



ORGANISER'S GUIDE

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CHAPTER 1 - COMPETITION PLANNING

1. INTRODUCTION

Welcome to the FEI Driving World Challenge series. This series was created to offer all countries, regardless of size and level of Driving events held, to enjoy the sport of Combined Driving in a more streamlined fashion while maintaining the safety and welfare of both Horses and Athletes. This "in a box" format offers organisers set requirements so that regardless of where the competition is held, event conditions are as consistent as possible to compare World Challenge rankings globally by competition category for each Athlete/Horse combination.

The FEI Driving World Challenge series goals are two-fold:

- Enable National Federations who have a population of equestrians that wish to participate in the Combined Driving sport by creating an event "in a box", which is easily organised and financially affordable.
- Develop additional Drivers in the sport and to help them prepare for more advanced and higher-level competitions at the FEI 1* level and beyond.

2. CHOICE OF FEI DRIVING WORLD CHALLENGE CATEGORY

The FEI offers three (3) Combined Driving categories for the World Challenge series. The three Categories have been developed to build on each other with increased Driving difficulty and proficiency, culminating with the completion of the FEI Combined Driving 1* Athlete requirements.

The categories are: Category C (entry level), Category B (second level), Category A (highest level). Please refer to Article 1.4 of the FEI Driving World Challenge Rules for description and format.

3. ATHLETE AND HORSE ENTRY

Entry to Competition

- An entry consists of an Athlete and Horse/Pony combination.
- An Athlete may compete up to two times daily.
- An Horse/Pony may compete with two different Athletes maximum.

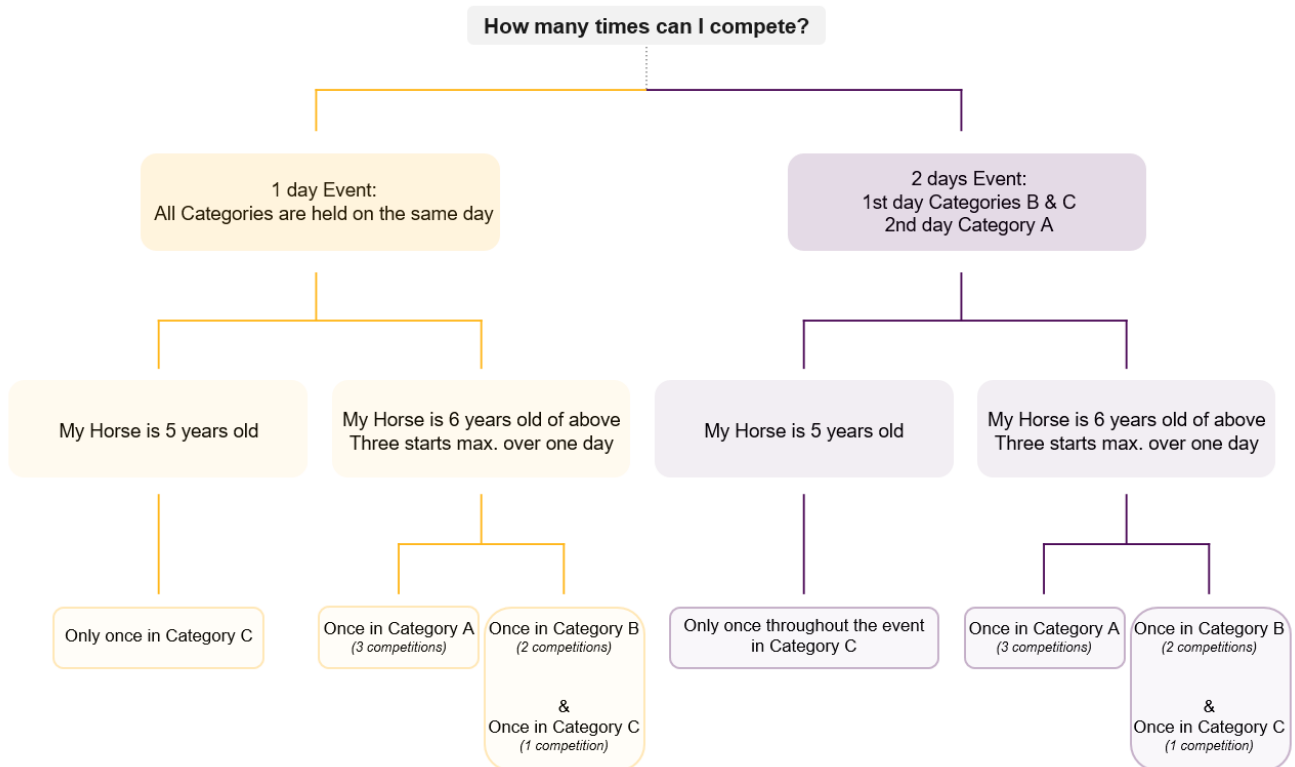
Double Entry breakdown of possibilities:

