

FEI
FEDERATION EQUESTRE INTERNATIONALE



ANNEXES TO THE MANUAL
FOR JUMPING STEWARDS

Revised

November 2009

Updated June 2012

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ANNEX I – THE CHIEF STEWARD REPORT

Event	
Event title	
Event category	
Date	
Location	
Event organiser	

Chief Steward	
Name	
Address	
Email address	
Mobile phone no.	

The purpose of this report is to give the FEI an overall view of the organisation of the security and supervision of the stables and schooling areas of the Event. The report must be completed by the Chief Steward following the Event and must be forwarded to the FEI secretariat **within 15 days of the Event, at the latest**. A copy must be sent to the Steward General of the NF.

Please use one separate form for each discipline of the event.

The powers, duties and responsibilities of the Chief Steward are mentioned in the General Regulations, 23rd edition, effective 1st January 2009, updates effective 1st January 2012, under article 155.

All unusual incidents, irregularities and/or statistics of special interest must be noted under point 7. Thank you for taking the trouble to fill in this report, either in English or French, in block letters, as accurately and completely as possible.

Please ensure that you attach a complete copy of the 'Night Control Form', a detailed list of all persons having had access to the stables during any closed period of time.

All necessary follow-up action will be taken but this report will not be acknowledged unless specifically requested by placing a tick in the box. ☐

Il sera donné suite à toutes les remarques nécessitant une action, mais nous n'accuserons pas réception de ce rapport si non spécifiquement indiqué par une croix. ☐

1. Stewards / Commissaires

1.1 Assistant to the Chief Steward
Assistant du Commissaire en chef

1.2 Stable Manager / *Chef d'écurie*

1.3 Practice Arena Stewards
*Commissaires au terrain
d'entraînement*

1.4 Members / *Membres*

Give total number of Stewards, including Chief Steward

Indiquer le nombre total de Commissaires, y compris le Commissaire en Chef

2. General / Généralités

	Yes	No
2.1 Were you a member of the Organising Committee? <i>Faisiez-vous partie du Comité d'Organisation?</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 If no, did you have sufficient contact with the OC? <i>Si non, vos contacts avec le CO ont-ils été suffisants?</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Was there a good communication system between you and the OC Secretariat, Ground Jury, Veterinarian, Technical Delegate? Please describe system used: <i>Le système de communication entre vous et le Secrétariat, le Jury, le Vétérinaire, le Délégué Technique était-il bon? Veuillez décrire brièvement le système utilisé :</i>	<input type="checkbox"/>	<input type="checkbox"/>

3. Stables / Ecuries

	Yes	No
3.1 Was there an adequate fence surrounding the stable area? If not, please describe what was used : <i>Y avait-il une barrière adéquate autour du périmètre des écuries? Si non, décrivez ce qui était utilisé :</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Were the stables satisfactory? If no, explain separately <i>Les écuries étaient-elles satisfaisantes ? Si non, expliquez séparément</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Were the stables well ventilated? <i>Les écuries étaient-elles bien aérées ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Were there sufficient emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
Y avait-il suffisamment de sorties de secours ?			
3.5	Were there NON-SMOKING signs and effective controls? <i>Y avait-il des panneaux INTERDIT DE FUMER et des contrôles ?</i> - What kind of fire precautions were there? - Quelles étaient les mesures prises contre les incendies ?	<input type="checkbox"/>	<input type="checkbox"/>
3.6	How many permanent boxes were there ? <i>Combien de boxes permanents y avait-il ?</i>		
	How many temporary boxes ? <i>Combien de boxes provisoires ?</i>		
3.7	Was a provisional list of allocated stables drawn up by the OC? <i>Une liste des boxes attribués a-t-elle été préparée par le CO ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Was there a proper control of entry into the security area? <i>Le contrôle de l'entrée dans la zone de sécurité a-t-il été bien effectué ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Was there additional proper control of entry into the stable area ? <i>Y avait-il un contrôle supplémentaire pour l'entrée dans le périmètre des écuries ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Was there a 24 hr security system? <i>Y avait-il un service de sécurité 24h sur 24 ?</i> Provided by whom? Effectué par qui ?	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Were the following officials available for 24 hr duty? <i>Les officiels suivants pouvaient-ils être atteints 24h sur 24?</i> - Treating Vet / Vétérinaire de service - Red Cross - Doctor / Samaritains - Médecins - FEI Stewards / Commissaires FEI	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.12	Were random controls organised during the day? <i>A-t-on effectué des contrôles à l'improviste pendant la journée?</i> At night? <i>Pendant la nuit?</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3.13	Who was in charge of "stable stewarding" Qui était chargé du contrôle des écuries : - Special stewards? - Des commissaires particuliers? - Practice arena stewards (in rotation)? - Les commissaires au terrain d'entraînement (selon une rotation)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.14	Was there a list drawn-up of visitors during the night? <i>La liste des personnes entrant aux écuries la nuit a-t-elle été tenue à jour?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.15	Was a "horse-watch" service organised? <i>Un service de garde des chevaux était-il organisé?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.16	Were there isolated boxes for MCP? <i>Y avait-il des boxes isolés pour le MCP?</i>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Were there adequate facilities provided for MCP Control? <i>Des installations appropriées étaient-elles fournies pour le MCP?</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.17 Have you any special remarks or suggestions regarding stables: <i>Remarques particulières ou suggestions concernant les écuries :</i>	<input type="checkbox"/>	<input type="checkbox"/>

4. Practice Area(s) / Terrain(s) d'Entraînement

	Yes	No
4.1 Was there more than one area used for schooling? <i>Y avait-il plus d'un paddock d'entraînement?</i>	<input type="checkbox"/>	<input type="checkbox"/>
- Which special practice areas were there? (driving, eventing...)		
- <i>Quel genre de terrains? (attelage, complet...)</i>		
4.2 Was the footing adequate? Est-ce que le sol était satisfaisant?	<input type="checkbox"/>	<input type="checkbox"/>
Type of footing used / <i>Nature du revêtement utilisé :</i>		
4.3 Were the obstacles adequate in the training area(s)? <i>Les obstacles étaient-ils réglementaires sur le(s) d'entraînement?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Was there a lunging place? <i>Y avait-il un endroit spécial pour longer?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Was there a grazing area? <i>Y avait-il un endroit pour faire brouter les chevaux?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Was the main arena used for schooling? <i>Le terrain de concours a-t-il été utilisé pour l'entraînement?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Were there directions and timetables established for use of the practice arena? <i>Des règles et un horaire ont-il été établis pour l'utilisation des terrains?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Did you establish a timetable for rotation of stewards? <i>Avez-vous établi un horaire de rotation des commissaires ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Were there any precautions organised for emergency? (Doctor, transport facilities, box ambulance, screen, etc) <i>Des précautions ont-elles été prises pour les cas urgents? (Médecin, ambulance pour chevaux, bâches, etc...)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Describe route and controls from stables to practice arena and main arena? Décrivez les accès et contrôles entre les écuries, les terrains d'entraînements et le terrain de concours?		

