats), toilets for judges and athletes. Public seating, crowd control and public address, catering and trade stand areas, public toilets, no dogs allowed.
7. **Stabling:** stables, tack rooms, stabling security, etc.
8. **Training and collecting ring**
 A practice arena is compulsory. At Championships, there must be at least **three** indoor circles of at least 19m diameters and approximately 5m high. If these circles are in a tent, there must be a board to prevent injuries when vaulters fall off the horse.
 If the Competition takes place indoors the possibility for practicing indoors must be available to all Athletes.
 Riding and grazing area compulsory.
9. **Result Management:** Scoring office, computer program (score sheet formulas to be checked), a scoring back up system is in place, input on the judges tables, announcement of the results, on big screen, scoreboards, etc.
10. **Competition circle / Field of play:** Size and layout (the competition circle should have 26m diameter), footing, surrounding and flowers, lights, loudspeakers, judges tables, position of the speaker and the music, area for photographs, journalists, TV, First aid.

Competition arena. [Article 715](#) – Arena - of the FEI Vaulting rules

B. Technical delegate's second visit

*The following action should be implemented **at least two months before** the event and will take approximately **one day**. A checklist/report for this visit may be found in Annex B.*

Review progress after first visit

11. **Equipment and signs:** confirm availability of Scoring equipment, communications equipment (*walkie talkies, phone app group for stewards*), Awards and ribbons, Athlete and bridle numbers, bulletin boards, score boards, signs for parking competitions and spectators, fencing for crowd control, accreditation facilities. Progress of competition paperwork.
12. **Personnel** availability are confirmed including scorers and provisions for assembling and instructing stewards, timekeepers, veterinarians, doctors, farriers, traffic control, communication personnel and volunteers are arranged. *Note First aid requirements start from the beginning of the event until the end. Provision may also be required for the spectators / members of the public.*
13. **Horse inspections.** Agree positioning and surface for the area to be used for the inspections and lay out of the area. Confirm the handling and care of passports, vaccination and health certificates.
14. **Training, collecting ring and Competition arena**
Confirm that information from first visit were considered and the necessary arrangements were done.
15. **Exercise and Training Areas.**
There must also be at least one suitable area for riding, in close proximity to the competition/practice arenas, available during the times that Vaulting arenas are open to Athletes for practice and warm-up.
16. **Opening and Closing ceremony.** Finalise plans and arrange podiums and stewarding for opening and closing ceremonies (maximum an hour) and/or prize giving and other displays to be included.
Check that medals, rosettes etc are available and correct.
17. **Organising Committee.** Register any uncertain or unsatisfactory situations with the Organising Committee, including financial elements.
18. **Distribution of the judges.** The President of the Ground Jury together with the Technical Delegate will decide on the placing of the Judges (see Guidelines for Vaulting Judges). The Judges table are named A to H (depends on level of the championships).
19. **Stewarding:** OC will plan together with the Chief Steward how many stewards are needed – personal arrangements

C. Technical delegate's final visit

The following action should be completed before the arrival of any Horses or Athletes at the event and will take **approximately one to two days**. A checklist/report for this visit may be found in Annex B.

1. **Check if the timetable is correct** and updated according the number of starters.

Championships

- a) Individual compulsory: 3.5 min/vaulter
- b) Individual freestyle/technical test: 3.5 to 4 min/ vaulter
- c) Squad compulsory: 9 min/squad
- d) Squad freestyle: 7 min/squad
- e) Pas de deux Senior: 4.5 min/pas de deux
- f) Pas de deux Junior: 4 min/pas de deux

Suggested times are indicative. At Championships each organiser need to take into consideration length of run in part or the intention of organizing the kiss and cry area and breaks for judges. *It is important that breaks are included for the maintenance for the surface of the main arena.*

2. **Review** the progress from the last visit.
3. **Ensure that key personnel and Major incident plan is in place**
4. **Ensure personnel arrangements** are sufficient and notified.
5. **Confirm transport arrangements** for Ground Jury and officials.
6. **Check competition arena**, The Judges' tables should be at least 14 m away from the centre of the lunging circle. The public should be at an adequate distance from the Judges.
7. Check the quality of the footing
8. **Meet or contact the FEI Chief Steward** and check training and exercise areas. Check collecting rings as well as the organizing of the Horse inspection. Check and agree official training times.
9. **Check details of opening and closing ceremonies.**
10. **Check the progress of stabling facilities** and availability of fodder, site of isolation stable and **EADCM** boxes, treating boxes, wash down facilities and security arrangements, fire extinguisher.
11. **Meet or contact the veterinary team** and confirm veterinary matters.
12. **Meet or contact the event medical team** and confirm emergency procedures.
13. **Check availability of all materials and equipment for Competition**
The dimensions and placement of judges' platforms and that they are sufficient height size and depth and will be adequately equipped. The Judges are placed on dais, about 50-60 cm above the ground in order to give them a good view of the arena.
14. **Check accommodation for officials** and catering facilities, if applicable.