- 2 entries in Category C
 - 2 different Athletes with the same Horse/Pony
 - 1 Athlete with 2 different Horses/Ponies
- 2 entries in Category B
 - 2 different Athletes with the same Horse/Pony
 - 1 Athlete with 2 different Horses/Ponies
- 1 entry in each Category C & B
 - 2 different Athletes with the same Horse/Pony
 - 1 Athlete with 2 different Horses/Ponies
- 2 entries in Category A*
 - 1 Athlete with 2 different Horses/Ponies

*A Horse/Pony may only compete ONCE in Category A during the same day. The Horse/Pony may compete with another Athlete but only if it is not on the same day.



Decision tree for Horse entry



4. APPLICATION TO FEI DRIVING WORLD CHALLENGE

The first step is for National Federations wishing to organise the FEI Driving World Challenge to complete the corresponding application form and return it to the FEI within the set deadline (1st December the year prior to the event date).

The application must contain the location, the date(s) and the Category(ies) offered. The FEI Solidarity Department will then create the event on the FEI Challenge IT online platform (<https://worldchallenges.fei.org/>).

The form can be found and completed here: <https://inside.fei.org/fei/disc/fei-world-challenge/driving>

- a) Complete the form within the deadline and submit to: andreina.wipraechtiger@fei.org.
- b) The FEI will appoint the official for the competition upon the closing of the application deadline.

5. OFFICIALS FOR COMPETITIONS

The required officials for the Competitions are listed in Article 5 of the FEI Driving World Challenge Rules.

**Functions:**

- Technical Delegate (TD)
Official duties include working with the organisation prior to arrival, making recommendations on set-up and volunteer positions, and ensuring that the safety protocols and Driving rules are observed during the event.
- Judge
Official duties include judging all the events competitions, and speaking with Athletes post competition to communicate their impression and give general guidance and support for improvement during competitions.
- Course Designer (CD)
Using the course plans provided by FEI Driving World Challenge set up the physical layout of the competition areas to include: the 80x 40 meter arena to ensure proper dimension, squareness, and distance for lettering and the set of the cone's obstacles and marathon type Obstacles to ensure distances and placement are correct.

6. NON-LICENSED OFFICIALS AND VOLUNTEERS

There are other personnel required by the rules at a FEI Driving World Challenge event. These are known as non-licensed officials. It is the responsibility of the National Federations to hire and contract with these service providers. The FEI does not contribute any money toward these positions or service providers.

Scorer

- Scoring can be a volunteer position.
- It is essential that your scorer have no other responsibilities during the competition.
- They should have a quiet place to work with little distraction.
- They may not be a competitor at any event in which they score.

Announcer

- Having a person communicate during an event adds both excitement and efficiency during an event.
- A good announcer can assist, when an incident occurs, and direct public and volunteers, so officials can take care of the situation.
- The announcer also adds to the communication available between you and the competitors.

Medical Responders

- Medical responders are critical for events.
- An ambulance is not required, but a medical responder as per the National Rules must be present.
- Ask your National Federation for advice on arranging for these services.

Volunteers

- Score Runner: Pick-up completed score sheets from the Judge to the scorer.
- Cones Setter: Resets balls and cones to the required measurement after completion of an Athlete's round should they have had any penalties.
- Show office secretaries
- Arena stewards
- Warm-up arena stewards
- Hospitality volunteer delivers refreshments and catering to officials and volunteers during the competitions.