		Yes	No
4.11	Was a Member of the Ground Jury appointed to help supervise the practice arena (for events outside Group I & II) ? <i>Un membre du Jury de Terrain avait-il été désigné pour assister à la surveillance du terrain d'entraînement (Pour les concours hors des Groupes I et II) ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Have you any special remarks or suggestions regarding Practice Arena(s): <i>Avez-vous des remarques particulières ou des suggestions concernant la(les) place(s) d'entraînement :</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<hr/>		
	<hr/>		

5. Veterinary Matters / Aspects Vétérinaires

		Yes	No
5.1	Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)? <i>L'enceinte pour la présentation des chevaux à l'inspection vétérinaire était-elle satisfaisante (surface plane, ferme, non glissante) ?</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Was the footing suitable for this inspection? <i>La nature du revêtement convenait-elle à cette inspection?</i> Type of footing used/ Nature du revêtement utilisé:	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Was the organisation of the horse inspection adequate? <i>L'organisation de l'inspection des chevaux était-elle bien établie?</i>	<input type="checkbox"/>	<input type="checkbox"/>

6. Competitors / Concurrents

		Yes	No
6.1	Did you give written general information to competitors, Chefs d'Equipe? (Please attach a copy) <i>Avez-vous donné des informations écrites aux concurrents, Chefs d'Equipe? (veuillez annexer une copie)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Did you have to report any incidents to the Ground Jury ? If yes, please attach a copy. <i>Avez-vous dû annoncer des incidents particuliers au Jury de Terrain ? Si oui, veuillez annexer une copie.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Did you have to lodge any complaints? If yes, please give details. <i>Avez-vous dû déposer plainte? Si oui, veuillez donner des détails.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Did you have to give any warning cards? If yes, please give details and attach the yellow warning card slip. <i>Avez-vous dû donner des cartes d'avertissement jaunes? Si oui, veuillez donner des détails et mettre en annexe le talon de la carte d'avertissement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Did you have a supply of yellow cards ? If no, explain why. <i>Aviez-vous assez de cartes d'avertissement jaunes? Si non, expliquez pourquoi.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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- 6.6 Were FEI Regulations relating to use of logos respected by riders/drivers, ☐ ☐
 If not give details and riders/drivers names.
Les cavaliers/meneurs ont-ils respecté le règlement relatif à l'utilisation des logos ? Si non, veuillez donner des détails et les noms des cavaliers/meneurs.

Use of sponsor logo by riders and drivers

The Chief Steward is responsible for ensuring that before allowing riders/drivers to compete the sponsor logos are within the limitations laid down in FEI General Regulations Art. 135. Riders/Drivers not complying with Art. 136 will be reported to the Ground Jury and will not be permitted to compete until the use of the sponsor logo is in compliance with this article.

Utilisation du logo du sponsor par les cavaliers et les meneurs

Le Commissaire en Chef doit s'assurer, avant que les cavaliers/meneurs soient autorisés à prendre le départ, que le logo du sponsor est en conformité avec le Règlement Général de la FEI, Art. 135. Les cavaliers/meneurs qui ne respectent pas l'Art. 136 seront signalés au Jury de Terrain et n'auront pas l'autorisation de concourir jusqu'à ce que le logo du sponsor soit en accord avec cet article.

7. Unusual incidents, irregularities, suggestions <i>Incidents inhabituels, irrégularités, suggestions</i>

8. FOR JUMPING EVENTS ONLY

- | | Yes | No |
|---|--------------------------|--------------------------|
| 8.1 Was the mandatory bandage and boot control carried out by the Chief Steward on all horses during the Grand Prix (including FEI World Cup™ Jumping qualifying competition), the FEI Nations Cup and the Derby ?
<i>Le contrôle des bandages et des guêtres a-t-il été effectué par le Commissaire en Chef sur chaque cheval lors des épreuves Grand-Prix (y compris l'épreuve FEI World Cup™ Jumping), FEI Nations Cup et Derby ?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2 Has the FEI Veterinarian Delegate been notified regarding these controls?
<i>Le Délégué Vétérinaire FEI a-t-il été informé de ces contrôles ?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.3 Was a boot and bandage control carried out during any other competition?
<i>Un contrôle de bandages et de guêtres a-t-il été effectué lors d'autres épreuves ?</i> | <input type="checkbox"/> | <input type="checkbox"/> |

9. IMPROVEMENTS

Do you have any additional recommendations for future improvements to the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes: Please give a short description of areas for improvements and how they could
--

be achieved.

Do you have already discuss with the Organising committee
about any future improvements to the event?

☐ Yes

☐ No

10. Annexes

- ☐ Sketch of stable and general area / *Croquis des installation*
- ☐ Information to competitors / *Information aux concurrent*
- ☐ Timetable rotation of FEI Stewards / *Horaire de rotation des Commissaires FEI*
- ☐ Timetable for use of practice arenas / *Horaire d'utilisation des terrains d'entraînement*
- ☐ Incidents
- ☐ Other, specify / *Autres, spécifiez* _____

SIGNATURE: _____ **DATE:** _____

Return to/ A expédier au

FEI
Jumping Department
Hm King Hussein I Building
Chemin de la Joliette 8
CH - 1006 Lausanne
Fax +41 21 310 47 60
E-mail philippe.maynier@fei.org

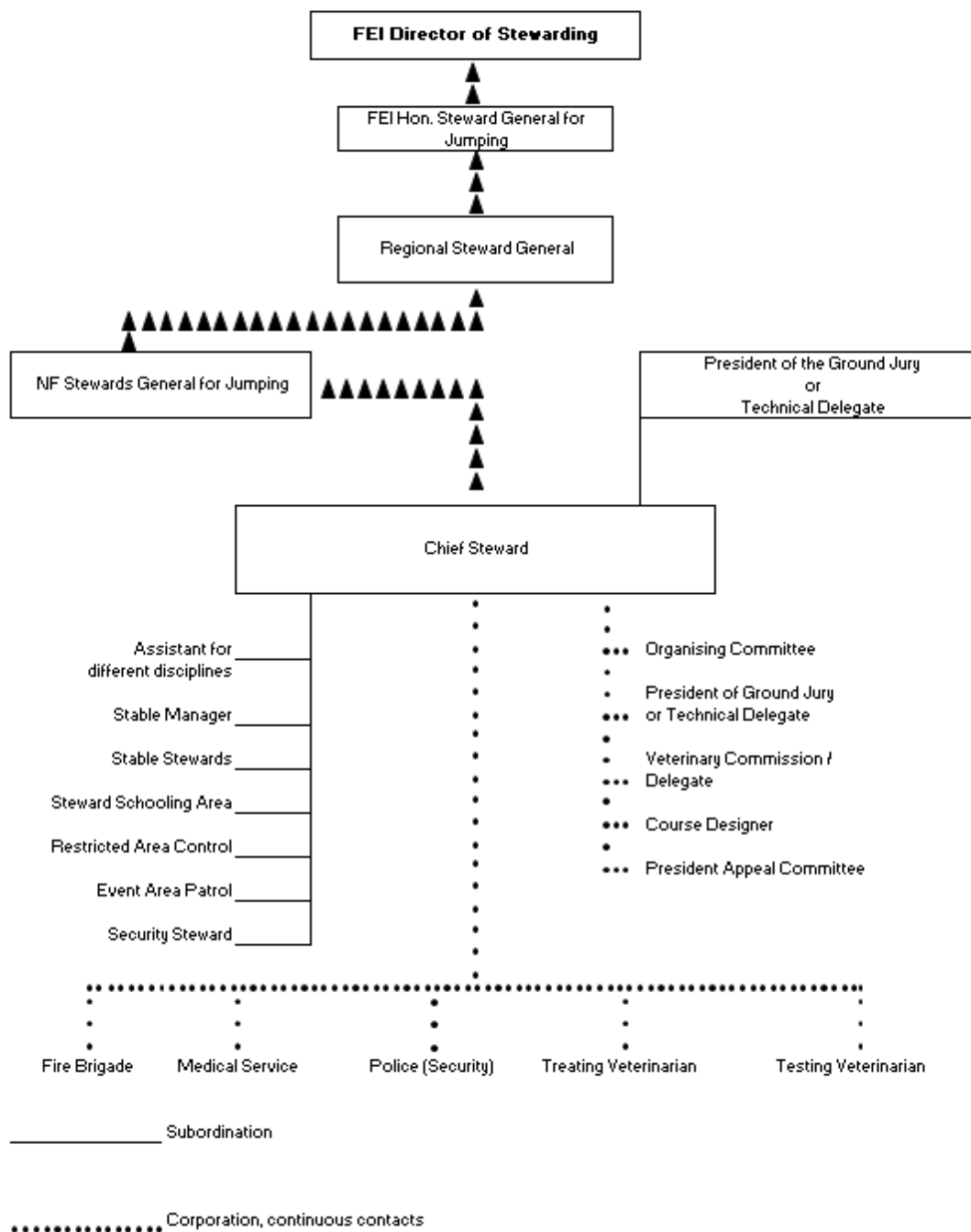
Please, whenever possible, submit your report by email!