15. **Check scoring office** that scoring systems are in place, formulas have been checked, back up systems are working, facilities and accommodation are suitable.
16. **Check arrangements for the draw and chef d'équipe meetings.**
17. **Check event materials:** paperwork, stopwatches, etc are available.
18. **Attend technical and administrative meetings.**
19. **Check media facilities** for press, media and commentary, Kiss and Cry area and Mixed Zone.
20. **Score Board.** Each judge has a writer. The judges may choose to bring their own secretary. Ideally, Judges' sheets should be collected immediately after each test and passed to the scorers so that the score can be announced after the next Athlete and posted on the scoreboard. If a computer display system for scores is available this is preferable
21. **Check all public facilities.**
22. **Check timetables and briefing arrangements** for Ground Jury, Score Collectors, Timekeepers and chef d'équipe meetings.
23. **Organising Committee.** Register any uncertain or unsatisfactory situations with the Organising Committee.
24. **Official Training:** Fix the time and the order of go for the main arena and the practice arenas. Have a viewing clock on the main screen in the main arena to help stewards keep participants to agreed times.
25. **Warm-up areas:** Fix with the Steward the times when they are open.

D. Technical delegate's duties at the competition

The following should be checked by the Technical Delegate before indicating to the President of the Jury that everything is in order. Checklists are available in Annex B.

Prior to the start of the competition

1. The competition arena has been prepared.
2. The score sheets have been checked and are ready.
3. The Judges are in the correct place. That judge's writers are ready with their paper work. a) *Letters set in front of judges tables*
4. That sufficient stewards are available to call up the Athletes, supervise the training area, measure tack widths, measure surcingles and check bits.

5. That the scoring office is operational. That running orders/time sheets are available. That score sheet collectors are ready.
6. The table scoring computers are operational and computer operators in place.
7. That a doctor and veterinarian are all available and in radio contact. Emergency screens are available and ring stewards briefed.
8. That commentary arrangements and music are appropriate.
9. TV and Media are advised of their responsibilities
10. That refreshments are available for the ground jury.

During and After the Competition

The Technical Delegate continues to supervise the technical conduct of the competition on behalf of the President of the Jury including:

The Technical Delegate will accompany the President on his/her inspection of the competition arena as soon as is convenient after he/she arrives at the event.

Once the Technical Delegate and the President of the Jury have passed the competing arena it may not be altered except in exceptional circumstances with both the Technical Delegate and the President of the Jury's agreement. *Note at some venues opening the roof ventilation will cause bright patches of sunlight on the arena floor, this must be avoided where possible during the performances.*

Regular checks should be made in the scoring office to make certain scores are being collected quickly and for any queries, this will ensure the speedy issue of Athlete's results. Class results should be completed within 30 minutes of the last Athlete finishing and signed by the PGJ.

That the public score board is kept up to date.

After the last Athlete has finished on the competition day, **the ground jury will meet** to discuss and deal with any unresolved scoring queries to ensure that results are posted on the official notice board within 30 minutes of the finish.

Ensure that the President signs the scores sheet immediately they are posted.

Assist with procedures for any required horse re-inspections

Assist the Appeals Committee if this is required.

If appropriate complete any accident report forms that may be required to comply with local regulations.

E. Ceremony and Prize Giving

1. On completion of the competition the Technical Delegate in conjunction with the Organising Committee and Chief Steward supervise the Closing Ceremony and prize giving.
2. The Technical delegate should ensure that the full results are available for Athletes, spectators, press and the FEI Foreign Judge.

II. Check lists of Technical delegate

The following checklists/reports may be removed or reproduced for use at any event.

These have been proven in the field and satisfy the required recording of information for their intended purpose.

Once completed, the Technical Delegate shall provide copies to the Organizing Committee, President of Jury and FEI. Subsequent meetings shall first review outstanding items for progress.

The following checklist/reports are included for your convenience:

- A. Technical Delegate's First Visit
- B. Technical Delegates Detailed Checklist for second and final visit