CHAPTER 2 EMERGENCY PREPAREDNESS

The FEI Driving World Challenge series are designed to create a fun and engaging competition as a bridge into the Combined Driving sport whilst minimizing the dangers that these types of competitions can present. A risk management plan will ensure that should an accident occur, event management may respond appropriately.

1. Plan the event area to maximize safety. Develop a programme to reveal potentially dangerous conditions. Realizing that not all conditions can be ideal, minimize the risk potential by considering, from the point of view of the Athlete and Horse/Pony.
 - a. Devise alternate plans for adverse weather conditions.
 - b. Recommend sufficient personnel to manage the event.
 - c. Consider traffic flow for both carriages and motorized vehicles.
 - d. Plan adequately-sized warm-up areas, or supervise and limit participants if a warm-up area is small.
 - e. Ensure that arena stewards and gate keepers are capable.
 - f. Rely on officials' awareness and training of strategies in managing human relations and dealing with anger.
 - g. Post signs and reminders for Athletes. Ask Athletes to immediately report potential hazards they may identify.
2. Develop an accident preparedness plan to cover the eventuality of an incident and discuss the plan at with officials and volunteers.
 - a. Who takes charge of situation
 - b. Who is called for on-site emergency personnel
 - c. Who calls for supplementary emergency services

CHAPTER 3 EVENT PAPERWORK & SCORING

1. ENTRIES

National Federations must refer to the MEMO for NF document available on the FEI Driving World Challenge webpage, which includes all information on the steps to follow to make entries on the FEI World Challenge dedicated IT platform.

Each NF must have appointed a Challenge Administrator in charge of creating Athlete/Horse profiles, registration and entries.

2. SCORING

A complete set of Score sheets will be printed and numbered with each Athlete's competitor number for each competition category for the Judge and placed in appearance of order e.g., Starting Order.

Volunteer score runners will pick up completed scoresheets and deliver them directly to the Scorers office.

3. EVENT RESULTS REPORTING

The Scorer will then tabulate the results on the official FEI Driving World Challenge result sheet. The TD/Judge will review the completed Category results and sign off on the final result sheet and send them to the FEI (andreina.wipraechtiger@fei.org) right after the competition.



CHAPTER 4 COMPETITION PERSONNEL & EQUIPMENT

A Combined Driving event, no matter the size, requires volunteers. Having sufficient numbers of people available to help ensures a safe and successful competition for the Athletes, Horses/Ponies, and everyone else involved. There are many ways to divide the responsibilities for running an event and all these jobs must be done to assure the events safe conclusion.

1. ORGANISER OR MANAGER

The organiser or manager is responsible for the operation of the event. They must be available at all times to act in an executive capacity. It is the organiser or manager's duty to enforce all the rules and directives of the National Federation from the time entries are admitted to the grounds until departure. They may not be an Athlete at the event nor serve as a Judge or TD. This does not exclude their family from participation.

Duties include, but are not limited to, the following:

- a) To secure permission to run the event at a designated location.
- b) To provide adequate equipment to run the event. This includes the required course elements and timing devices (stop watches or electronic).
- c) To create and manage the Emergency Preparedness Plan.
- d) To pay officials and employees fees and other agreed contracts at the conclusion of the event.
- e) Works with all staff and Course Designer to prepare grounds and facilities for the competition and supervises the clean-up of the grounds after the event.
- f) Puts up road signs for spectators, information signs on show grounds, and crowd control barriers for the event.
- g) Sets up seating, name signs, etc. for patrons.
- h) Arranges for trash barrels and removal of manure to return grounds to original condition.
- i) Provides and supervises personnel and equipment for communication throughout the event.
- j) Arranges for loudspeaker and walkie-talkie systems (and checks batteries).

2. SECRETARY

The manager/organiser and secretary positions may be held by the same person. It is the responsibility of the event secretary to apply for dates for the event.

Duties include, but are not limited to, the following:

- a) To submit request for Competition Schedule to the National Federation
- b) Forward copies of the Approved Schedule/Timetable to the Judge and Technical Delegate immediately upon publication.
- c) To obtain from each Athlete all required health papers and a signed disclaimer of liability.
- d) To provide appropriate badges for all officials per National Federation requirements.
- e) To assign and provide an Athlete competitor number for each turnout.
- f) To furnish the Judge in each class a score card with exact specifications of the class.
- g) To furnish correct ribbons and trophies upon completion of each category for the event.
- h) To post course plans at the proper time for their inspection.
- i) To email to the FEI (andreina.wipraechtiger@fei.org) all the required documents in accordance with the MEMO for organising NF.