Copy to the Steward General of NF
Copie au Commissaire Général de la FN:

11. Additional Information

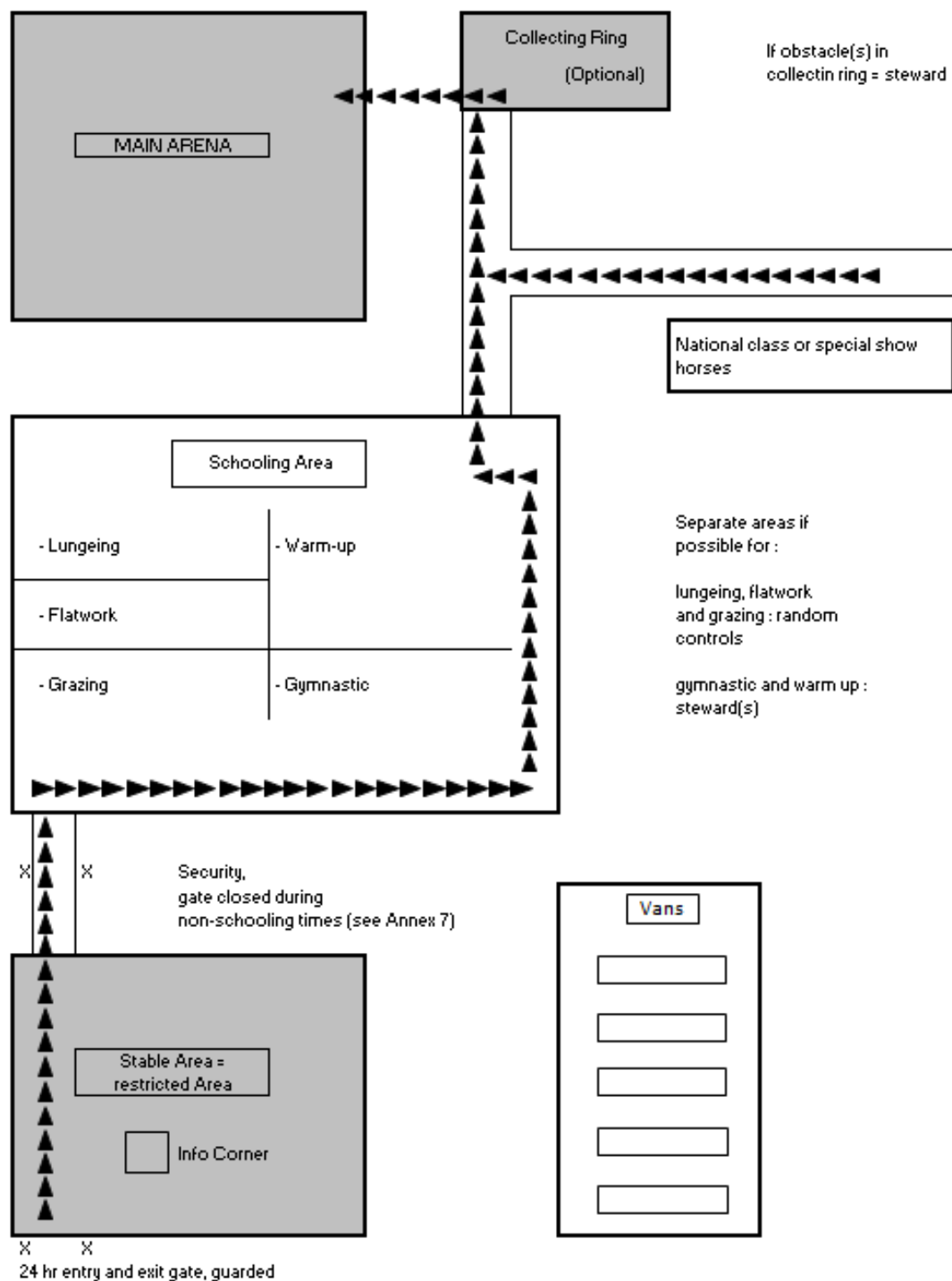
ANNEX II – THE POSITION OF THE CHIEF STEWARD

THE POSITION OF CHIEF STEWARD



ANNEX III – SITE LAYOUT

SITE LAYOUT (example)



ANNEX IV – EXERCISE AREAS TIMETABLE*Examples*One Day

Time	Location	Disciplines	Remarks
6am – 9am	Main arena open for schooling, with fences	All disciplines	
7am – end of competitions	Arena 5 (only lunging)	All disciplines	Limited to 3 horses at a time
9am – end of competitions	Arena 1 Warm-up for classes 1, 3 & 5	CSI small tour	Arena closed for 10 minutes for footing preparation immediately after every class
9am – end of competitions	Arena 2 Warm-up for classes 2, 4 & 6	CSI big tour	Arena closed for 10 minutes for footing preparation immediately after every class
9am – end of competitions	Arena 3 Warm-up for class 7, 8 & 9	CSIJ-A	Arena closed for 10 minutes for footing preparation immediately after every class

Another Day

Time	Location	Disciplines	Remarks
6am – 7.30am	Main arena open for schooling, with dressage rails	CDI	
7.30am – 9am	Main arena Open for schooling, with fences	CSI	
7am – 8am	Arena 4 Horse Inspection	CSIAm-A	
9am – 11am	Arena 1 Warm-up for class 1	CDI	Only for horses starting in class 1
10am – end of competitions	Arena 2 Warm-up for classes 2, 4 & 6	CSI	Arena closed for 10 minutes for footing preparation immediately after every class
11am – end of competitions	Arena 3 Collecting Ring for CSI class	CSI	Open for next 2 competitors in class

Remarks

It is better to prepare a sheet for each day on a daily basis, to avoid later changes.

If improving the footing takes a long time, it should be mentioned under remarks.