A. TECHNICAL DELEGATE'S FIRST VISIT:

	Action Item	Comments
1	Meeting with OC <ul style="list-style-type: none"> -Logistical programme -Schedule <ul style="list-style-type: none"> • Officials • Time of Horse inspection – Max 24 hours before the first competition or Official trainings • Special Vet Conditions (Coggins Test or any other national veterinary requirements) 	
2	Safety <ul style="list-style-type: none"> -Police -Fire -Ambulance -Access / Egress -Traffic control -Number of Stewards required per day -Local regulations -Emergency action plan -Risk assessments -Weather conditions (expected) 	
3	General layout of site (plan required) <ul style="list-style-type: none"> -Competition arena -Warm up arena's -Riding areas -Stabling area -Horse inspection area -Grazing area -Show office facilities/area -Accreditation office -Scorer's facilities/area/Score board screen -Speaker/music facilities/area -Live stream/TV facilities -Press & Conference facilities/area WIFI -Officials facilities/area/routes -TD/Judge/Chef d'Equipe meeting room -Veterinary Office -Stewards facilities/area -Athletes facilities/area/routes -Grooms facilities -Sponsor facilities/area/routes -Spectator facilities/area/routes -Commercial stands -Catering facilities/area -Officials/Judges refreshments -Toilets officials -Toilets general public -Toilets athletes -Athletes changing rooms 	

	<ul style="list-style-type: none"> -Water -Lighting & Electrical -Parking / traffic flows -Parking general -Parking lorries -Parking trailers -Camping -Athletes accommodation 	
4	Veterinary Control at FEI Events Organising Committee responsibilities Article 1022 Appointment of FEI Veterinarians at Events <ul style="list-style-type: none"> -Veterinary team proposals -Treating box -MCP Testing boxes (one with shavings, one with straw) -Farriers 	
5	Medical <ul style="list-style-type: none"> -Medical team proposals -Hospital accessibility -First aid points/positions -Emergency action plan (screens etc) 	
6	Officials transportation / Accommodation <ul style="list-style-type: none"> Airports / Train stations Hotels 	
7	Administrative Services <ul style="list-style-type: none"> Location Staff numbers 	
8	General Site planning <ul style="list-style-type: none"> -Stewarding requirements -Horse arrival procedures -Athlete arrival procedures -Athlete parking -Stabling -Warm-up areas -Main Arena -Riding areas -Public parking -Crowd control -Spectator viewing tribunes, control of the tribunes -VIP reception, access -Public address systems -Catering-Athlete/public Trade stand areas 	

B. TECHNICAL DELEGATE'S CHECK LIST 2nd and 3rd VISIT

TASKS	2nd visit comments	3rd visit comments
Schedule		
<ul style="list-style-type: none"> Officials 		
<ul style="list-style-type: none"> Time Horse Inspection - max. 24 hours before the first competition or Official training 		
<ul style="list-style-type: none"> Special Vet Conditions 		
Coggins Test ?		
Venue		
Signposting significant, especially for trucks		
Map		
<ul style="list-style-type: none"> Restricted areas 		
<ul style="list-style-type: none"> Sensitive space 		
<ul style="list-style-type: none"> Isolation and quarantine space 		
<ul style="list-style-type: none"> No Go Zone 		
Competition area		
<ul style="list-style-type: none"> Size 		
<ul style="list-style-type: none"> Entry, Exit 		
<ul style="list-style-type: none"> Enclosure of circle 		
<ul style="list-style-type: none"> Flowers, plants 		
<ul style="list-style-type: none"> Quality of Footing 		
<ul style="list-style-type: none"> Racking, watering 		
Judges tables		
<ul style="list-style-type: none"> Size 		
<ul style="list-style-type: none"> Back to the public 		
<ul style="list-style-type: none"> Table, chairs 		
<ul style="list-style-type: none"> Letters, plants 		
<ul style="list-style-type: none"> Judge A: bell, 2 watches, additional chair 		
Kiss & Cry area		
<ul style="list-style-type: none"> Who is allowed to join the athletes 		
Mixed Zone		
<ul style="list-style-type: none"> Place 		

• Entrance for media		
• How many journalists		
Medical service		
• Position ambulance or healthcare professionals		
• Possibility for ambulance car to enter the arena		
• Availability of ambulance beyond competition times		
Music/Speaker		
• Public address system (loudspeaker)		
• Position of loudspeakers		
• Place of the speaker		
• Location of music		
• Equipment: Computer, CD-player, place for CDs		
• Crew experienced in vaulting competitions		
Screen		
• Main Screen clock for official training times		
• Check - not disturbing the horses		
Communication system (loudspeaker judge - secretary)		
• Check if available if necessary		
Media		
• Place for TV, spotlights		
• Place for photographs		
• Stands for journalists		
WC judges		
Flags		
• Participating countries, FEI, city, region		
• Correct put up		
Stands		
• Competitors		
• Officials		
• VIPs		
Public		
• Entrance		
• Stands		
• Emergency exit		
Practice area		