3. VOLUNTEER COORDINATOR

Works with organiser/manager or secretary to determine number of volunteers and duties of each position required. Trains volunteers and manages their overall well-being during the event.

Duties include, but are not limited to, the following:

- a) Make initial contact with volunteers, follows up to confirm date, time, place, job.
- b) Determines when and where to meet at the competition.
- c) All volunteers should also sign a hold-harmless disclaimer per National Federation or Event Venue requirement(s).
- d) Makes arrangement for lunches and beverages to be purchased and delivered to volunteers and all competition personnel.

4. EVENT STEWARD

Oversees all the event competitions and positions volunteers at arenas. The positions they manager are:

- Timer
- Combined Dressage Cones Obstacle Observer
- Dressage Arena Gate Steward
- Scribes

5. SCORER

Supervises all scoring for all competition categories at the event.

Duties include, but are not limited to, the following:

- a) Gets entries and allowed times from secretary, prepares score sheets, and makes up sheets for posting scores.
- b) The scorer in conjunction with the Show Secretary will prepare the competition schedules for the Categories of competitions.
- c) Prepares and posts results, within an hour of completion of competition.
- d) Prepares all results for submission to the FEI and National Federation.

6. OFFICIALS AND VOLUNTEER EQUIPMENT REQUIRED BY COMPETITION

Veterinary In-Harness Inspection

Personnel Needed	Equipment Needed
1 Veterinarian	Radio for veterinarian
1 Veterinarian scribe	


Dressage

Personnel Needed	Equipment Needed
Dressage steward	Bell or Electronic Bell
Scribes (one for each Judge)	Clipboard with Dressage tests for each scribe
Warm-up ring steward	Pens and pencils (preferably pens, one red ink)
Gate steward	Radio for each scribe
Score runner(s)	Clipboard for Dressage steward
	Clipboard for warm-up ring steward
	Clipboard for gate steward
	Orders of go for all of the above

Combined Marathon

Personnel Needed	Equipment Needed
Combined Marathon steward	Clipboard for each Official with Emergency Plan and Starting Order
Two (2) Section timers if not using electronic timing equipment	Timer Sheet of Judge
Obstacle Observer (number varies depending on layout of course)	Pens and pencils (preferably pens)
Score runner	Red Dots
	Clipboard for each Obstacle Observer (1 per Obstacle)
	Obstacle Observers' sheets for each Obstacle
	Radios for scorer, secretary, organiser, Obstacle repair crew, medical responders, each official, and central emergency "control" designee

Combined Dressage Cones

Personnel Needed	Equipment Needed
Dressage Cones steward	Cones Equipment
Cones setters (preferably minimum of 2)	Measurement sticks (at least 3)
Warm-up steward	Marking paint
In-gate steward	Stop watches or electronic timer
Timers (2)	Clipboard for scribe
Scribe(s)	Combined Dressage Cones score sheets
	Radios for scribe, Dressage cones steward, warm-up steward, and in-gate steward
	Bell or whistle



CHAPTER 5 ATHLETE ARRIVAL CHECK-IN AND IN HARNESS HORSE INSPECTION

1. ATHLETE ARRIVAL AND CHECK-IN

Athletes will check in per their National Federations event guidelines. Athletes should proceed to the show office upon arrival to receive their Athlete identification number(s) for the event.

If an Athlete is competing with two different Horses/Ponies or are sharing a Horse/Pony with another Athlete, they will receive two different competitor numbers. The Athlete must drive each turnout with the number that is assigned to that Athlete/Horse(Pony) combination. Failure to use the correct Athlete competitor number with the correct Horse/Pony will result in elimination from the competition.

Per reminder and in accordance with the rules, an Athlete that drives two different Horses/Ponies in the same Category must complete a Turnout Declaration Form. The declared Turnout must start first in all competitions.