Good liaison with the person responsible for special shows must be maintained, in order to avoid show horses impeding competition horses (especially in case of jump-off or lateness)

ANNEX V – WORK SHEET

(example with 2 different exercise areas)

Date _____

Briefing for group leaders at _____

Work / Steward	Group A	Group B	Group C	Group D	Group E
Horse Inspection	10-12.30 14-15.30				
Area A		7-19			
Area B			7-19		
Stables				24 hours	
Random					6-21

Group B and
C

Time / Steward	Mr A Mr F	Mr B Mr G	Mr C Mr H	Mr D Mr I	Mr E Mr J
7 - 9	X				
9 - 11		X			
11 - 13			X		
13 - 15	X				
15 - 17				X	
17 -19					X

Group A : Mr K and Mr L
 Group D : Mr M & Security 6 - end of competition, Mr N and Mr O by night
 Group E : Mr P : 06-13, Mr Q : 13-21

ANNEX VI (PART I) – JUMPING IN EXERCISE / SCHOOLING AREAS

It is important to remember that all exercise areas are different in size, type of footing and jump material provided. Furthermore, the ability of horse and rider must always be taken into consideration when deciding what is permitted and not permitted during preparation. Athletes are fully responsible for any jump taken by their horse and any action deemed not in the best interest of the horse must not be allowed.

Arena, Schooling Areas and Practice Obstacles (JRs Art. 201)**1. Practice Obstacles**

Within the schooling area, the OC must provide a minimum of one vertical and one spread obstacle. The ground has to be in a proper condition for the training of horses. If there are many athletes and there is sufficient space, additional obstacles should be provided. All obstacles must be constructed and flagged according to the rules. The schooling area should be large enough to provide sufficient room for the training of all horses due to start within 30 minutes (20 competitors). Too much space should be avoided as this may lead to reduced control.

- 1.1 The use of obstacle material not provided by the OC is forbidden under Penalty of Disqualification and/or Fine (JRs Art. 242.2.6 and 240.1.5) unless authorized by the Chief Steward before the start of any competition where it could be used and is therefore available for use by all Athletes.
- 1.2 Obstacles may only be jumped in the direction in which they are flagged. Flags may not be interchanged without the permission of the Chief Steward.
- 1.3 Poles must be:
 - In cups at both ends – if horizontal;
 - With one end on the ground of both ends in cups – if diagonal;
 - Or totally on the ground.
 -
- 1.4 No part of a practice obstacles may be physically held or touched by any person.
- 1.5 Poles must be able to fall easily when hit.
- 1.6 If a pole is placed on the lip of a cup it must be placed on the far side of the cup. It is also possible to place a pole on the top of the part of a cup that is inserted into the wings (reference Annex VI Supplement for more information). Both of these actions are also allowed at a spread obstacle only if it does not cause the front pole to be higher than the back pole (i.e. offset).
- 1.7 Ground-lines are not compulsory. However, if they are used they must be placed either directly underneath the first part of the obstacle or up to one metre away on the take off side. If there is a ground-line in front of the obstacle, a placing pole may also be used behind the obstacle at an equal distance up to a maximum of one metre.
- 1.8 Any obstacles 1.30 m or higher must have at least one other horizontal or diagonal or crossed pole(s) in cups on the take-off side of the obstacle, regardless of whether or not a ground line is used. The lower pole(s) must

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always be below 1.30 m and if diagonal or crossed may have one end on the ground.

- 1.9 If crossed poles are used as the top part of an obstacle:
 - They must be able to fall individually;
 - The top ends of the poles cannot be higher than 1.30m and must rest in cups;
 - If a horizontal top pole is placed behind the crossed poles to create a spread obstacle, this pole must be at least 20cm higher than the centre of the crossed poles and must be lower than 1.30m.
- 1.10 It is not permitted to walk Horses over poles when there are elevated or placed in cups at one or both ends. Walking, trotting or cantering over one or a line of poles lying flat on the ground is permitted.
- 1.11 No more than one pole is permitted on the back of a spread.
- 1.12 If there is enough space, placing poles may be used and placed on the ground not closer than 2.50m on the take-off side of a vertical not exceeding 1.30m in height. A placing pole may be used on the landing side not closer than 2.50m when the obstacle is jumped at the trot or 3.00m if at the canter. A placing pole on the landing side of an obstacle may only be used at a vertical.
- 1.13 Swedish oxers are not permitted.
- 1.14 The OC may provide material to simulate a water ditch such as a Liverpool. If a Liverpool is supplied:
 - The front of the Liverpool may not be behind the front plane of the obstacle;
 - The back of the Liverpool may not exceed the front plane of the obstacle;
 - If used at a spread the front of the Liverpool may not be more than 1 meter in front of the obstacle.
- 1.15 Nothing (i.e. Blankets or Towels) may be laid over an obstacle.
- 1.16 For competitions where the maximum obstacle height is 1.40m or less, the obstacles in the practice arena may not exceed in height and width ten centimeters more than the actual maximum height and width of the obstacles in the competition in progress. If the obstacle height of the competition in progress is greater than 1.40m, the obstacles in the practice arena may not exceed 1.60m in height and 1.80m in width.

2. Gymnastic Training

In addition to training over obstacles as per paragraphs 1.2-1.16 above...

- 2.1 Athletes may train their Horses in gymnastic exercises but obstacles used for this purpose may not exceed 1.30m in height. Athletes using such obstacles must not violate the rules against rapping (JRs Art. 243.2.1)
- 2.2 Whenever possible provision should be made for Athletes to exercise and train in the presence of a steward for several hours in the morning. Athletes may change obstacles providing JRs Art. 201.4, 201.5 and 201.6 are not contravened.

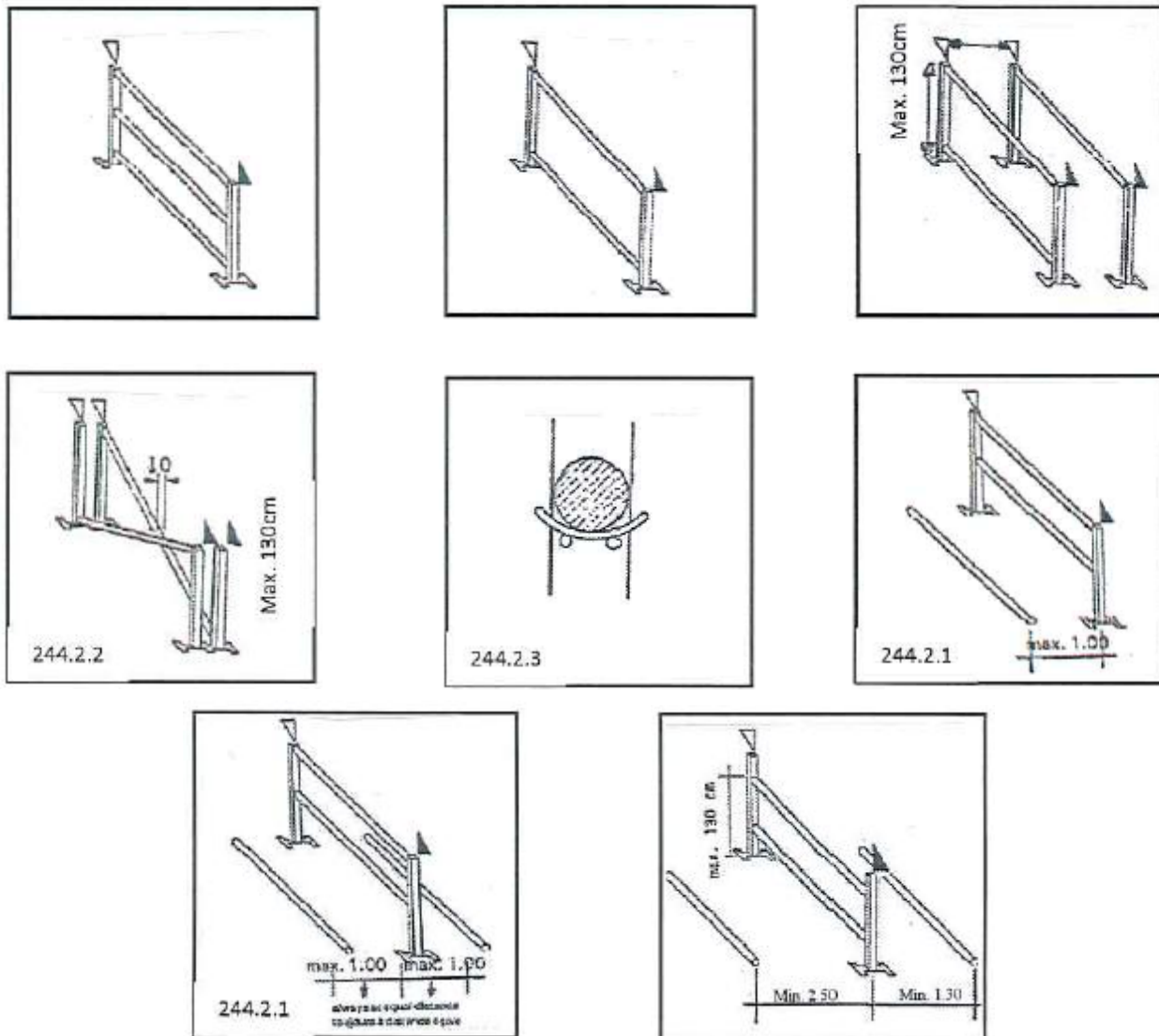
- 2.3 If space and available fence material allows and safety conditions permit, combinations may be built using correct distances. Bounce obstacles may only be used with verticals and may not exceed 1.15m in height.