• Riding area		
• Lunging		
• Grazing area		
• Signs to indicate the area		
• Training times		
Barrels		
Dedicated zones for		
• Officials,		
• VIPS,		
• Participants,		
• Lorries (power-supply)		
Press centre		
• Where		
• Internet access		
• WLAN		
• Lockers		
Accreditation of press		
Judges room		
VIP area		
Starting lists		
Results		
Changing rooms		
• Male and female separated		
Parking		
• Competitors		
• VIPS		
• Car park for Vans, Lorries – Power supply		
Toilets		
Show Office		
• Opening Times – Show Office		
• Equipment		
• Quick copy-machine and reserve machine		
• Papers		
• Horse Numbers		
• Numbers for Individuals		
• Rules and Regulations (RG, Vet. Reg., Vaulting Rules and Guidelines)		
• List with name, phone-number(s) and languages for each person:		
• Information board		

• Trays for Officials		
• Trays for Chef d'Equipes		
• Judges Clarks		
• Preferably the same for each judge all along the competition		
Are there other shows or events at the same time		
OC, heads of department, Officials – check their arrivals		
• Judges		
• Vets		
• TD		
• Appeal Committee		
• Stewards		
• Medical service		
• Stable Office		
Mobile radio - List with name, channel and languages		
List of Chef d'Equipes with mobile phone numbers		
Maps & Info on the region		
Shuttle service		
• Officials		
• Competitors		
Venue Emergency Response Plan – VERP		
Time Table		
• Individual (comp + freestyle times per vaulter)		
• Nation Team – composition		
• Pas de deux		
• Squads (comp + freestyle times per squad)		
• Time for preparing the footing		
• Judges session scheduled		
Stables		
• Opening Times – Stables		
Stabling Area		
• Enclosure		
• Information board		
• Dung fork, wheelbarrow		
• Dung place		
• Hand-held (fire) extinguisher		
• Boxes		
• Bedding, straw, shavings		

• Double boxes		
• Spare boxes		
• Water points		
• Electric points		
• Washing facilities		
• Doping-Boxes		
• Treating boxes		
• Quarantine stable		
Stable office		
• Stable manager		
• Telephone		
• Sleeping facilities		
• Info sheet for each horse with name, nation, person responsible, telephone numbers		
Food Supply		
• Timetable		
• Prices		
Technical Delegate		
• Place with a desk and chair		
• Internet connection		
• Mobile radio		
• Local mobile phone if possible		
Stewarding		
• Arriving Chief Steward		
• Arriving horses – Examination		
• Stewards		
• Stewards during the day		
• Stewards during the night		
• Horse Inspection - 2 stewards		
• Competition Circle - Entry – one steward		
• Warm-up areas – 4 stewards		
• List of Stewards, names, phone numbers, languages		
• Briefing for Stewards		
• Horse re-inspection procedures		
Medical Service		
• "GUIDELINES FOR THE MEDICAL COVERAGE OF EVENTS" - forwarded to the OC		
• "Medical Coverage Plan" drawn up by OC, copy to TD		

• Ambulance cover		
• What happens when the ambulance is leaving?		
• Position		
• Time schedule		
• Doctor available		
• Healthcare professionals in addition		
• Helicopter landing place		
Athlete Testing program		
• "Extract of the FEI Anti-Doping Rules for Human Athletes (ADRHA) - forwarded to the OC		
• FEI's Athlete Testing program on this event - Info by FEI HQ		
• Coordinator for the Doping Control Officers ("DCO"s)		
• Anti-doping facilities ("Doping Control Station")		
• One (1) private room exclusively dedicated for use by the DCO ("DCO room") with one (1) table, two (2) chairs, pens and paper, and one (1) lockable fridge		
• Waiting room/area		
• One (1) private and clean bathroom/toilet		
• Stewards (or volunteers) of both genders available		
• Chaperones		
Scoring Office		
• Computer on judges' tables		
• Spare computer		
• Back up systems		
• LAN connections		
• Secretaries		
• Forms		
• Starting lists		
• Score Sheets		
• Human back up scoring check		
• Result lists		
• Check score sheet for ties		
• Test Score Sheets to scoring office		
• Posting of official scores		

Arrival Teams / Chef d'Equipe		
Documents		
• Time Table		
• List of accreditations		
• Room List - if accommodation included		
• Schedule for meals		
• Vouchers for meals		
• Parking tickets		
• Form for "Declaration of Starters" (for each competition a separate form)		
• Info		
• Opening times – Show Office		
• Opening times – Stables		
• Time for giving out vouchers for bedding and food		
• Telephone numbers		
• Info on Box Door		
• Opening Ceremony – course, number of participants		
Accreditation		
• Where (outside restricted area)		
• Photo (when not received?)		
• Code for access		
Accommodation		
• For Officials		
• For athletes		
Catering		
• Menu appropriate for athletes		
Officials		
• Pick-up service (arrival)		
• Documents - see "Arrival Chef d'Equipes"		
• Time Table		
• Room List		
• Schedule for meals		
• Vouchers for meals		
• Parking tickets		
• Distribution of the judges		
• Name o Secretaries		
• Judges daily meeting at the end of each competition day		
•		