Athletes and Grooms must complete any missing or required paperwork, waivers, emergency contact forms, etc.

2. IN-HARNESS HORSE INSPECTION PROCEDURE

Prior to an Athlete competing in the first competition in their category, they will precede to an In-Harness Horse Inspection, as per Article 2 of the FEI Driving World Challenge Rules.

CHAPTER 6 DRIVEN DRESSAGE

The object of the Driven Dressage is to judge the freedom, regularity of paces, harmony, impulsion, suppleness, lightness, ease of movement and correct bending of the horse on the move. Athletes will also be judged on accuracy, and general control of their Horse/Pony.

Please refer to Article 3 of the FEI Driving World Challenge Rules for Dress, Tack and Equipment matters.

1. SCHEDULE

The Driving Dressage test has an approximate time of 5-6 minutes to complete. This time will vary not only by turnout but by Horse and Pony sizes as well. Additional time for the jury to write comments and be ready for the next competitor to enter the arena, and time for breaks and meals must also be included. Have your TD look over draft schedules as soon as possible and prior to posting or distributing them.

2. DRESSAGE ARENA MATERIALS AND SITE SELECTION

Ideally the selected grass site should be as flat as naturally possible to contain not only the 80m x 40m arena but also include a minimum perimeter of 5m from the Dressage boards. If using an arena with footing, the arena should not be too deep nor too hard. Making it too hard will cause skidding and creating a hazard. It should be centrally located for ease of traffic flow, communications between Scoring Office and Judge(s), and Athletes moving from the warm-up and trailer parking areas.



3. INSTRUCTIONS FOR THE DRESSAGE SCRIBES, ARENA STEWARDS AND RUNNERS

Event staff and volunteers should adhere to the following:

- **Prompt:** Please report to your area at least 10 minutes ahead of the scheduled starting time.
- **Prepared:** Make sure you have been provided with pencils, a pencil sharpener, a clipboard, score sheets, and a stopwatch and bell or whistle.
- **Appropriately dressed:** Be comfortable but have a neat appearance. Bring rain gear, an extra sweater, or a coat or blanket as the weather demands.
- **Silent:** The Judge is working and would appreciate your attentive silence. Talk is distracting. Make no comments whatsoever unless asked to clarify a note on the test.

For Scribes

- Ensure the score sheet matches the Athletes entry number.
- Write down scores and any comments the Judge makes to allow them to concentrate fully on the test in the ring.
- Be accurate and complete.
- Place all numbers and comments in the proper spaces and fill in all the blanks.
- Make sure the Judge signs all sheets before handing them to the score runner.

For the Arena Stewards

- Have available a Starting Order for your arena.
- Try to have three people in the competition area at one time, one in the arena, one arriving, and one warming up to keep the flow of competitors moving and the day timely.
- Open the gate only when the Judge rings the bell and close the gate as soon as the Athlete has entered the arena.
- For following entries, open the gate when the previous entry has stopped for final salute to the Judge.
- The gate should be closed during breaks or lunch.
- For Runners
- Take your seat near "B" or where otherwise instructed.
- After every second test, walk behind each of the Judges' booths collect all completed tests and return to your seat.
- Be as fast as possible, but try not to disturb Horses/Ponies in the arena by running too close.
- Go to the Scorer to deliver the tests or if you have a second score runner, the second runner will come from the scorer to collect scores from you.

4. LINK TO DRIVEN DRESSAGE SCORE SHEET

<https://inside.fei.org/fei/events/fei-world-challenge/Driving>



CHAPTER 7 COMBINED DRESSAGE CONES

The objective of the Combined Dressage/Cones Course is to test the Drivers basic Driving skills using fundamental driven Dressage shapes while mixing in elements of precision within the same course. The Course Designer has utilised several types of cones obstacles to add additional interest to the competition.

1. CARRIAGE MEASUREMENT

In order for Athletes to participate in the World Challenge competitions, the standard FEI carriage widths will not be utilised. Athletes may bring either a two or four wheeled carriage for their single Horse/Pony and courses will be set to a maximum size for all turnouts. No wheel measurements will need to be taken for any competitions.