3. Collecting ring

At events where a small collecting ring adjoining the jumping arena is used, for safety reasons, not more than the next four horses to enter the arena should be permitted to work there at any one time. Both the main practice area and the collecting ring must always be stewarded when in use.

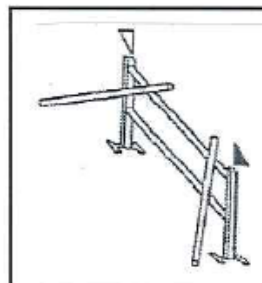
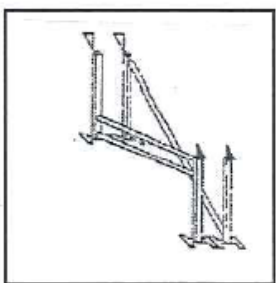
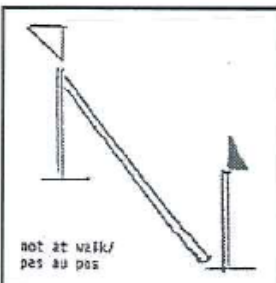
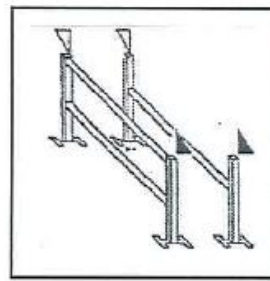
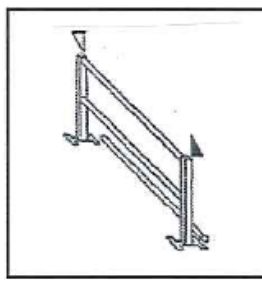
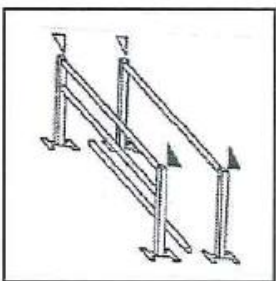
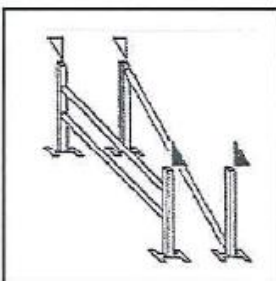
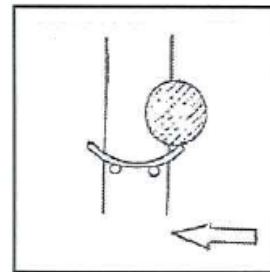
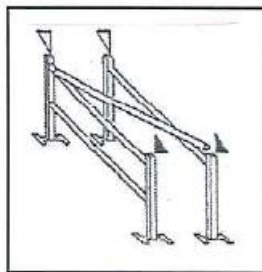
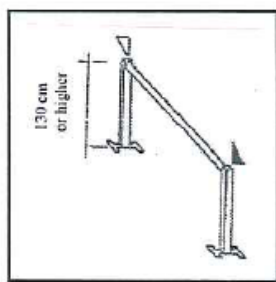
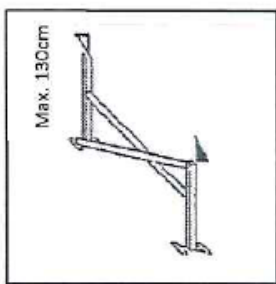
ANNEX VI (PART II) – BUILDING OBSTACLES IN EXERCISE / SCHOOLING AREAS

Right ways:

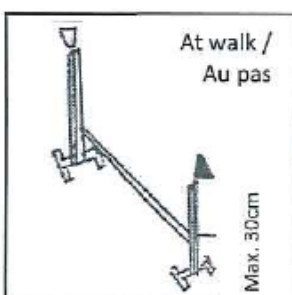
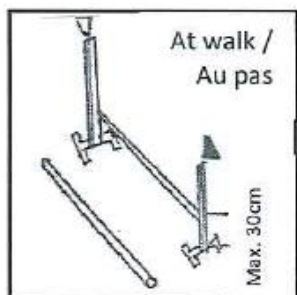


- Combinations are allowed at correct distances (Art. 244.4)
- Never higher than 1.60m, never to exceed the spread of 1.80m for **horses** (Art. 244.2.4)
- Never higher than 1.35m, never to exceed the spread of 1.45m for **ponies**

Wrong ways:

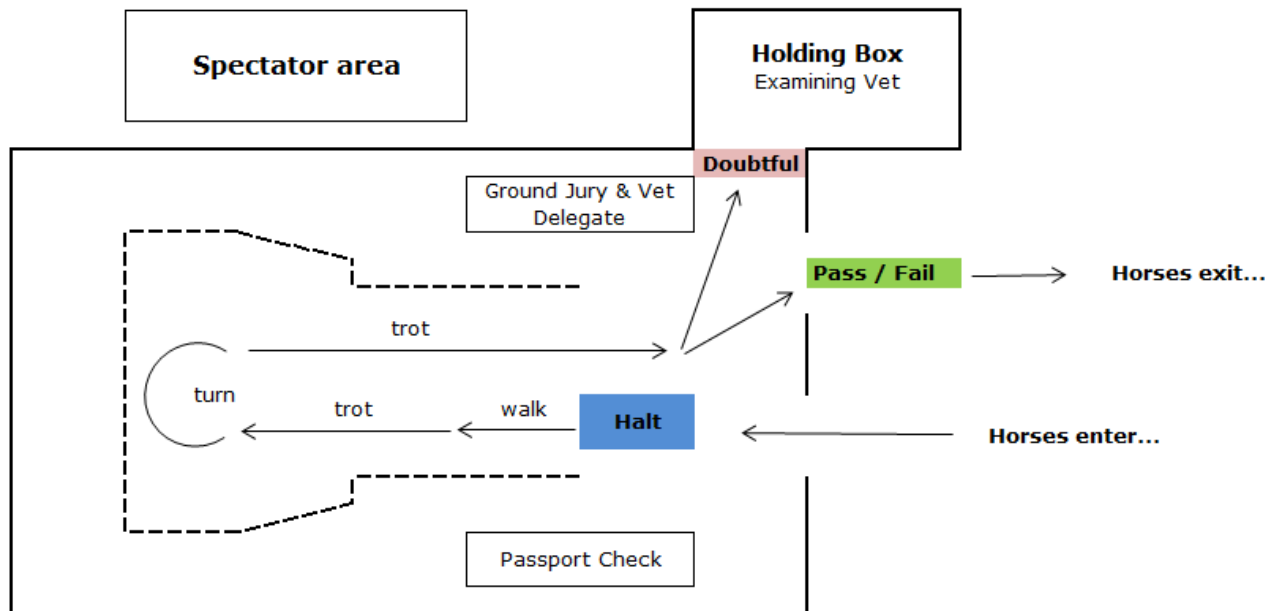


No walk poles are allowed:



For further reference please refer to the **Annex VI Supplement**.

ANNEX VII – THE HORSE INSPECTION



ANNEX VIII – NIGHT CONTROL IN THE STABLES

Date :

Time		Nation	Name	Horse Nr	Signature	Reason for visit Remarks
In	Out					

1. Only accredited grooms who have requested permission may stay during the night in the stable allocated to their own nation.
2. Any other accredited person visiting the stables during the night must sign the night control book. The person in question must be accompanied by a steward.
3. The stables must be patrolled approximately every hour.
4. Smoking must be restricted to designated areas.
5. Festivities in the stable area are not allowed.
6. In case medication has to be given to a horse, check the appropriate form (Medication Form I/II/III) of that specific horse.
7. Maintain contact with the vet. on duty.

EMERGENCY : FIRE Tel : VET Tel : DOCTOR Tel : POLICE Tel :

ANNEX IX – STABLE INFORMATION CARD

STABLE INFORMATION CARD

Name of Horse :

.....

ID # of Horse :

.....

Gender of Horse :

.....

Name of Person Responsible :

.....

Telephone Number :

.....

Name of Groom :

.....

Telephone Number :

.....

Name of Chef d'Equipe :

.....

Telephone Number:

.....

ANNEX X – STABLE SECURITY AND STEWARDING AT INTERNATIONAL EVENTS

(VR ANNEX IX)

MINIMUM REQUIREMENTS TO ENSURE IMPLEMENTATION OF VETERINARY REGULATIONS ART. 1005.2.5

1. RESTRICTED ACCESS TO STABLE AREA

For a high level of stable security, the stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to uncontrolled exit of Horses. A CCTV system may be prescribed by the FEI for certain Events. Access to this area must only be after checking the necessary accreditation. The area must be sufficiently large, where possible to allow Horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter. However, in some disciplines (see discipline rules), lower levels of stable security are permitted. If possible there must be provision of a restricted area for Athletes and others to mix away from the general public, in order to keep non- authorised people out of the secure stable area. *(See Veterinary Guidance Note 4 and 5/2010 - Veterinary course attendance and Accreditation, including interim measures until 31st December 2011).* Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area. Access to stables must be limited to those persons indicated in VR Art. 1005.2.5.3. It is essential that the official issuing authorised access be a responsible person of seniority within the Organising Committee. The FEI Veterinary Department will maintain a List of accredited Team Veterinarians and accredited Individual Competitors Private Veterinary Surgeons. It is important that the NFs and OCs of international Events liaise closely with the Veterinary Authorities and that the Committee and all officials, particularly the Chief Steward, are aware of the Veterinary Authorities requirements in respect to access control and separation of Horses in the stables and during training.

2. CONTROL OF ACCESS

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying the accreditation of those who enter and leave the stable area at any time. Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night by means of a night access list. A CCTV system may be prescribed by the FEI for certain Events

3. STEWARDING OF STABLE AREA

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the Event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to Horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward. Stewards must be under instructions to ask for the appropriate ETUE if a Horse is seen to receive treatment; this also applies to the use of nebulisers. The duty of the stewards is to safeguard the welfare of the Horses and to prevent any form of illegal practices that may also disrupt fair play.

4. GROOMS

Grooms must be accredited to enter the stabling area and, if sleeping in a lorry at night within the security perimeter, must register his presence with an FEI Steward and may only enter the stables at night with an FEI Steward. Discipline rules may allow a derogation from this requirement. The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her Horses, are familiar with the security and stewarding procedures operating at the Event attended. They must also ensure that his/her grooms, or any other

August 2009, updated June 2012

authorised persons with access to his/her Horses, are familiar with the regulations pertaining to the use of substances on the FEI Prohibited Substances List. Grooms may also be sanctioned if found at fault under the EADCM Regulations and further accreditation may be withdrawn, preventing attendance at future FEI Events.

5. MOVEMENT THROUGHOUT EVENT GROUNDS

Movement of Horses between the stables, practice, grazing and main arena must be strictly controlled. It is appreciated that flexibility will be required depending on the requirements of different disciplines.

6. STEWARDING OF PRACTICE ARENA

The Chief Steward must ensure that all practice arenas are fully stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random controls when they are officially closed.

7. GRAZING AREA

It is recommended that a grazing area be provided at all outdoor Events, and that this be subject to random control. If available, Horses must only be grazed or walked in hand within this area. The Foreign Judge/TD at Events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the Event in future.

ANNEX XI – BANDAGE CONTROL DURING FEI EVENTS

(VR Annex X)

The prohibitions on using specific types of tack are governed by the Sport Rules of each Discipline. Mouth guards which cover teeth are generally prohibited under these Veterinary Regulations. However, throat support devices such as Cornell collars are allowed provided there is a written statement from a veterinary surgeon sent to the FEI Veterinary Department at least 4 weeks before first use at an Event certifying that the Horse requires such a device for welfare reasons. A copy of the statement must be retained at all times for inspection during an FEI event.

Tongue guards are not permitted unless they are attached to the bit and not separate items from the bit itself.

The examination (control) of a Horse's legs, boots, bandages or other tack material may be carried out by Stewards and/or Veterinary Surgeons before during or after a competition or an exercise/schooling period. The President of The Ground Jury may be notified that an examination/control is to take place at any time during the Event. Although it is not mandatory for the (Foreign) Veterinary Delegate to be present during these controls, he/she should be informed if possible of any scheduled or unannounced examination in order to be available quickly for consultation if required. For controls carried out during the finals of major Events (i.e. Championships, Games, World Cups, etc.) a member of the Veterinary Commission should attend the control procedure. When the stewards carry out the examination, typically two stewards will be present one of whom should be the Chief Steward.

The examination (control) may be carried out to determine any abnormality or sensitivity of the Horse's legs, any irregularity in the shape size or weight of the boots, bandages or other tack material, and to determine the presence of foreign or prohibited materials or substances. Generally and unless the circumstances otherwise require, Horses will only be stopped for this procedure either in the control area prior to entry to the warm-up arena or when they are exiting the practice ring.

The Horse should stand if possible on a clean surface (e.g. a rubber mat). Officials making the examination should generally wear disposable rubber gloves. When the control takes place in the designated control area prior to entry to the warm up, the legs, boots and any other tack material will be examined prior to the boots (and bandages if used) being applied. When the control takes place as the Horse exits the arena, the steward or groom should normally remove any or all boots, bandages or other items attached to the legs, to enable a close examination.