2. COMBINED DRESSAGE/CONES ARENA

The Combined Cones Dressage Arena should adhere to the Dressage set up and terrain as indicated in chapter 6 of this Organiser's Guide. The 80m x 40m arena should be relatively level and smooth. Grass should be tightly mown fairly short to ensure the cones sit tightly to the ground and are not disturbed by carriages rolling over tall grass; and it can be easily marked with paint so cones can be quickly reset to the same position if disturbed by a competitor.

If using an arena with footing, the arena should not be too deep nor too hard. Making it too hard will cause skidding and creating a hazard.

3. EQUIPMENT

- Plastic Cones either regulation FEI Driving cones or 55cm tall construction cones.
- Marker Balls. These can be tennis balls or regulation FEI weighted marker balls.

4. SCHEDULE

The FEI Driving World Challenge Combined Dressage/Cones competition course is run over a time of 82 seconds. Competitors should be spaced 12 minutes apart between each start in order for Judges to complete their written remarks on the testing score sheet and for repairs to the course to be completed.

5. LINK TO COMBINED DRESSAGE CONES SCORE SHEET

<https://inside.fei.org/fei/events/fei-world-challenge/Driving>



CHAPTER 8 COMBINED MARATHON AND SHORT MARATHON

The object of the Combined Marathon is to test the fitness, stamina and training of the Horses and the Driving skill, judgment of pace and general horsemanship of the Athletes.

1. MARKING THE COURSE

Coordinate with your building crew to follow the course plans included in the FEI Driving World Challenge competitions. The Course Designer will mark and measure your course. As the organiser, you will have to provide a metric measuring wheel and signage to mark the course. All building materials are included in the separate Course Designer's Guide. Course directions are marked with arrows. Obstacle Gates are marked with Letters on red and white signs.

Basic Items Include:

1. Two Start and Finish signs for each competition. These signs are also red and white with black lettering.
2. Two (2) Sets of Letters A-F. These red and white signs are lettered in black A, B, C, D, E and F. These can be flat pliable plastic or cylindrical markers to use in the Obstacles.
3. Set of red and white signs that are numbered in black starting at 1 and going up to 16.
4. Step-in or wooden stakes to attach the arrows and red and white letters
5. Signs to identify the Obstacle number, i.e., Obstacle 1, Obstacle 2, etc.
6. Red and white duct tape. This is very useful for putting around posts and objects in the obstacles if the gate can't be seen from every direction.
7. 220 liter (55-gallon) plastic barrels, wine barrels, or wooden/ PVC portable Obstacle elements.
8. FEI cones or traffic cones.
9. Yellow marker balls either regulation FEI marker balls or tennis balls.
10. Short Marathon Only: Yellow signs with black arrows to mark the direction of the Course and Numbered Compulsory Turning Flags.

2. OBSTACLES

The Combined Marathon will use two (2) Obstacles within the 80m x 40m arena. They must be easy to construct, move, and store between shows. Obstacles should be constructed of safe, strong materials. If using wooden rails or plastic PVC wood to construct portable Obstacle elements such as small triangles or squares, all construction should be done with screws. 20cm diameter round posts or 15cm x 15cm square posts should be the smallest corner materials used to avoid breakage. Gaps between Obstacle elements will be between 3m and 3.5m. Using cross-country jumps is an alternative way to supplement an Obstacle but be mindful of the height as often jumps are too low or have a sloping corner or edge that could possibly turn a carriage over on impact.

3. PLANS

Course plans can be found on: <https://inside.fei.org/fei/events/fei-world-challenge/Driving>



4. COMBINED MARATHON LOGISTICS & SCHEDULE

The Combined Marathon has been selected as a competition for its shorter format, reduced number of volunteers, reduced size of space, and reproducibility to a variety of climates and terrains. Therefore, the volunteers and paperwork has been streamlined to coincide with this format.

1. A clipboard with an Starting Order
2. Manual timers or electronic timer
3. Timers' instructions
4. Obstacle Observers or spotters
5. Interval Timing for Starting Order

Competitors should be spaced four minutes apart between each start.

5. MARKING THE COMBINED MARATHON COURSE

Marking the Combined Marathon has been streamlined to limit the number of signage and required elements. Objective is to get the Drivers from the starting point to the finishing point, passing all the spots along the way without error.