The Stewards will examine the legs of the Horse; if a problem is suspected, detailed Palpation of the legs to assess irritation, skin damage or hypersensitivity must be performed by an FEI Veterinary Official.

A thermographic examination may be made at any inspection according to Annex XI, Protocol for Thermography and Clinical Examination. The boots may be weighed (Jumping Rules article 257, 2.3) using certified calibrated scales.

If the examination results in the finding of suspicious material or a possible case of hypersensitivity, the President of the Ground Jury must be informed immediately. The Horse and all examined items must be kept under strict surveillance until arrival of the FEI Veterinary Official, who will examine the Horse and advise further. The Foreign Veterinary Delegate must verify the identity of the Horse against the outline diagram in the passport and include the name of the Horse and the FEI Passport number in his report.

Where the examination (control) has taken place prior to competition and in the case of positive findings:

If the irregularity relates to the shape size or weight of boots, bandages or tack materials the Horse may be allowed to compete once corrected.

If the irregularity relates to skin damage, hypersensitivity, or the presence of foreign materials or substances the Horse will not be allowed to compete and may be Eliminated or Disqualified from the Event.

It is recommended that material that may be required for forensic screening (bandages, tape, applied substances, etc.) be kept in a sampling kit to be sent, with official barcode labels for identification, to the designated laboratory. For this purpose kits can be obtained from the Central Laboratory through the FEI. It is essential that the material be put in a closed bag or sampling bottle as soon as possible, since the substances used could be volatile. Photographs and/or a video recording should generally be made showing the limbs involved, and all written reported material should generally be signed by witness(es).

BOOTS FOR YOUNG HORSES

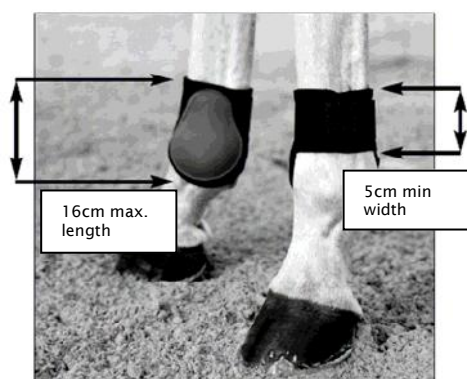
Ref. Art. 257.2.4

For all international Young Horse competitions (five*, six, seven and eight year old horses): All hind leg protections must have a maximum interior length of 16 cm and minimum exterior width of 5 cm.

* Competitions for five year old horses may only be held at the FEI World Breeding Championships for Young Horses; unless special authorisation has been granted by the FEI.

The following criteria must be respected in relation to hind boots worn in the international young horses competitions:

- The inside of the protection must be smooth. Only non-elastic Velcro fasteners are permitted; no hooks or straps may be used;
- The rounded rigid part of the protection must be placed around the inside of the fetlock;
- No additional elements may be used in conjunction with the protection.



ANNEX XII – PERMITTED DRESS, SADDLERY AND EXERCISING ACTIVITY

	SENIORS (18+)	YOUNG RIDERS (16-21)	JUNIORS (14-18)	CHILDREN (12-14)	PONY (12-16)
HAT – fastened with 3-point retention harness	Only for jumping but recommended at all times especially for YRs (Art 256.1.4)		ALWAYS (Art 256.1.4 & Annex XI Art 20.1 & 2)		
SPURS	No restrictions				Blunt metal spurs Max length 1.5 cms (Annex XI Art19.3)
SADDLES					
WHIP	Yes (max length 75 cm – unweighted) (Art 257.2.2 – Ch Annex XII Art 18.6, Pony Annex XI Art 19.3)				
DRESSAGE WHIP	Only for flatwork (Art 257.2.2) Not in competition or for jumping and riding over poles (Art 257.2.2)			Never (Annex XII Art 18.6)	Never (Annex XI Art19.3)
STANDING MARTINGALE	Not in competition (Art 257.1.3)			ALWAYS (Art 257.1.3, Annex XII Art 18.3, 7)	Never (Annex XI Art 21.2)
DRAW REINS	Not in competition (Art 257.1.6, Ch Annex XII Art 18.4, 7)				Never (Annex XI Art 21.2)
RUNNING MARTINGALE	ALWAYS (Art 257.1.3)				
BITS	No restrictions providing no injury is caused (Art 257.1.4)				Restricted (Annex XI Art 21.2 & App A)
Gags & Hackamores	ALWAYS (Art 257.1.4)				Restricted (Annex XI Art 21.2 & App A)
TONGUE STRAPS	Never (ref. VR 1011.2.6.5 concerning Tongue Guards)				
SHEEPSKIN (or similar material) ON BRIDLE	Max height from cheek 3 cms (Art 257.1.2) – only in competition				
FLYSHIELDS	ALWAYS				
BLINKERS (Pony + HOODS)	Not in competition (Art 257.1.1)			Not in competition (Annex XII Art 18.2,7)	Never (Annex XI Art 21.2)
JUMP DIMENSIONS					
Gymnastic Training / Schooling	Gymnastic 130 x 160 max Jumps: 160 x 180 max (Art 201.4.5)		Gymnastic 130 x 160 max (Art 201.5.1)	Jumps: 120 x 130 max. (Annex XII Art 14.1)	Jumps: 135 x 145 max (Annex XI Art 17.2)

Warm-up in relation to a competition	Classes >140: =< 160 x 180 Classes =<140: not more than 10 cms higher and wider than dimensions of class (Art 201.4.5)	Not more than 10 cms higher and wider than dimensions of class (Art 244.2.4)	Not more than 10 cms higher and wider than dimensions of class (Annex XII Art 14)	Same as class in progress (Annex XI Art 17.1)
SCHOOLING: WHO CAN RIDE IN PRACTICE or WARM-UP RINGS?	No restrictions	Competitor only from 18h of evening before 1 st class (others may lunge) (Annex IX Art 10)	As J/YR/P but special rules for events with borrowed horses (Annex XII Art 9.1)	Competitor only from 18h of evening before 1 st class (others may lunge) (Annex XI Art 10.1)

ANNEX XIII – PRE AND POST COMPETITION TRAINING TECHNIQUES

Position of the horse's head – stretching

1. Background

The use of correctly executed stretching techniques, both before and after training and competition, is recognised as an important and long-established practice in almost every physical sport. In equestrian sport it is used for the on-going suppleness and health of the equine athletes.

2. Permitted stretches

Stretching principally involves the lengthening of the horse's ligaments and muscles (soft tissue) and can be done at the halt (statically) or in motion (dynamically). Athletes should aim to stretch all the relevant groups of muscles within the horse's body, especially the muscles involved in hind leg locomotion, but the part that will be most visual to both stewards and the public will most likely be the horse's neck.

Neck stretches may take several different forms. 'Long, deep and round' (see diagram i) and 'low, deep and round' (see diagram ii) and 'long and low' (see diagram iii) are just three commonly used examples but there are other variations involving both longitudinal and lateral flexion which result in different neck positions.

Diagram i
Long, deep and

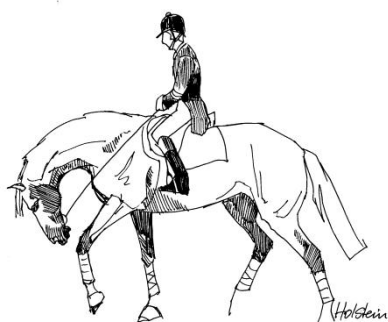
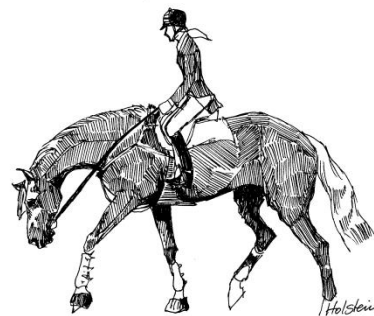


Diagram ii
Low, deep and



Diagram iii
Long and low



3. Extreme flexion

In assessing the position of the head carriage the Steward will be mindful of each horse's natural conformation, especially in relation to native breeds or ponies, and will therefore use discretion in determining this.

Deliberate extreme flexions of the neck involving either high, low or lateral head carriages, should only be performed for very short periods. If performed for longer periods the steward will intervene.

Movements which involve having the horse's head and neck carriage in a sustained or fixed position should only be performed for periods not exceeding approximately ten

minutes without change. Change may constitute a period of relaxation and lengthening or a movement which involves stretching the head and the neck of the horse.

It is the steward's responsibility to ensure that riders respect the above procedure and intervene if required.

4. Variation of stretches & neck positions.

Stretches of the horse's neck maybe specific and appropriate to each horse and equestrian discipline, but no single neck position should be maintained which may lead to tiredness or stress.

5. Method of achieving stretches

It is imperative that stretching should be executed by unforced and non aggressive means. By unforced' it is meant that the rider is not permitted to use rough, or abrupt aids or apply constant unyielding pressure on the horse's mouth through a fixed arm and hand position. It is the responsibility of the steward to intervene if these requirements are not respected.

6. Action by the Steward in the case of incorrect behaviour of athlete in relation to flexion of the head and neck

The steward will intervene should he observe;

- Neck stretching achieved through forced, or aggressive riding;
- The use of extreme flexion if it does not comply with the above;
- A rider deliberately maintaining a sustained fixed head and neck carriage longer than approximately ten minutes;
- In cases when the horse is in a state of general stress and/or fatigue.

The steward may also ask the rider to walk for a certain period in situations where the rider's stress may cause undesired riding.

7. Maximum duration of pre-competition warm-up and post-competition cooldown periods

Only in exceptional circumstances and with the permission of the Chief Steward, may a training session exceed one hour. The training session must include a number of relaxation periods. Riding the horse at the walk whether prior to, or following the training session, is not considered to be part of the one hour training session. There should be at least one hour break between any training/warm-up periods.

Repetition movements carried out in the practice arena, following a rider's performance in the competition arena, may not exceed a period of ten minutes.

8. Exercise / Training arena

All training sessions, including pre-competition warm-up, may only be performed in the official training arena while under the supervision of stewards. Use of a training arena outside the official training period, and/or in an unsupervised arena, may at the discretion of the Ground Jury lead to the rider's disqualification.

During competition preparation periods, and the duration of the competition itself, the Chief Steward must be present in the training arena, or be in a position to observe the training arena at events where numerous training arenas are in use.

If the Chief Steward is unable to be present himself, it is his responsibility to ensure that a steward with the required experience and knowledge is appointed to supervise the training arena.

9. Appointment of Chief Stewards

The Chief Steward at CSI4* and higher level events must be of three-star level. He is appointed by the OC.

10. Revision

These directives may be subject to review and Stewards are advised to check for periodic updates.

ANNEX XIV - STEWARDING GUIDELINES

Additional Stewarding Guidelines for International Jumping Events

In an effort to ensure that the FEI Veterinary Regulations and the FEI Rules for Jumping Events are fully enforced as voted into effect by the General Assembly, the following additional guidelines are being issued to FEI Stewards with immediate effect. All of these guidelines pertain to the specific implementation of existing rules and therefore do not represent rule changes. We ask that the Stewards take these guidelines seriously and use their best efforts to apply them.

In line with the current rules, at the following Events boot and bandage controls are considered by the FEI to be compulsory:

- Both rounds of the Nations Cup Competition;
- Grand Prix or the Competition with the highest prize money if there is no a Grand Prix;
- All FEI World Cup Competitions;
- Derby Competitions.

1. Stewarding at Morning Training Sessions

- During the morning training sessions each day, bandage and boot checks should be carried out at all Events. Such checks should be done on a random basis unless another approach is considered necessary or unless there is reason to examine a specific Horse, with particular attention being paid to bandages and use of boots that may be excessively heavy. The maximum weight of equipment permitted on a horse's leg is 500 grams.
- If a Horse's boots are changed during the course of a training session, the Steward should inspect the boots which have been removed at the time of removal, as well as the replacement boots once the Athlete in question has completed his/her training.
- Should the Steward in question observe anything unusual with the boots or bandages, he/she must inform the Chief Steward immediately.

2. Stewarding Prior to Competition

- If a Horse's boots are changed during the preparation for a Competition, the Steward should inspect the boots which have been removed at the time of removal, as well as the replacement boots and bandages after the Horse in question has completed his round. Should the Steward in question observe anything unusual with the boots or bandages, he/she must inform the Chief Steward immediately. The maximum weight of 500 grams of equipment permitted on a horse's leg similarly applies to the period of time in which an Athlete is preparing the Horse for Competition.

3. Stewarding at Boot and Bandage Control during Competitions

- Boot and bandage checks should be carried out at as many FEI Competitions as possible. Such checks may be done on a random basis, unless there is reason to examine a specific Horse. It is advised that two (2) Stewards should be present for any examination taking place during Competition.

4. Stewarding in the Stables

At all times during FEI Events, there should be a presence of Stewards in the stables patrolling and observing during the period the stables are open. During such time, Stewards are advised to pay particular attention to the following;

- Administration of any unauthorized medication, if in doubt it is recommended that the Steward request to see the applicable medication form;
- Anything that may negatively affect the welfare of the Horse such as;
- Horse's head tied up in the stable too tightly for an extended period;
- Horse's head tied down for an extended period;
- Horses left without water in the stable;
- Stables not mucked out;
- Any indication that efforts have been made to sensitize or hypersensitize a Horse's leg(s).

ANNEX XV - TACK AND SADDLERY GUIDELINES

Last update 31.05.2012

1. Stirrups

In the interests of safety, the stirrup iron and the stirrup leather (this also applies to safety stirrups) must hang freely from the bar of the saddle and the outside of the flap. The Athlete must not directly or indirectly tie any part of his body to the saddlery.

The stirrups "K'Vall" are not approved by the FEI and must not be used in FEI competition. Please refer below for a photo of these stirrups.



2. Spurs

Reference Annex XIII of the manual, there are no restrictions on spurs. For clarification purposes, Smart'Clix spurs are permitted in FEI competition.

3. Blinkers

Blinkers are not allowed as per Art. 257.1.1. For clarification purposes the item of tack pictured below falls under the category of 'blinkers' and is therefore not allowed.



4. Bits

Both of the Pessoa snaffles pictured below are allowed in Pony Competitions however the maximum cheek length remains 16cm (ref. Appendix A, Annex XI of the FEI Jumping Rules).



5. Boots

The FEI Jumping Committee has decided, on horse welfare grounds, that hind boots – as per attached photos - are not permitted to be used anywhere on the show grounds.

These boots have the effect of pinching (squeezing) the tendons on the horse's hind legs, creating discomfort to the horse for the purpose of improving the horse's jumping technique. The use of such boots may lead to disqualification of the Athlete at the discretion of the Ground Jury.

